Navigating Content & Peer Review in an Online Journal

Kelley Rowan, Digital Archives Librarian
Digital Collections Center, Florida International University
• Purpose of Athenaeum
  • Editor roles

• Questions: Design and Policy
  • Content?
  • Peer Review: blind or double-blind?
  • Designing the Digital Commons *Athenaeum* page

• Navigating the Challenges
  • The submission form
  • Pre-filled text & automatic replies
  • Peer reviewers

• Possible Workflows
Athenaeum: Scholarly Works of the FIU Libraries Faculty and Staff

https://digitalcommons.fiu.edu/athenaeum/
Getting Started

- Peer Review & Research Committee
  - Turnitin.com
  - Publishing content
- Editor
  - Managing Editor
    - Managing peer reviewers
• Faculty AND staff?

• Posters & presentations?

• Languages other than English?

• Videos?

• Reports & book reviews?
• Poster presentations
• Conference presentations
• Video presentations
• Book chapters or journal articles (OA)
• Reports (must include research component)
• Blind or double-blind?

• How many peer reviewers?

• Do you have peer reviewers in every specialty?

• Will you need to reach out to colleagues at other institutions?

• Categorization of peer reviewers

• **Novice**: no publication or peer review experience.
  • Limited to (up to) 500-word presentations and posters
  • Will work with expert level peer reviewer

• **Intermediate**: publication or peer review experience.
  • Receive any type of work based on field of expertise
  • Works with peer reviewer of any level

• **Expert**: publication and peer review experience.
  • Receive any type of work based on field of expertise
  • Works with peer reviewer of any level
Call for Athenaeum Peer Reviewers

If you are interested in serving as a peer reviewer for Athenaeum, please review the Criteria for Peer Review before completing this form.

Name

Email Address

Have you done peer review for another publication?

- Yes
- No
• Include links to make submission easy!
  • ORCiD
  • Co-Author agreement
  • Document Guidelines
  • Become a Peer Reviewer
Navigating the Challenges: The Submission Form
Dear Barbara M. Sorondo,

I'm hoping that you will do me the favor of reviewing a recent submission to Athenaeum: Scholarly Works of the FIU Libraries Faculty and Staff entitled "Theft of the Mind: An Innovative Approach to Plagiarism and Copyright Education". The abstract is at the end of this message.

We are committed to providing authors with unparalleled service, so please only agree to do this review if you really can complete a quality review within 14 days.

Please let us know whether you are willing to review this submission by going to the following Web address and selecting the appropriate option there:

https://digitalcommons.fiu.edu/cgi/preview.cgi?authP=article%2Ccontext%2Creview_request%2Ccc%2Clogin&cc=crkErflk&review_request=yes&context=athenaeum&article=1001&authT=9T3iaSU0xHxNssFdhReUt%2FdhGHvClI&login=2770135

If you have any trouble accessing the submission, please contact support@dc.bepress.com for assistance.

You can submit your review by going to the same link listed above. From there, you will be prompted on how to finish submitting your review.

This request will expire in 5 day(s). Expired requests are subject to withdrawal at the editors' discretion.

ABSTRACT
please leave the prior Digital Commons record as is

Thank you,

Barbara M. Sorondo
Editor

Athenaeum: Scholarly Works of the FIU Libraries Faculty and Staff
Dear [Name],

You have been selected to peer review a recent submission to Athenaeum: Scholarly Works of the FIU Libraries Faculty and Staff entitled "TITLE." The abstract is at the end of this message.

We ask that you submit your review within two weeks. Please let us know whether you are willing to review this submission by going to the following Web address and selecting the appropriate option there:

https://digitalcommons.fiu.edu/cgi/preview.cgi?authP=article%2Ccontext%2Crequest%2Ccoll
2Clogin&cc=ckErJk&review_request=yes&context=athenaeum&article=1001&authT=9T3laSU0xHxNssF4hReUt%2FdGHNvCII&login=2770135

If you have any trouble accessing the submission, please contact Kelley Rowan, Editor of Athenaeum, at krowan@fiu.edu for assistance.

You can submit your review by going to the same link listed above. From there, you will be prompted on how to finish submitting your review.

This request will expire in one week. Expired requests are subject to withdrawal at the editors' discretion.

ABSTRACT

Thank you,

Kelley Rowan
Editor
Dear Kelley F. Rowan,

Thank you very much for agreeing to review "Test". If you have not done so already, you may get a copy of the submission at:

https://digitalcommons.fiu.edu/cgi/preview.cgi?article=1002&amp;context=athenaeum&amp;login=1836717

When writing your review, be careful to omit any references to yourself. Editors will make the review available to the author(s) exactly as you submit it. Your identity will be hidden, of course.

After you write your review, you can upload it as a text file, a Microsoft Word (or RTF) file, or as a PDF file.

The "Submit Review" form also includes a place where you may upload a confidential cover letter which only editors may see.

To submit your review, please go to the following URL and click on the "Submit Review" link:

https://digitalcommons.fiu.edu/cgi/preview.cgi?article=1002&amp;context=athenaeum&amp;login=1836717

I look forward to receiving your review.

Thank you,

Barbara M. Sorondo
Editor

Athenaeum: Scholarly Works of the FIU Libraries Faculty and Staff
• Searchable by keyword
• Easy to find novice & expert peer reviewers

Peer Review interface

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<th>Average Time (days)</th>
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Peer Review interface

Title: Test
Authors: Martin Kass (Florida International University)
Last Event: Editor assigned (Thu May 16 2019)
Waiting for Editor: Yes  Lock by Editor: No
Editor: Barbara M. Sorondo  Manuscript: #1002  Decision Due: Thu Jan 17 2019 [late]  PDF

Suggest Reviewers:

- enter new reviewer
- from Master List of Reviewers [Modify List]
- from Author List

Suggest Reviewers allowed: 2  Update

Reviewers

Reviewer  Status  History  Options
#1 Kelley F. Rowan  reviewed  review history  upload report for reviewer request rerereview

Submitted Reviews
All reviews will be shown to the author(s) after a decision has been made unless the "hide" box next to the review is checked.

Reviewer  Recommendation  Options  Hide  Save Changes
May 16 2019 07:30 AM PDT  #1 Kelley F. Rowan  Accept with minor revisions  view

Reviewer Status Key
suggested  Potential reviewer has been suggested. No request has been sent to the potential reviewer.
requested  An email request has been sent asking the potential reviewer to review the submission. The reviewer has not yet responded.
committed  The reviewer has made a commitment to do a review.
reviewed  The review has been uploaded by the reviewer.
request rescinded  The reviewer did not respond to the request to review before one of the following happened: other reviewers volunteered and used up all the reviewer slots; the review request became stale (3 days) and the review request was withdrawn automatically or by an editor.
review no longer expected  The reviewer did not manage to complete a review in time and the editor eventually gave up on getting a review from the reviewer.
declined  The reviewer has declined to do a review.
abrogated  The reviewer has reneged on their commitment to review.
Recruiting Peer Reviewers (and authors)

- Workshop
- Symposium
- Library weekly newsletter
- Faculty email list
- Voluntelling colleagues
Recruiting Peer Reviewers (and authors)

JOIN THE CONVERSATION

The Peer Review & Research Committee cordially invite you to

JOIN THE CONVERSATION

a series of workshops on the value of research, how to engage in the research and writing process, and where to publish your scholarship.

Thursday, June 6, 2019
11:00am – 4:00pm

Check-in starts at 11:00am
GL 220

Please,

RSVP

A light lunch will be served, but we ask that participants RSVP by May 24.
Preview the Schedule of Events (details to be finalized) and RSVP at http://prrc.eventbrite.com

ATHENAEUM

Scholarly Works of the FIU Libraries Faculty and Staff

Get involved in research now!

There are two simple ways to join the academic conversation with Athenaeum, a new collection of scholarly works by the faculty and staff of the FIU Libraries.

1. Contribute: share your publications with the world.
Submit your research now at: https://digitalcommons.fiu.edu/athenaeum/
Both new and previously published works accepted.

2. Review: provide helpful feedback on your colleagues’ publications.
Email the Managing Editor to be added to the peer reviewer pool: bsorondo@fiu.edu.

For more information:
https://digitalcommons.fiu.edu/athenaeum

Editor-in-Chief: Kelley Rowan
Managing Editor: Barbara M. Sorondo
Workflow for submissions

Submission
- Editor
- Turnitin

Approved Submission
- Managing Editor
- assign peer reviewers

Peer Reviewed Submission
- Editor
- publishes

Submissions not needing peer review
Possible workflow for creating a collection

Content:
- Develop the aims & scope
- Languages?
- Type of content?
- Who?
- Editors?

Peer Review:
- Peer review?
- Blind or double blind?
- Plagiarism (turnitin)

Technical:
- Journal email
- Design front page
- ORCiD?
- Create any forms you will use
- Submission form
- Check all pre-existing text
Kelley Rowan, Digital Archives Librarian
Florida International University
Digital Collections Center, GL 818
12000 SW 8th St. Miami, Fl. 33199

krowan@fiu.edu
305-348-1079
Social Media

https://www.facebook.com/dccfiu/

https://www.instagram.com/fiudigital/

@FIU_Digital_Lib
• Slide 3 – “Do Something Great,” Photo by Clark Tibbs on Unsplash

• Slide 5 – “Neon Question Mark,” Photo by Emily Morter on Unsplash

• Slide 10 – “Game on,” Photo by 陆初雪 SWEETHEART/functions ( @luchuxue1997) on Unsplash

• Slide 12 – “Be the Buzz,” Photo by Tanya Santos on Unsplash

• Slide 21 – “and Breath,” Photo by Max van den Oetelaar on Unsplash