

Navigating Content & Peer Review in an Online Journal

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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
- Editor
 - Turnitin.com
 - Publishing content
- 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)

Libraries

[Collection Home](#)
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[Document Guidelines](#)
[Co-Author Agreement](#)
[ORCID](#)
[Become a Peer Reviewer](#)

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SPECIAL ISSUES:

Select a volume:

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Enter search terms:

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Document Guidelines

Criteria for Submission

- Relevance to aim and scope of *Athenaeum*.
- Original, unpublished work (to be peer reviewed) or peer-reviewed works where author has retained copyright or has permission to deposit.
- Submissions will be reviewed for plagiarism.
- All entries require English-language abstract.

Submission Format Requirements

Requirements by Format

- **Poster**
 - 1 PDF that consists of:
 - *500 word summary (to precede image of poster)
 - Image of poster
 - Supplemental materials may be included
- **Conference Presentation**
 - 1 PDF that consists of:
 - *500 word summary to (precede presentation)
 - Presentation
- **Video Presentation**
 - PDF
 - For panel presentations, provide timestamp for your presentation
- **Book Chapter/Book and Journal Article**
 - Author should be aware of reprint rights from publisher and provide proof of copyright or license
- **Report**
 - Must include research component and scholarship such as background, literature review, methodology, results, etc.

*Word counts reflect the minimum word count. There is no maximum word count.

Additional Documents and Considerations

- For co-authored works, the submitting author should provide a letter of agreement from co-author(s) for publication.
- Proof of peer review can be an acceptance email, conference program, link to conference proceedings or website, or evaluation.
- Foreign language materials are welcome and must include an English abstract.
- Visual and audio materials should be legible, grammatically correct, and clear.
 - Audio quality must be intelligible.
 - Visual content must add substantive, coherent value to the text and/or audio.



Peer Review

- 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

[Home](#) > [FIU Libraries](#) > [ATHENAEUM](#)

Editors

Editor-in-Chief: Kelley Rowan, Florida In
Managing Editor: Barbara M. Sorondo, Fl

Aims & Scope of Athenaeum

Athenaeum is an open access, peer-reviewed cc
International University (FIU) Libraries. The objec

1. To provide a peer-reviewed publishing platfor
2. To make our works more broadly discoverabl
3. To encourage the growth of knowledge and e
library and information science.

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

ATHENAEUM
Scholarly Works of the FIU Libraries Faculty and Staff

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FIU Libraries

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Editor-in-Chief: Kelley Rowan, Florida International University
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Aims & Scope of Athenaeum

Athenaeum is an open access, peer-reviewed collection of the scholarly works of the faculty and staff of the Florida International University (FIU) Libraries. The objective of this collection is threefold:

1. To provide a peer-reviewed publishing platform for the FIU Libraries faculty and staff.
2. To make our works more broadly discoverable for our international, national, and local scholars and students.
3. To encourage the growth of knowledge and exchange of ideas through contribution to the scholarly body of literature in library and information science.

The collection includes current research as well as retrospective materials, in a variety of formats including articles, book chapters, reports, multimedia, and conference presentations and posters. The works cover a range of library and information science topics relating to the professional responsibilities and scholarship of the FIU Libraries' faculty and staff.

Get Involved in Research now!

Submit your article, *presentation, or *conference poster using the submit link on the left. Sign up to become a peer reviewer by filling out the form found in the link "Become a Peer Reviewer."

*Check the "Document Guidelines" link on the left for additional information regarding the submission of conference posters and presentations.

Submission Criteria

Submissions must be relevant to the scope and aim of *Athenaeum*. Namely, submissions must contribute to the scholarly body of literature in library and information science.

How to Submit



Navigating the Challenges: The Submission Form



Final Page of the Submission Form

If your submission is already published in Digital Commons you will only fill out the four required fields and add your Digital Commons URL in the comments section.

REQUIRED Article Title

Please use Headline Style Capitalization --e.g., *The Scholarly Communication Crisis*

Enter your article title:

Keywords

Please separate keywords/keyword phrases with commas.

Enter keywords:

Disciplines

Please indicate the academic discipline(s) that best describes your submission. Click [here](#) to view the complete list of disciplines.

Available:

- ☐ Architecture
- ☐ Arts and Humanities
- ☐ Business
- ☐ Education
- ☐ Engineering
- ☐ Law
- ☐ Life Sciences
- ☐ Medicine and Health Sciences
- ☐ Physical Sciences and Mathematics
- ☐ Social and Behavioral Sciences

Select »
« Remove

Selected:

Type of submission

Article ▼

REQUIRED ORCID

Please put the author name next to the ORCID ID if you are listing multiple ORCIDs in the case of co-authors.

Enter ORCID identifier or create a link to your ORCID:

B I | | | | | | | | | | | | | | | | | |

DOI

Enter doi:

Abstract

Learn how your abstract can [improve the discovery of your article](#) in Google and Google Scholar.

Type or paste your abstract:

B I | | | | | | | | | | | | | | | | | |

REQUIRED Originally Presented or Published at:

Enter original presentation/publication information:

Creative Commons License

Select a [Creative Commons](#) License.

None ▼

REQUIRED Previously Peer Reviewed

Has this article been previously peer-reviewed? Mark the checkbox if 'yes'.

☐ Yes, this work was previously peer-reviewed. ☐ No, this work was not previously peer-reviewed.

Comments

If this submission is already included in the repository please enter the Digital Commons URL here:

B I | | | | | | | | | | | | | | | | | |

Publication Status

Was this submission previously published in a journal? Bepress will automatically create an OpenURL for published articles. [Learn more about OpenURLs](#)

☐ Yes
☐ No

Full Text of Submission

Please upload your primary submission file. If your file is a Microsoft Word or [RTF](#) Document, the system will automatically generate a PDF for you.

☐ Upload file from your computer
☐ Import file from remote site

Submit Completing your upload may take some time; please only click on the submit button once.



Pre-filled text and automated replies for peer reviewers

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
DAYS_ALLOWED.

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=crkErfjk&review_request=yes&context=athenaeum&article=1001&.authT=9T3IaSU0xHxNssF4hReUt%2FdGHNvCI&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

Pre-filled text and automated replies for peer reviewers

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%2Creview_request%2Ccc%2Clogin&cc=crkErfJk&review_request=yes&context=athenaeum&article=1001&.authT=9T3laSU0xHxNssF4hReUt%2FdGHNvCll&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



Pre-filled text and automated replies for peer reviewers

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&context=athenaeum&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&context=athenaeum&login=1836717>

I look forward to receiving your review.

Thank you,

Barbara M. Sorondo
Editor



Peer Review interface

- Searchable by keyword
 - Easy to find novice & expert peer reviewers

Showing 1 - 12 of 12

Save changes

Reset form

Add new reviewer

Remove from list?	Last Name	First Name	Institution	Subject Area / Notes	Outstanding requests	Assigned	Reviewed recently? (in last 45 days)	Recent reviews (past 12 months)	Average Time (days)	Author?
<input type="checkbox"/>	Bakker	Rebecca	Florida International University	INTERMEDIATE - Digital	0	1		0		No
<input type="checkbox"/>	Brenenson	Stephanie	Florida International University		0	0		0		Yes
<input type="checkbox"/>	Du	Zhonghua		INTERMEDIATE - Catalo	0	0		0		No
<input type="checkbox"/>	Hasty	Douglas	Florida International University		0	0		0		No
<input type="checkbox"/>	Jimenez	Christopher		INTERMEDIATE - Emerg	0	0		0		No
<input type="checkbox"/>	Kass	Martin			0	0		0		Yes
<input type="checkbox"/>	mocastro@fiu.edu			NOVICE - digital humani	0	1		0		No
<input type="checkbox"/>	Pereira-Pujol	Patricia	Florida International University	EXPERT - Reference ser	0	0		0		No
<input type="checkbox"/>	Rogers	Jamie	Florida International University	INTERMEDIATE - Digital	0	0		0		Yes
<input type="checkbox"/>	Rowan	Kelley	Florida International University	EXPERT - Digital librarie	0	0	X	1	1 (details)	No
<input type="checkbox"/>	Sorondo	Barbara	Florida International University	INTERMEDIATE - Refere	0	0		0		Yes
<input type="checkbox"/>	Williams	Gayle	Florida International University	EXPERT -Collection dev	0	0		0		No



My Submissions

Batch upload XML

Batch upload Excel

Batch revise Excel

Batch status

Transcoding status

Submission details

Preview Submission

Assign Editor

Reviewers

Revise Submission

View revisions

Supplemental Content

Register decision

Publish

Withdraw Submission

Add reminder

History

Editor Notes

Preview ir_journal

Update ir_journal

Go to ir_journal

Log out

Title: Test

Authors: Martin Kass (Florida International University)

Last Event: Editor assigned (Thu May 16 2019)

Waiting for Editor: Yes Locked by Editor: No

Editor: Barbara M. Sorondo Manuscript: #1002 Decision Due: Thu Jan 17 2019 (late) PDF

Suggest Reviewers:

See reviews

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

reviewers allowed: 2 Update

Reviewers

Reviewer	Status (key)	History	Options
#1 Kelley F Rowan	reviewed review history	history	upload report for reviewer request rereview

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 07:50 AM PDT	#1 Kelley F Rowan	Accept with minor revisions	view	<input type="checkbox"/>	

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 (5 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
- Volunteering colleagues



Recruiting Peer Reviewers (and authors)



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,

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.eventnut.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

Submissions not needing peer review

Submission

- Editor
- Turnitin

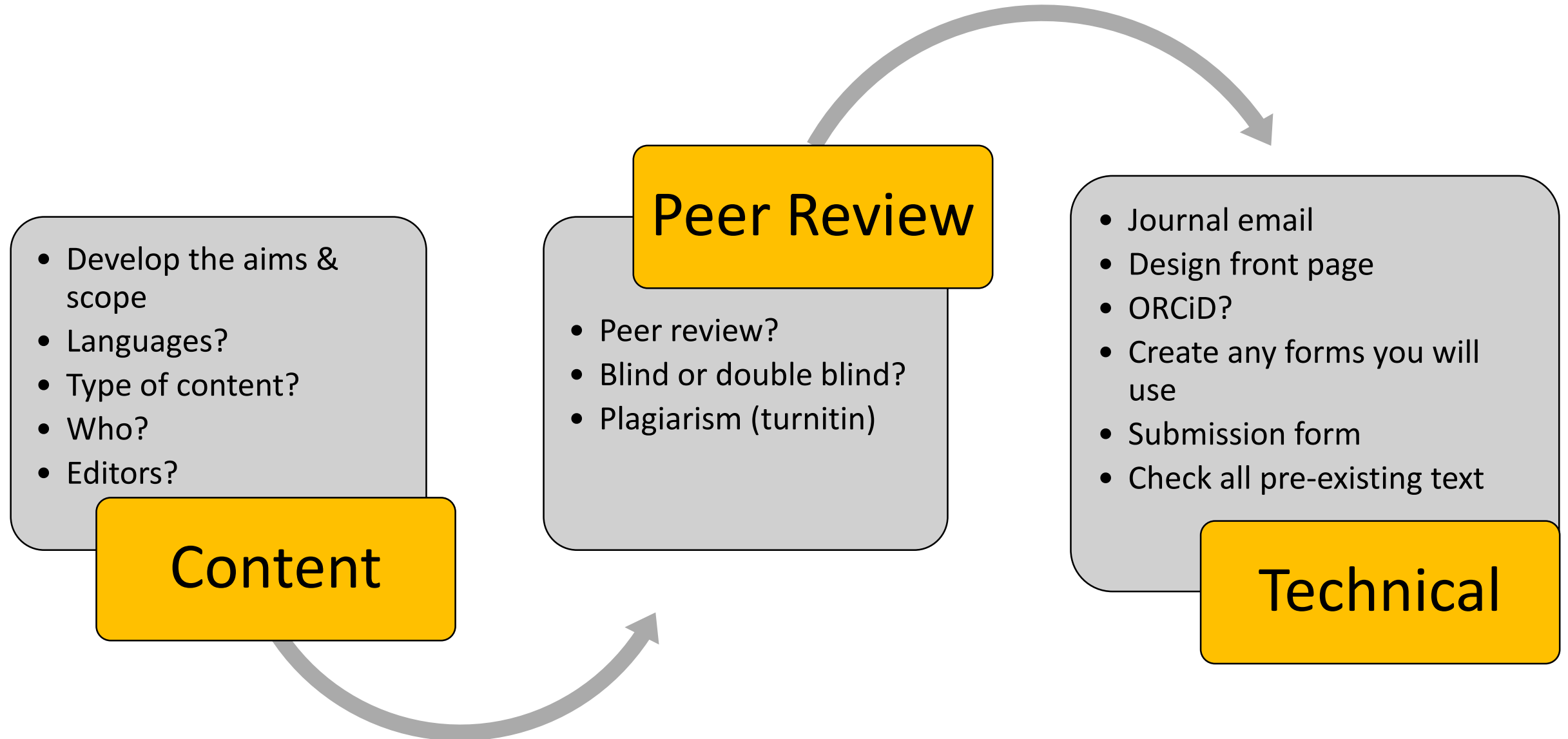
Approved
Submission

- Managing Editor
- assign peer reviewers

Peer Reviewed
Submission

- Editor
- publishes

Possible workflow for creating a collection



Presenter information

Kelley Rowan, Digital Archives Librarian

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Digital Collections Center, GL 818
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krowan@fiu.edu

305-348-1079





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

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

[@FIU Digital Lib](#)



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- Slide 10 – “Game on,” Photo by [陆初雪 SWEETHEART💖](#) ([@luchuxue1997](#)) on [Unsplash](#)
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