
Open Journal Systems (OJS) Best Practice Checklist

*Liste de contrôle des meilleures pratiques
d'Open Journal Systems (OJS)*

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EIFL CHECKLIST: GOOD PRACTICES IN USING OPEN JOURNAL SYSTEMS SOFTWARE (OJS) FOR JOURNAL EDITING AND PUBLISHING (VERSION 2)

Updated version of the EIFL guide to support journal editors and publishers of open access journals using Open Journal Systems software

<https://eifl.net/resources/eifl-checklist-good-practices-using-open-journal-systems-software-ojs-journal-editing-0>

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ABOUT THE RESOURCE

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This is an updated and revised version of our checklist to support editors and publishers of open access journals using Open Journals Systems (OJS) software. OJS is created by the Public Knowledge Project (PKP), which is a multi-university initiative developing free and open source software to improve the quality and reach of scholarly publishing.

Version 2 of the checklist includes more details about the current production release of software - OJS 3, and tips on organizational identifiers plugin, DOAJ (Directory of Open Access Journals) registration, copyright and licensing, the PKP Project Preservation Network and journal content accessibility. There is also a useful updated list for further reading.

If you have any comments and suggestions regarding the checklist, please email them to EIFL Open Access Programme Manager Iryna Kuchma, iryna.kuchma@eifl.net.



ARE YOU USING THE LATEST VERSION OF THE SOFTWARE - OJS 3?

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HAVE YOU SECURED YOUR SYSTEM?

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HAVE YOU ACTIVATED PLUGINS?

5

Facilitating citations and social media sharing

5

Plugin to enable download of article metadata (BibTeX, MARC XML, RDF, RIS) in OJS

5

Article level metrics

5

Author identification

5

Depositing journal articles in repositories

6

DO YOU TRACK AND ANALYSE STATISTICS?

6

HOW VISIBLE AND DISCOVERABLE IS YOUR JOURNAL?

6

Enable OAI-PMH protocol and register with OA content aggregators

6

Index your journal with search engines

7

- Tips for using Google Search Console
- Tips for indexing with Google Scholar

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Create Keywords for Article

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Embed Dublin Core metadata in PDFs

9

Export DOI and associated metadata export

9

Register with DOAJ

9

More about improving visibility and discoverability of your journal

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ARE YOUR JOURNAL PROCEDURES AND POLICIES AVAILABLE ONLINE?

10

DO YOU PARTICIPATE IN THE PKP PROJECT PRESERVATION NETWORK?

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HOW ACCESSIBLE IS YOUR JOURNAL CONTENT?

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FURTHER READING

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