University of Wyoming Libraries Journal Hosting Policies and Procedures

Eligibility

Any individual faculty, staff, student*, or unit associated with the University of Wyoming (UW) may apply to publish with the University Libraries. This includes, but is not limited to, journals or other similar types of publications (e.g., conference proceedings) formally sponsored and/or run by UW faculty, staff, students, or units as well as publications with which individual UW faculty, staff, or students have a formal relationship (e.g., serve on the editorial board) at the time of application. Publications run by nonprofit scholarly associations or other similar groups without direct UW affiliation will also be considered on a case by case basis in consultation with the University Libraries Dean. All content published must be openly available to view and read, at a minimum.

Student run publications must have University of Wyoming faculty or department sponsorship.

Publishing Services Offered

UW Libraries will support the production and dissemination of accepted publications by providing access to publishing platforms that have both editorial features as well as public display options. UW Libraries will not assist in the management of the publication (e.g., finding editorial staff, enlisting reviewers, marketing the publication, etc.).

Services included for all publications (if applicable):

- Hosting and consultation on the development of the public-facing site that displays and provides access to the contents of the publication
- Access to and training on software systems to manage the editorial, peer-review, and other publishing processes
- Intellectual property rights consultation
- Consultation on migration of existing content
- Creation and management of standard identifiers (e.g., ISSN, DOIs, etc.)
- Assistance with applying to DOAJ and other indices
- Usage statistics reporting for editor(s) and contributors
- Preservation of digital publications
- Search engine optimization
- Author/editor technical support as needed

Content Types Supported

UW Libraries will provide support for journals, conference proceedings, and other similar types of scholarly publications that reflect the intellectual environment and academic mission of the University of Wyoming.

Access and Copyright/Licensing

All content published by UW Libraries must be openly available to view and read, at a minimum. Embargo periods cannot exceed 18 months. Further reuse rights (e.g., via Creative Commons licenses) are encouraged. The copyright of individual works remains with the original creator(s). The Libraries' standard author license agreement will be utilized in the submission process. For uses beyond those covered by law or the license attached to individual works, permission to reuse should be sought directly from the copyright owner listed on the websites for the individual publications.

Application Process

Eligible applicants should provide the following information about their publication when applying for hosting by UW Libraries:

- Applicant Contact Info: Name, Email, Institution
- Title of publication (include any name changes and year of name changes)
- ISSN/eISSN
- Type of publication (e.g., journal, conference proceeding, etc.)
- Content types included in your publication (i.e., text, images, audio, video, etc.)
- Source of funding for publication (if any) and any funder stipulations
- Formal affiliation with a society/organization (if any)
- Scope or area of focus
- Expected publication schedule/frequency
- Embargo periods?
- Potential audience and impact
- Current state (e.g., new content or existing content in need of migration)
- If migrating existing content:
  - Link to existing content
  - Number of articles/pieces of content (amount of content per issues x number of issues)
  - Years of published content
  - Content type: print, digital, or both
  - Current publisher and copyright holder(s) of existing content
- Who will be the primary author(s) of the content?
- Who will be responsible for editorial management and control (e.g., peer review management, content recruitment and selection, editorial decision making, etc.)?

- What, if any, relationship does the publication have with University of Wyoming faculty, staff, students, or units?

Applications will be reviewed within the Libraries by members of the Digital Collections unit. Proposals will be reviewed on the following factors:

Quality & variety

The Libraries selects proposals representative of the excellent and diverse scholarship the University produces.

Community value & support

The Libraries looks for proposals that align with the University's strategic goals, offer unique value to a field or discipline, and offer value to the wider community.

Capacity & complexity

The Libraries evaluates our ability to support each proposed publication based on the complexity of the project, our available capacity, and current funding available for journal hosting.

Migration or Sunsetting of Publishing Services

Should the University of Wyoming Libraries move to another platform or service model, current journals will be notified and offered the opportunity to migrate to the new platform at least twelve months prior to actual migration. Should the UW Libraries discontinue its publishing services altogether, current journals will be given advance notice of at least twelve months. These journals will also have the option to archive as much of their content as possible in the UW Mountain Scholar institutional repository.