

PsychOpen GOLD Publishing Services (v1.0)

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Contact: psychopen@leibniz-psychology.org

1 Journal-Level: General Publishing Services

1.1 Journal Platform and Operations

- A. **Journal management and publishing platform.** Providing, hosting, maintenance, and upgrading a journal management and publishing platform. The platform enables the management of the entire publication workflow (submission, review, production, publication, distribution).
- B. **Technical user support.** Basic introduction and training of editorial team members (journal managers, editors, section editors) in the use of the journal management system. Ongoing user support for the editorial team, reviewers, authors (e.g., undo accidental system operations, problems with access to reviewer version, issues in the submission process, password issues, etc.). Troubleshooting technical and security issues.
- C. **Indexing services.** Submission of journal to relevant indexes like PsycINFO, PubPsych, Scopus, WoS, DOAJ, etc.) and full-text repositories (e.g., PMC) as soon as reasonably possible.
- D. **Assisting in issue planning and scheduling** (e.g., of special sections or special issues). Coordinating time frames and work for announcements, submissions, reviews, and production with workload of copy editing and production team.
- E. **Monitoring journal performance.** Providing usage statistics, performance indices, logs of reviewer activities, etc.
- F. **Development and implementation of new publication standards, workflows, and features.** In the context of ZPID's general developmental strategy and within the limits of its resources, new publication standards, workflows, and features are developed and implemented, e.g., support for Registered Reports, ORCID integration, implementation of new data policies, or introduction of open science badges.

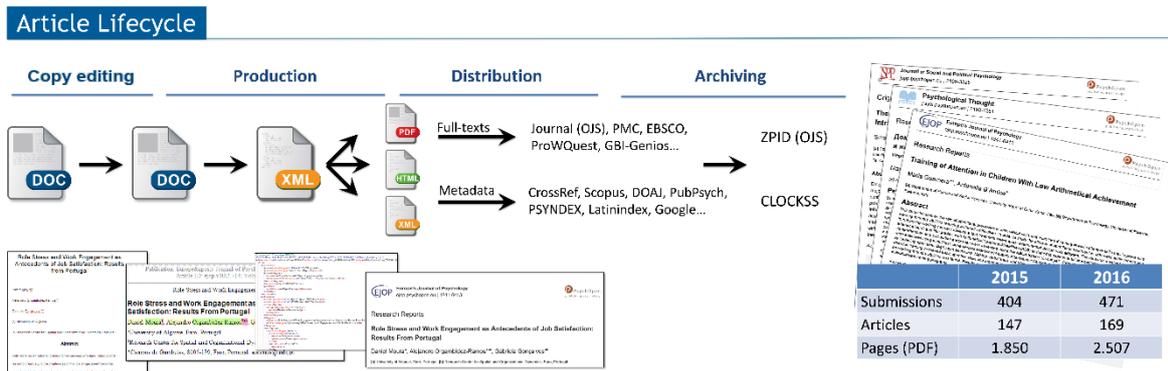
1.2 New Journals and Journal Transfers

- A. **New journals:** Consultancy and support for editors in strategic, organizational, and technical issues, e.g., reviewing aims and scope, addressing target groups, defining article types, multichannel announcement of journal, requesting an ISSN, determination

of publication model (issue-based or article-based/continuous publication) and publication frequency, setting up journal policies (e.g., Open Science and Data Policy, Preprint Policy, Correction/Retraction Policy) in accordance with PsychOpen GOLD Standards, implementation of workflows, etc.

- B. **Transfer of existing journals:** Planning, coordinating, and conducting migration of existing journal content (articles, metadata, user data if possible) to the PsychOpen GOLD platform in accordance with the [NISO Transfer Code of Practice](#). Updating existing DOI records, notifying ISSN center, etc.
- C. **Setup of journal website.** Technical configuration (e.g., domain registration), basic design customization (journal logo, colors), adding journal contents (journal description and policies, editorial board, etc.).

2 Article-Level: Article Support Services



PsychOpen GOLD employs an XML based production workflow. Articles are submitted in Word format, and after acceptance, they are checked for standard compliance, copy edited, and transformed into JATS XML. Final galley formats are produced and published in PDF and enhanced HTML. Metadata and full texts are distributed in internal and external systems (metadata indices, full text repositories, archive for long-term preservation). Supporting material (protocols, data, scripts, etc.) is curated (e.g., annotated with basic metadata, assigning own DOIs, linking with articles) and deposited in ZPID's repository PsychArchives.

2.1 Quality Assurance and Standard Compliance; Copy Editing

- A. **Supporting plagiarism screening and statistical consistency checks (each to be performed by editors).** Assistance with plagiarism screening by providing access to and support with Crossref's Similarity Check service. (Note: Basically all published articles have to pass a plagiarism check.) In addition, handling editors are guided to apply basic statistical consistency checks by tools like Statcheck.
- B. **Control for standards compliance.** Contributions accepted for publication are checked for compliance with the agreed upon formal publication standards, e.g., adherence to the journal style (APA format), presence of required metadata and declarations (e.g., corresponding address, ORCID ID, statements on "Conflict of Interests," "Funding," etc.), presence of supporting materials (figures, data), etc. Articles that do not meet these

standards substantially will be returned to the respective handling editors. (Note: Verification of basic compliance with the defined formal publication standards is considered the responsibility of the respective handling editor and external editorial team!)

- C. **Formal copy editing and reference checking.** Formatting of articles and article components, including article metadata, article structure, tables and figures, in-text citations and references, numbers, statistical symbols, and equations, capitalization (e.g., of headings). Cross-checking and cross-linking in-text citations and references, checking references against external databases (Crossref, PubMed), finding and adding DOIs to references, cross-linking figures and tables.
- D. **First author queries and corrections.** Adding author queries, contacting authors for clarifications, corrections, or improved versions of figures, tables, statistics, etc., validating and applying corrections. If necessary, contacting authors for further clarifications, communicating potential issues to editors.

2.2 Article Production, Typesetting, Final Author Proof

- A. **Generating JATS XML.** Converting articles from MS Word to JATS XML, including Math ML for equations. (Note: By using the JATS XML standard, journal articles become "machine-actionable" or "interoperable". This enables, e.g., the automatic generation of different final galley formats, the processing of articles and article metadata by international publication infrastructures (e.g., PubMed, Crossref) and software tools (e.g., Lens-Viewer), or automated text mining and data mining. JATS XML has been established as a standard in the field of STM publishing.)
- B. **Integration of supporting materials.** Deposit of supporting materials in PsychArchives; annotating materials with basic metadata; providing DOIs for supporting materials.
- C. **Generating PDF and HTML galleys.** Production of high-quality PDF and HTML galleys. Final improvements of page layout, including adjustments of tables and figures. Adding references and links to supporting materials. If applicable, adding open science badges (under development).
- D. **Final author proofreading.** Managing final author/editor proofreading, applying final corrections and generating final galleys.

2.3 Publishing and Announcing

- A. **Adding and checking metadata.** Adding final metadata (page numbers, publication date) and cross-checking consistency of metadata between final articles (XML) and journal database.
- B. **Registration of article DOI.** Registering DOIs with Crossref. Delivering metadata to Crossref (including references for open citations support).
- C. **Publishing.** Editing issue data (table of contents) and publishing articles.
- D. **Announcing new issues,** supporting editors with content marketing (e.g., via Twitter, ZPID News).

2.4 Distribution and Archiving

- A. Export metadata and full-texts to relevant indices and repositories (e.g., PubMedCentral, DOAJ, publisher's repositories and databases).
- B. Supporting harvesting (via OAI) and archiving (by CLOCKSS).