

Journal Hosting Agreement

Journal Title	
Journal URL	
Covering the two-year period of	
For the Library	Tim Ribaric Scholarly Publishing & Platforms Librarian
For the journal	Signature Full Name Role with Journal

The Brock University Library is thrilled to offer access to the Public Knowledge Project Open Journal System hosted at <https://journals.library.brocku.ca> for faculty members affiliated with the university. This agreement outlines how the service works, and what both parties agree to and covers a period of two years, and which point it may be renewed. There are no limits to the number of renewals.

What Brock Library will provide

- Access to OJS hosted at the following URL: <https://journals.library.brocku.ca> without any subscription charges, or annual fees
- Free of charge DOIs registered with Crossref for all journal content published
- Activation of the ORCID plugin to allow authors to automatically add published material to their accounts
- Activation of any other plugins offered by OJS to help with journal publication and dissemination
- ISSN registration with Library and Archives Canada when the threshold of minimum articles published has been crossed
- Registration with Directory of Open Access Journals (DOAJ) when the threshold of minimum articles published has been met
- Technical support to ensure that OJS is working correctly and as expected
- Training material and on-boarding sessions for new Editors and members of the Editorial Board
- Guidance with pursuing other dissemination and aggregation platforms, e.g. helping to register/apply with various abstract and indexing databases such as Erudite
- Access to analytics for journal usage including built in OJS statistics and additional Google Analytics

What each Journal will provide

- A double-blind peer review process
- Free access to material published and no fees charged for publication
- Full text for each published item. IE. No abstract-only content.
- A consistent schedule that includes at least some published material during each calendar year. If a title becomes dormant (It has not published any content in a period of 18 months) the Brock Library reserves the right to decommission the title, disable notifications, and add a disclaimer to the site describing this status
- An established editorial team which will manage production of new issues and will be responsible for all steps associated with the editorial workflow: publicizing calls for papers and reviewers through the OJS platform, assigning and managing roles for reviewers or guest editors, and all other journal business

Migrating Journal Content

The [OJS Platform](#) is the industry standard choice for journal production. It is possible to move established journals to and from the Brock Library instance of OJS with relative ease. Editors interested in moving to/from the Brock hosted OJS service are encouraged to contact the library to talk about details and timelines of any such migration. An editorial team / journal may always remove their content from the service, and the Library will do its best to support such requests on reasonable timelines.

Dormant titles

If a title ceases publication, defined as not publishing new content over a period of 18 months, the Library may pursue a process of deaccessioning the title from the OJS platform. This could include making the journal *read-only* (disabling submissions from authors), disabling logins for all users, adding a description on the site that it is dormant, and potentially eventual remove from the site once long-term digital preservation mechanisms are implemented.

The library will make every endeavor to contact Editors of titles before starting any of these steps. The goal of these actions is to ensure that the community is kept up to date on the status of the journal and to minimize long term technical debt for the Library.

Final Determinations

The Library will work with journal editorial teams to create solutions that work for everyone. In the event of a disagreement between parties, the final determination on a course of action will ultimately be to the discretion of the Library with the goal of having the journal title be in the best possible position to move forward.