

# GSA SCHOLARLY WORKS WORKFLOW

By: Ardis Warrenfells

The workflow outlined was created in collaboration with my supervisor, Whitney Johnson-Freeman to streamline the process of accepting new submissions for Scholarly Works and confirming submissions that have been previously uploaded to the repository. This workflow has allowed us to avoid duplicate submissions and possible issues for articles that are uploaded with incorrect reuse rights. For this workflow, permissions information refers to the publisher's guidelines for which version of an article can be used by institutional repositories. We review this information because if the final version of an article is not published open access or under a creative commons license, we may be able to use the preprint version or the accepted manuscript version of that same article. This is important because it allows us to accept a wider range of submissions than if we were to rely only on articles published in their final version on a publisher's site.

	Gold Open Access	Zero-embargo green open access	Green open access with 12-month embargo
<b>Published in:</b>	Fully open access or hybrid/transformative journal	Institution or funder repository	Subscription or hybrid/transformative journal
<b>Embargo:</b>	None	None	12 months after first publication in a journal
<b>Manuscript version:</b>	Version of record	Accepted manuscript	Accepted Manuscript
<b>Creative Commons License:</b>	CC BY or CC BY-NC-ND	CC BY	None required
<b>Publishing fees:</b>	Publishing fee paid by the corresponding author, research funder, or institution	Development charge paid by the corresponding author	No fee

## TABLE INFORMATION

This table displays the permissions information for the publisher American Chemical Society (ACS), of which we have around 400 articles published by them in the Scholarly Works collection. This table outlines where, when, and how different manuscript versions can be published. For my workflow, I focused on each manuscript version's guidelines for open access publishing. Aside from this table I had to do a bit more digging on ACS's website to find explicit publication policies, which I found in the Author Guidelines section.

### KEY TERMS:

**Preprint:** Version of manuscript before editing or peer-review.

**Accepted Manuscript:** Version of manuscript post-peer-review and editing. Sometimes used to describe a preprint depending on the source.

**Version of record:** Version of manuscript available on the publisher's website.

## WORKFLOW

### Step 1. Publisher Information

I compiled a spreadsheet of reuse rights for the top 200 publishers in the edit system, specifically the policies detailing open access, preprint, and accepted manuscript, peer reviewed guidelines, and version of record guidelines.

### Step 2. Using the Spreadsheet

Whitney receives submissions to be uploaded to the repository, harvests them from repositories or directly from the publisher's site, and sends them to me. I use the spreadsheet to confirm the author's affiliation with UNT Denton, the permissions information of the articles, and if the articles are already in the repository.

### Step 4. Creating Metadata

When the articles are uploaded to the edit system, I create metadata for each article and make them visible on the digital library. Ta da!

### Step 3. After acceptance

Once the articles are able to be accepted to the repository, I create derivatives and magic numbers for each of the articles. After they're completed, I send the derivatives to Whitney for them to be uploaded to the edit system.

## CONCLUSION

This workflow ensures that there are multiple checkpoints for an article to go through so we can guarantee that the submissions in the Scholarly Works collection are uploaded with the correct permissions and affiliation information.