

JATS4R procedures and guidelines

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Changes in July 2017

JATS4R was re-launched in July 2017 following the appointment of a Steering Committee. The aim of the re-launch was to expand the group membership by encouraging short term contributions from interested members via sub-groups. By focussing attention to each recommendation by a short-term sub-group membership, the aim is for greater output overall and increased input from a wider community—allowing individuals to contribute to JATS4R where they have an interest or input, without adding an undue burden on their time and workload.

The Steering Committee is responsible for managing the roadmap, steering sub-groups, maintaining procedures, updating the membership changes, and assessing new recommendations before drafts are published, as well as steering drafts through to final publication.

New Procedures

Quarterly JATS4R calls

These calls will be the opportunity for sub-group chairs (and members, if they wish to join the call) to update a wider audience on progress around a specific issue, and for the Steering Committee to update the audience on the status of recommendations and planned new recommendations. There is also the potential to invite people from other organisations to talk about a subject of interest to the JATS4R community.

Sub-groups

Formation

Following advertisement via the JATS4R Google Group, the JATS list, Twitter, and other communication methods (including NISO communication), interest in joining a sub-group will be recorded by the subgroup chair.

To register interest to participate in a sub-group, please email info@jats4r.org or the sub-group chair directly..

Each sub-group will be chaired either by a Steering Committee member or another member of the JATS4R community selected by the Steering Committee.

Procedure

Please see [workflow diagram](#).

Drive for samples - Snippets of this content type in JATS XML

Following formation of the sub-group, all members will be asked to provide samples, and reach out to their network for other publisher samples. Samples will be requested via the usual advertisements methods listed above.

There are currently samples available on the [Github repository](#), which the chair will incorporate into the discussion.

Storage of samples - collected samples can be stored in the [JATS4R GitHub Participation Repo](#), within a document suitably named within the samples folder or within the google folder of the subgroup. Some contributors wish to submit pull requests to the repo, whereas others may wish to provide XML snippets or full XML article samples by email.. Ultimately it is for the group to decide where they would like to store and view their samples when working on the recommendation, as long as others can also review them when reviewing the recommendation.

Guideline for asking for samples - if full text samples are provided they will be stored within the open GitHub repo for future mining of snippets. The contributor must be made aware this is publicly accessible.

Boiler-plate text to use (copy and paste) into any communication asking for samples:

“Please be advised that any XML sample (full-text or snippet) will be stored on JATS4R’s Github repository or Google Drive, where the sample will be publicly available for viewing and reuse. Please anonymise your sample as needed before contributing if this is a concern for your organisation.”

Review samples - It is suggested that after a suitable time frame for collecting and collating samples, the sub-group members should review them and devise a list of questions/comments/suggestions to start their sub-group’s task. For example:

- Are there common practices already?
- What is the scope of this recommendation?
- Are there any tricky nuances we know about already?

The JATS4R Google Drive is the place to create documents, record meeting minutes and potentially store XML samples. Each sub-group should create a folder in the drive (named as per the recommendation) to store their documentation.

Once formed, the sub-groups will be autonomous up to the point of completing a recommendation, at which point the recommendation will be presented to the Steering Committee and Validator developers for comment. Once this process is completed, any requested changes to the JATS DTD will be sent and the recommendation will be posted in draft form on the JATS4R website.

Advertisement of the new draft recommendation will commence and people will be invited to comment on it via a Google Doc version in the JATS4R Google Drive. To drive participation and alerting, we’ll advertise via the following media:

- JATS listserv
- JATS4R Google group: jats4r@googlegroups.com
- JATS4R Twitter
- JATS4R SLACK channel
- Personal Twitter accounts
- NISO Twitter
- NISO Newsline (first Wed of month)
- Metadata2020 Slack channel

Draft recommendations will be held open for comment for 1 month. If a DTD change has been requested, comments/suggestions from the community might result in an addendum to that request or a new request. Should a change be required, the Draft will remain in this form until the request is granted or an alternative is suggested and the Draft requires some rework by the sub-group. All comments will be addressed and resolved by the sub-group and standing committee. Any reworking will result in a versioned Draft document and this will be released for comment again.

Sub-group chair

The chair of a subgroup will be responsible for:

- Registering new members and fielding questions re the sub-group
- Soliciting the best time for calls and frequency of calls with the other members of the group
- Hosting and chairing the calls
- Minute taking
- Assigning actions, and monitoring progress of the group
- Updating the larger JATS4R community with the sub-group's progress around a specific issue (attend the quarterly call).

Sub-group requirements/methodology

The sub-group should record its meeting minutes on an open Google Doc within the JATS4R Google Drive.

[A template recommendation is provided here](#)

When formulating the recommendations the group is requested to bear in mind the logical requirements of [validator](#) rules. Some guidance on this can be found [here](#).

Preparing for release for public commenting

When the recommendation is ready for public release the following tasks should be done:

- Change googledoc access to anyone on the web can comment (this prevents unwanted edits that might not be tracked)
- Endure the metadata at the top of the document is up to date and the commenting period is updated
- This document will be replicated on the JATS4R website so please co-ordinate with a member of the Steering Committee to ensure this is done.

Release for public commenting

When the recommendation is on the JATS4R website and the googledoc version is updated (see above) please communicate to the wider community that we are seeking input. The following channels should be used:

- JATS Listserv
- JATS Twitter account
- NISO (Nettie Lagace will coordinate this nlagace@niso.org)

Other venues:

- use the C3 platform to email all SSP members - <https://c3.sspnet.org/home>
- format the public review as an event and use the Submit an Industry Event form: <https://www.sspnet.org/contact-form/submit-an-industry-event/>
- Draft a press release and submit here: <https://www.sspnet.org/contact-form/submit-a-member-news-release/>
- Send Marianne Calilhanna <MCalilhanna@dclab.com> any Twitter/LinkedIn blurbs and she will see that they get distributed via SSP social as well as DCL

Versions of JATS

The version of the DTD used when recommendations are written will be indicated in the recommendation. JATS4R will also ensure all recommendations apply to Blue and Green tag sets of JATS.

Recommendations are not written for draft versions of the DTD because they are still subject to change and not stable.

Versioning of recommendations

Recommendation documents should describe the Schematron rules that will be used to validate the scenarios covered in the recommendations. Schematron rules will also link to specific recommendation documents. Failed messages should include link to relevant documentation (JATS and JATS4R).

We don't want to be changing recommendations too often.

Process to publish a Recommendation

Stage	Technology	Duplication?	Source of Truth	Version status
Working group	Google drive	NA	Google drive	NA
Drafting	Googledocs - working document	NA	GoogleDoc	NA
Draft publication	GoogleDoc is location for commenting and feedback Published on Website in Draft form - static initial representation of it that directs people to the googledoc	Yes	GoogleDoc	0.1
Reviewing Draft	Google drive	NA	Google drive	Unless version sent out to public review again, remains in 0.1 state until published - googledocs and comments very fluid. We don't have capacity to version at this stage
Publication of	GoogleDoc - historic	YES	NISO	Version 1.0

Recommendation	document JATS4R website NISO website		website AND JATS4R website duel	
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Process to revise a Recommendation

We have guidelines for the levels of versioning:

- no version number change (1.0)
- dot change (1.1)
- number change (2.0)

Applying the rules (deciding which level is appropriate) is an editorial decision that must be made for each revision.

The Steering Committee is the first point of contact and decision making for which of the following occurs:

Revision	Change	Version?
Minor edits to text, reviewed by Steering Committee	Example: Misspelling in text - not going to affect the meaning of the recommendation. Comment/Date in change log	None (1.0)
Minor edits to recommendation, reviewed by Steering Committee	Example 1: Misspelling in value recommending to use - eg conflict of interest use “coi-statement” attribute value but one place use “coi_statement” need to change this - cleaning up recommendation. Example 2: Wording was confusing and we	Dot change (1.1)

	cleared it up and reworded. Comment/Date in change log	
Revisions suggested by steering committee - public commenting		
New subgroup formed because: <ol style="list-style-type: none"> New JATS version has changed or provided new alternative for the JATS4R recommendation (eg versioning) New outside work has an impact on the current recommendation (eg permissions) It's time to review it 	New googledoc. Reaffirmed with no changes, we keep the same numbering and add a "R2019" (example) If changes, given 2.0 Comment/Date in change log	(2.0) OR suffix eg R2019 (if no changes)

Process to track versioning

All previous versions should be available on the website - in change history, link to previous versions. But from main recommendations page always link to most recent version (Canonical version for each recommendation and navigate to previous versions from there)
Validator is not versioned and always in line with most recent recommendations

To do:

- Update the website so we can have different versions and add the change history
- Ensure this procedure works for NISO (especially changes to Website without version changes)

Upcoming examples

- Clinical trials - based on attribute work (need to decide whether a .change or new version)
- Versioning and history (new group required)
- Permissions (new group required)

Submissions to JATS Standing Committee

Every effort should be made to stay within the current JATS version (and modelling therein) when developing recommendations. However, on rare occasions, some requirements can't be met with the current JATS version without serious tag abuse. In such cases, the subcommittee should model an alternative solution to request to the JATS Standing Committee, described below.

The JATS tag suite is an official ANSI/NISO standard. In order to request a change to it, submission must be posted via the NISO website. See the [JATS version page](#) for links to "Comment on the Tag Suite", also linked on the NISO JATS page <https://www.niso.org/standards-committees/jats> - (comments are accepted only on the current version of JATS).

It is always recommended that requests come from organisations who will use the requested change, and give a good compelling reason for the request. Therefore, we ask that named people and their organisations are listed on the submission.

Recommendation provenance

JATS4R recommendations can be developed from 3 sources and the provenance of the recommendation (as well as authors) will be added to the recommendation document:

- Official JATS4R sub-group formed and follows the procedures outlined above
- Another group working on JATS XML tagging develops a standard that should be adopted by the wider community and is added to the JATS4R recommendations
- Another group works on JATS XML tagging and invites JATS4R members to join the group

Validator

About the validator tool

The validator was created by Alf Eaton (Coko Foundation) and has been worked on by Jeff Beck and Chris Maloney (NCBI). Currently the validator is maintained and enhanced by Alf Eaton and Jeff Beck.

The code is maintained on [Github](#) and is open source.

Including validator results in recommendations

When framing their recommendations, it would be helpful if working groups could include suggested validator tool results for each recommendation.

To do this, they will need to give particular thought to rule focus – what are the XML structures (rule contexts) that need to be checked? – and conditions – what are the characteristics that those structures are desired to exhibit (or not exhibit)? When considering conditions follow RFC 2119 <https://www.ietf.org/rfc/rfc2119.txt> for the use of words “should” and “must”, as these correspond to validator results of ‘warning’ or ‘error’ (see below). This will help the developers apply the right level of validation.

The two possible types of results from the Validator tool are ‘warning’ and ‘error’. These should be used when a recommendation is, respectively, a should-do, or a must do. Uses for these three cases are described as follows.

Warning. A result of ‘warning’ should be used when a particular recommendation is for something that **should** be done. Example:

Labels: <label>. If the object has a label (e.g., “Fig. 1”, “Table 2”, “Box 1.1”) and this information is to be captured in the XML (rather than generated by a style sheet), then contain this information within <label>, and not within <caption> [[Validator result: Warning if label-like thing is found in caption text rather than in <label>]]

Error. A result of ‘error’ should be used when a particular recommendation is for something that **must** be done. Example:

5. <year>. This must contain the 4-digit year the data was deposited. (Or in the case of data sets updated regularly, the year the data was used in the work in which it is being cited.). [[Validator tool result: Error if year is not 4 digits]]

For more info please refer to:

<http://jats4r.org/schematron-a-handly-xml-tool-thats-not-just-for-villains>

Website

The initial Github website set up by Ian Mulvany (Sage Publications) and has been since moved to a WordPress site devised by Mary Seligy. It is now maintained by Kelly McDougall (MIT Press).

JATS4R Steering Committee

The JATS4R Steering Committee is a self appointed group, set up in 2017. Membership is open. Current members are:

Current Members

- Melissa Harrison (JATS4R Chair and Head of Production Operations at eLife)
- Kevin Lawson (JATS4R Steering Committee and Publishing Technology SP/Group Leader, Sheridan)
- Stephen Laverick (Green Fifteen Publishing Consultancy & Maverick Publishing Specialists)
- Kelly McDougall (JATS Standing Committee and Digital Products Coordinator, MIT Press)
- Lucie Senn (long time member of the group and Production Manager at Frontiers)
- Nick Nunes (JATS Standing Committee and Content Architect, Highwire Press)
- Jeffrey Beck (NCBI, US National Library of Medicine)

Former Members

- Mary Seligy (JATS4R website administrator and Business Analyst, Canadian Science Publishing)
- Mike Eden (Technical Lead and Operations Manager at Cambridge University Press)