



LPC Resources Roundup: Journal Best Practices Checklist

This document organizes LPC's resources related to journal publishing into a best practices 'checklist.' It isn't comprehensive or authoritative, but will hopefully provide a starting point. With the exception of the Shared Documentation, all resources listed are freely available. New resources will be added to this list as they are created. In the meantime, we suggest also keeping an eye on the [Library Publishing Workflows project](#), which is investigating and documenting journal publishing workflows in libraries.

Rights and Agreements

- Do you have a Memorandum of Understanding (MOU) or other written agreement in place with the editor/s or sponsor/s of each journal?
 - Example MOUs can be found in the [Shared Documentation](#) (LPC member-only content)
 - Guidance and examples: [Library Publishing Curriculum Legal Agreements unit](#) (tip: start with the [narrative](#))
- Does every journal use an author agreement to obtain necessary permissions from authors?
 - Example author agreements can be found in the [Shared Documentation](#) (LPC member-only content)
 - Recorded webinar: [Working with Publication Agreements](#)
 - Guidance and examples: [Library Publishing Curriculum Legal Agreements unit](#) (tip: start with the [narrative](#))
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- Have editors been given the option of using Creative Commons licenses with their journal?
 - Recorded webinar: [Copyright and Creative Commons: Publishing with Open Licenses](#)

Policies

- Do you have a journal- or program-level copyright policy? Open access policy?
 - Guidance and examples: [Library Publishing Curriculum Copyright Policy unit](#) (tip: start with the [narrative](#))

- Do you have a program-level diversity policy?
 - Guidance and examples: [Library Publishing Curriculum Diversity Policy unit](#) (tip: start with the [narrative](#))
 - See also: [An Ethical Framework for Library Publishing: Diversity, Equity, and Inclusion](#)
- Do you have a program-level preservation policy?
 - Guidance and examples: [Library Publishing Curriculum Preservation Policy unit](#) (tips: start with the [narrative](#) and make sure to check out the [template](#))

Ethics

- Are all program staff and editors familiar with the [Committee on Publication Ethics \(COPE\) Core Practices](#)?
 - See: [An Ethical Framework for Library Publishing: Publishing Practice](#)
- Are journal websites and published content accessible?
 - Recorded webinar: [Creating Accessible PDFs](#)
 - See also: [An Ethical Framework for Library Publishing: Accessibility](#)
- Are your journal websites following good practices with regards to privacy?
 - See: [An Ethical Framework for Library Publishing: Privacy and Analytics](#), particularly the [list of recommendations](#)

Identifiers and Indexing

- Do your journals provide Digital Object Identifiers (DOIs)?
 - Shared documentation: [Procedure: Assigning Digital Object Identifiers](#), Ohio State University (LPC member-only content)
 - [Crossref](#) is an LPC Strategic Affiliate, and we will be partnering in 2020 to support LPC members in their work with Crossref DOIs. Let us know what questions or needs you have! (contact@librarypublishing.org)
- Are your journals supporting the use of ORCID identifiers?
 - Recorded webinar: [ORCID in Publishing Workflows](#)
- Are your journals indexed in the Directory of Open Access Journals?
 - [Support for DOAJ indexing](#)
 - Tip: Even if you are not ready to apply for DOAJ indexing or your journals aren't eligible, the DOAJ application makes an excellent checklist for journal website and policy best practices!

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