

Technical standards for Publicera

Content published on Publicera must be converted into machine-readable formats that can be used in various contexts and disseminated not only via the journal's own website but also via other open databases. Publishing articles as both PDF and XML files is key to making the content easier for libraries, search engines, scholarly portals, and ultimately readers to find and access.

Using persistent identifiers such as DOIs and providing and depositing metadata are also essential to ensuring that articles can be found, cited, linked to, assessed and reused.

The journal's editors are responsible for ensuring the following:

- **PDF files** are accessible and built-in metadata fields in Adobe Acrobat are correctly filled with information about title, author, author's institutional affiliation, abstract, publication date, DOI, and type of CC license (including a link to the license text)
- **Articles are also published as XML files** created according to the JATS standard. Read more here: https://en.wikipedia.org/wiki/Journal_Article_Tag_Suite
- All relevant **metadata fields in OJS are filled in**, both for archive articles that are uploaded to OJS and for new material
- All **new articles and archive articles** uploaded to Publicera are provided with a **DOI**
- **Depositing metadata**, *including full reference lists*, to Crossref for all published material, as agreed in the contract with Crossref

Furthermore, Publicera recommends the following:

- All images and tables in articles and on the website have a **description for the visually impaired**

Requests for quotes

There are several ways to create digital content that is adapted for digital publication of scientific material. This may involve costs, either for a supplier to create files for publication or for the editors to hire a person to do the work. There are different solutions depending on the journal's financial situation.

For journals considering hiring an external party, it is important to ask the right questions. Requests for quotes are recommended to contain the following information:

1. Number of articles expected to be produced each year, and how long the articles are on average (in words, or number of finished pages).
2. Which file formats you want the provider to convert¹.
3. If you only need help with layout and XML tagging for the articles, or if you also need help with preparing the text².
4. Do you want help sending proofs to authors and adding changes from proofreading rounds?
5. Approximate date when the agreement will come into force.
6. If the supplier is expected to deliver material in any specific way³.
7. If the quotation is to include any form of retro-digitisation and/or uploading or tagging of previously published material.

For examples of providers, including some used today by journals on Publicera, please contact publicera@kb.se.

Suggestions for reading

Here are tips on some selected sources related to technical standards:

- Article on why PDF-only versions of articles are not optimal for journals:
<https://blog.scholasticahq.com/post/why-pdfs-no-longer-enough-file-types-digital-journals/>
- Report from Linköping University Library on organizing and launching an open access journal: <https://doi.org/10.3384/9789179296490>
- Guide to Inclusive Publishing Practices:
<https://inclusivepublishing.org/publisher/introduction-to-inclusive-publishing/>

¹That is, do you work with Word files and image files, or do the editors and authors use other formats such as e.g. LaTeX ?

²"Preparing" can signify different levels of editing the text, anything from checking heading levels to double-checking references and links to proofreading the entire text. It may, therefore, be appropriate to specify exactly what level of service you expect.

³There are several variants here. One way is to assign the supplier access to OJS via a specific role to be able to upload finished files directly into the system. Another way is to agree on a secure storage location (such as a cloud service) for uploading and downloading the files to be worked on and those to be published.