Hamburg University Press

Journal Hosting | Service Portfolio

The hosting of scholarly journals is part of the service of Hamburg University Press, the publication service of the Hamburg State and University Library Hamburg (SUB Hamburg). The journal hosting service is primarily aimed at researchers and scholars at Hamburg's universities and research institutes that wish to publish a quality-assured scholarly open access journal for initial publications without article processing charges (APC) (Diamond Open Access). In the context of projects with direct participation of the SUBHH, researchers and scholars from other locations can also make use of the hosting offer. It is the right of Hamburg University Press to choose the journals published on the platform.

The hosting service is technically based on the latest stable version of the open source software Open Journal Systems (OJS) which supports all essential plugins. A standardized digital environment enables the sustainable provision of hosted journals as well as cost-effective financing by scholarly institutions or editorial boards. Complementary to technical hosting, SUB Hamburg offers consulting and support for the development or migration of journals as well as formal quality assurance and knowledge transfer. With this service, the editorial work is entirely in the hands of the scholarly community (scholar-led publishing).

Binding standards and policies of the hosting service ensure scholarly publishing according to professional formal quality criteria. Publication under an open access license (CC BY 4.0 or CC BY-SA 4.0) is mandatory and supports the unrestricted availability and re-usability of publications (articles and supplements). Hosted journals are supported in active visualization, indexing and dissemination of articles. Their availability during the contract period as well as their long-term archiving is ensured.

All hosted journals benefit from the continuously evolving standards of the publication service. Individual software developments for individual journals are not offered in favor of sustainability. The version of the OJS software currently in use is decisive for the technical scope of functions. Functions that are omitted due to official software updates will not be redeveloped.

With its scholar-friendly hosting offer, the publication service that is a non-profit institution of the SUB Hamburg supports the active cultural change to Open Access and open, quality-assured research (Open Science).

The hosting service offer include:

- accompanying project management for the implementation of digital peer-reviewed open access journals without APC,
- establishing a standardized digital environment for the sustainable publication of journals on the Open Journal Systems (OJS) software platform in the latest stable version,
- customizing a modern, standardized journal template,
- sustainable hosting of digital scholarly journals for a contractually defined minimum period of time (five years),
- basic measures for making the journals visible and indexing the measures for long-term archiving of published articles,
- providing a general, non-individualized OJS test system (*sandbox*) for all journal editorial boards,
- giving advice on customizing content of journal websites in accordance with the standards and policies for hosting digital scientific journals,
- providing information on Open Journal Systems, Open Access publishing, Open Science criteria, metadata requirements, persistent identifiers (Crossref DOI, ORCID, ROR), multilingual concept, etc. and
- email and zoom support with short response times (within 24 h, on workdays).

Optional services and additional support contingents (see below) can be booked and paid for separately by arrangement.

Services

(1)   Establishment of a Diamond open access journal

→ *one-time service as part of the hosting service*

(2)   Operation of a Diamond open access journal

→ *continuous services as part of the hosting service*

(3)   Optional additional services

→ *additional services as part of the hosting service*

Contact

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(1) Establishment of a Diamond open access journal

one-time service as part of the hosting service

	specification	services	implementation
project management	questionnaire	yes	detailed online questionnaire (GDPR-compliant)
	project planning	yes	project sequence and schedule planning
	weekly meetings	à 1 h	weekly Zoom meeting till launch of the journal
	documentation	yes	documentation in the Nextranet of the SUB Hamburg with 1 guest access per journal (assigned to one person, no functional address)
OJS productive system	providing an installation of the productive system	professional OJS installation	installation using the standardized journal template
	storage space	10 GB	web server at the RRZ of the UHH
	SSL certificate	yes	SSL certificate for encrypted data transmission with the website
individualization	OJS journal interface	Customization according to the requirements of the standardized template, the journal, and the technical capabilities of OJS.	color scheme, fonts, banners, favicon, sidebar content, journal menu, journal information from questionnaire, incl. text templates for individual menu pages (DE/EN)
	social media	yes	Linking to the journal's social media accounts and providing links to share articles on social media
Setting up services	eISSN (electronic journal ID)	yes	requesting an eISSN for the digital journal
	DOI registry	yes	technical connection to Crossref
	ORCID	yes	technical connection to ORCID
	metrics	yes	Display article metrics (views and downloads)
	citations	yes	Citation display and linking of citing articles via Crossref Cited-by and Semantic Scholar (prerequisites: successful indexing; listing citations per article in the journal's backend) as well as linking of the external citation count of Google Scholar
	Audio and video playback	yes	Playability of audio and video files presented as supplementary materials (supplements) of published articles or also as AV articles

	spezification	services	implementation
OJS test system	providing an OJS test system	yes	general OJS test system (*sandbox*) with all technical possibilities of the productive system as a test environment for the editorial offices of the hosted journals (not-individualized)
competence transfer	workshop „Hands-on OJS"	yes	Introduction to the use of OJS incl. customization of journal content and testing of the publication workflow
	Open Access publishing for an Open Science	yes	background information on Open Access and Open Science standards and on the obligatory open licenses
	metadata requirements	yes	metadata requirements for digital scholarly publishing under Open Science criteria
	persistent identifiers	Yes	benefits of persistent identifiers such as DOI, ORCID and ROR
	language concept	yes	introduction to the multilingual concept for Diamond open access journals
	1st issue in OJS	yes	enable the 1st issue in OJS for the publication of the journal technically
support	time support contingent for the setup	30 h	email und Zoom support (response time 24 h | weekdays)
consts	one-time costs for setting up the journal		provision of the technical platform, individualization, set-up of services, access to an OJS sandbox, knowledge transfer, support

(2) Operation of a Diamond open access journal
continuous services as part of the hosting service

	specification	services	implementation
operation	publication of the Diamond open access journal in a professionally hosted OJS installation	yes	all available services of the offer if applicable
server	software updates	yes	updates of OJS (priority)
	maintenance	yes	updates and maintenance of the server infrastructure
	data backup	yes	daily data backup on servers in the RRZ of the UHH
support	bugfixes	yes	correction of errors in the OJS system within the scope of the applicable possibilities
	long-term archiving	yes	German National Library (DNB), PKP PN network (LOCKSS)
	one-time support contingent per year	4 h	email and video support (response time 24 h | weekdays)
	OJS manuals	yes	manuals and handouts for hosted journals created on occasion and on demand
visibility, indexing and certification	Search Engine Optimization (SEO)	yes	basic measures to improve the discoverability of journal content by search engines
	indexing at Crossref	yes	continuous indexing of all published articles
	indexing at BASE	yes	continuous indexing of all published articles
	indexing at Google Scholar	yes	continuous indexing of all published articles
	indexing at the German National Library (DNB)	yes	continuous indexing of all published articles
persistent identifiers	Crossref DOI (article ID)	50 DOI per year incl.	registration and, if necessary, updating of the registered metadata (subject to a charge from the 51st DOI per calendar year)
	ORCID (person ID)	yes	ORCID ID of the author if provided is displayed and the respective profile is linked
	ROR (affiliation's ID)	yes	ROR ID of the affiliated institutions is displayed and linked
costs	annual costs (per year)		operation and maintenance of the technical platform and software

(3) Optional additional services

additional services as part of the hosting service

	specification	services	implementation
support	additional time support contingent (4 h)	chargeable	email und Zoom support (response time 24 h | weekdays)
competence transfer	workshop „Hands-on OJS" for new editors	chargeable	Introduction to the use of OJS incl. customization of journal content and testing of the publication workflow
indexing	Directory of Open Access Journals (DOAJ)*	chargeable	support in the implementation of the requirements and in the application process
indexing	Sherpa/RoMEO	chargeable	support in the implementation of the requirements and in the application process
certification	DINI certificate	chargeable	support in the implementation of the requirements and in the application process
costs	depending on additional services booked		

* Successful DOAJ indexing also results in indexing at Semantic Scholar.