

# Migrating a Journal to Digital Commons

## Overview

### Planning Phase



#### Editors do the following

- Select deadlines for the migration of journal homepage(s) and articles from Open Journal Systems (OJS), Sciendo, or other platform
- Select whether to first upload back content or in-progress content
- Select an individual to communicate plans with Digital Commons team, old journal platform, and other third parties
- Select an individual to export content from old platform, clean up, and upload previously published content into Digital Commons\*
- Retrieve exports (Excel or XML) of journal metadata and full texts (PDFs), journal information pages, reviewer list, supplemental files, and cover art images
- Ensure there are full-text URLs leading to PDF files (not HTML pages) for proper import
- Share desired metadata fields and example of metadata export with DC Consultant

### Design and Build



#### Digital Commons team members do the following

- Complete the journal design
- Create a demonstration site
- Train editors on demonstration site
- Give editors access to demo journal
- Assist with customizations to submission form, site text, sidebar links, etc.
- If editors will use XML batch upload, prepare a sample sheet
- After final approval is given by editors, launch journal on live site
- Give editors access to live journal
- If provided by editors, upload reviewer list to journal

### Add Content



#### Editors do the following

- After training, test small batch upload on demonstration site with Consultant guidance
- Batch Upload back content on live site
  - Create volumes and issues
  - Upload batch import spreadsheets for each issue with accessible full-text URLs
  - Manually upload cover art, supplemental content, etc.
- Manually upload in-progress submissions

### Manage your Digital Commons Journal



#### Editors do the following

- Manage new submissions and existing content
- Announce new journal site to readers, stakeholders, and third parties
- Shut down former journal home and set up redirects

\* In some cases, we can offer migration support. To learn more, contact your consultant.