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International Network for the Availability of Scientific Publications

## **Guide to using the Vietnam/Nepal JOL databases**

**Vietnam: <http://journals.sfu.ca/vn/>**

**Nepal: <http://journals.sfu.ca/nepal/>**

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### **Document Notes**

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Date                              November 2006

Summary                      These notes are intended as a guide to inputting and editing data on  
the JOL database

The guidelines may be updated at any time

If any users find any errors, or would like to make any suggestions for  
improvements, please send these to [scumming@inasp.info](mailto:scumming@inasp.info)

Your journal username: .....

Your journal password: .....

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**Guide to using the Vietnam/Nepal JOL database**

**Chapter 7: Good Practice – JOLs and online publishing**

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**Document Notes**

Author	Sioux Cumming / Pippa Smart
Date	November 2006
Summary	Guidelines on good practice for all online publishing – and especially for JOL journal management

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## 1. Introduction

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Within any job there are accepted rules of "Good practice", and within online publishing there are internationally accepted practice standards that an online publication and publisher should do, may do, and should not do

These guidelines are not extensive, but are aimed at raising awareness of new elements that online publishing introduces to the journal publishing, and items that need consideration

In addition there are some good practice guidelines that may be unique to the JOLs, and are guidelines for all Journal Managers to adhere to

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## 2. Content

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Good practice with regard to content is similar to the good practice associated with the printed journal, but because of some of the opportunities offered by online publishing there are additional considerations

### 2.1 Editing good practice (version control)

Since it is possible – and easy – to correct online content, some thought is required to ensure there are no problems associated with online content changing from the published version that an author may have already used in their research and cited in their publications

Any correction that affects the interpretation of the article should be indicated to future readers

It is recommended that any correction that changes either the sense of the article, or the citation information, should be appended with a note to indicate that the correction is an erratum – giving a date when the change was made – for example:

**Training high-skilled labour – an urgent work of Dang Nai Province** [erratum 2 November 2006 – changed Dang Nai to Dong Nai]

Nguyen Thi Thu Lan  
Tran Duc Cuong [author added 2 November 2006]

The instance of mildew was not found. [erratum 5 June 2006 – changed "now" to "not"] It has a

Use your judgement as to what requires notes such as these, and what can simply be changed without any note (e.g. simple spelling errors)

### **Errata**

In the print environment if an error is found within an article, all that can be done is to include an erratum note in the following issue – but in the e-environment it is possible to actually correct the article – this is far more useful to the user, but needs to be treated with care

It is advised that the erratum should still be included within the issue in which it was printed – perhaps with a note to advise the reader that the online article has been corrected

*Tip: as an example of how this can be used effectively: look up "The Ethiopian Journal of Health Development", Vol 17, no. 3 (December 2003) on AJOL ([www.ajol.info](http://www.ajol.info)), and read the "retraction" errata, then search for the retracted article to see how this was dealt with on AJOL*

## **2.2 Metadata content**

When you submit an article into the database it is possible for it to only include the author, an email and a title. We would recommend (and encourage) you to always include the following:

- The full citation at the end of the article abstract (to assist readers to cite it correctly)
- A note saying "No abstract available" if there is no abstract
- If you do not know the author, then put "The Editor"
- Key words for the article if available (these help with indexing on other systems)
- An indication at the start or the end of the article title if it is a specific type of article – e.g. "Practice Note" "Editorial", etc.
- Create sections for the content if they are included in the print copy (must be done by the Journal Manager)

## **2.3 Appropriate content**

The journal will already have decided what content was appropriate to include within the printed issues, and the same judgement should be applied to the electronic environment – and remember this includes the "Static" journal pages, as well as the articles

Example of content which is inappropriate within the online journal:

- Advertising
- Endorsement
- Anything which could lead to legal action
- Anything that infringes the moral rights of an individual

## **2.4 Different electronic or print journal content**

It is possible to include different material within the electronic or print journal. However this should be treated with caution

Different material may include, for example,

- a colour picture online that appears in black and white in the print journal (due to cost or print restrictions)
- lengthy appendices (data tables etc.) that could not be fitted into the restricted number of print pages
- additional articles not included within the journal – e.g. reviews, letters to the editor, etc.

If anything additional appears online, it should be identified as belonging only to the online journal

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## **3. The homepage**

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The homepage of a journal is the first page that people visit when they come from the JOL homepage, and you should make best use of it to attract their attention, and give them a quick summary about the journal

We encourage you to use the homepage as follows:

- Include a short "aims and scope" to inform users what the journal's objective is – and what they can expect to find when they open the issues
- If the journal is available online on another website, include a link to it from this page
- Use the homepage as a dynamic "news" page for the journal – it is a good place to add items such as "now publishing monthly" "new editorial team" and other items such as this
- You could highlight particularly important articles that the journal has published
- You could use the homepage to thank people who have worked on the journal – for example the reviewers

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## **4. Individual data protection – registered readers**

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When dealing with any external (or internal) contacts during publishing your journal, certain rules of politeness, confidentiality and respect are expected, and the same is true within the online environment

When any reader registers with the JOL they expect their contact information to be treated with respect, and not to be abused. Therefore it is unacceptable to use the contact details available to each journal for the following purposes:

- To pass the reader contact details to another organisation (whether for profit, or not) without first asking the permission of the reader
- To make use of the contact details for any other purpose than to make communication with the readers for the purposes of discussing the journal, for example:
  - ◊ you must not use the contact details to try and sell the readers anything, but
  - ◊ it is acceptable to contact them to ask them questions about the journal, and to ask if they would like to take out a print subscription

Remember, it is in your interest not to abuse these contact details, since readers can remove their registration and then you have lost a reader – and the journal will gain a bad reputation

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## **5. Timeliness**

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Because online publishing does not need to wait for printing schedules, or for budgets to be found for paying the printer, it is possible and quite acceptable to publish the online journal in advance of the print journal

Equally, if any author or reader reports an error on the journal website, they will expect a correction within a short period – within a week – and if corrections are not made quickly, this reflects badly on the journal

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## **6. File sizes**

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Regardless of bandwidth, large online files slow downloading of a page and are discouraged. With regard to the JOLs, we strongly advise that all file sizes are kept to the minimum possible – especially remember that this service is used extensively by people with poor (and expensive) connectivity. It is bad practice to make any page too "heavy" to download quickly

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## **7. Layout**

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Layouts online should be kept very simple – as complex use of letter sizes, colour and formatting makes the text increasingly difficult to read. Similarly, reading on-screen is not easy, so paragraphs and sentences should be kept short. CAPITALS ARE DIFFICULT TO READ – so we strongly advise you to avoid over-use

It is good practice with regard to the JOLs to retain the basic formatting which is embedded within the site design (typeface, typesize, etc.), and only to use italic and bold for emphasis

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## **8. Viruses**

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It is not possible (at present) to accidentally add a virus to the JOLs when you are inputting the metadata – when you cut-and-paste text into the JOL it will not carry a virus (if you see something that looks strange, it will be a character that the website does not recognise – not a virus)

It will be possible to accidentally add a virus when you attach a file (e.g. an illustration for the journal setup, or full text articles as attachments) – whenever you upload a file to the JOL, you must ensure that it has been virus-checked, and to the best of your knowledge it does not contain a virus

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## **9. Bad – unacceptable – practice**

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All Journal Managers and Editors are expected to be aware of viruses and to take care that they do not infect any part of the JOL. Similarly, any hacking of the website is totally unacceptable. If the Site Administrator of the JOL considers any Journal Manager or Editor to be abusing their ability to load and edit text, then their access rights may be taken away, and the journal taken down from the JOL. We hope this will only take place in extreme circumstances