

Toolkit for the Journal of Opinions, Ideas & Essays

Date: 8-27-24

To: Cathy Lee Gierke and Julia Wallace

From: Kris Bettin, past JOIE Editor-in-chief

RE: Toolkit for the Journal of Opinions, Ideas & Essays

Introduction to the Journal

The UMRA-sponsored journal, the *Journal of Opinions, Ideas & Essays (JOIE)*, was established in 2013 as a venue for articles that do not fit the criteria for publication in professional journals. The *JOIE* is hosted by the University Digital Conservancy (UDC), an online archival project. The format and subject matter of the articles are flexible and authorship is open to everyone in the University of Minnesota community, active or retired.

Policies of the Journal

General Submission Rules

The submission process is begun when the author submits his or her article following the instructions on the *JOIE* website. Articles should be lively and well written, and should not be ad hominem, politically partisan, libelous, or pornographic. *JOIE* can accept illustrations and other visual features. There are minimal regulations on format, length, and design of the articles. Once published in *JOIE*, articles may not be removed, though they may subsequently be published by the author elsewhere in either print or electronic form without the consent of the *JOIE* editor-in-chief. Accepted material will be published as it is approved rather than according to a set interval, and will be arranged in not less than annual volumes. Accepted articles will be searchable via the University of Minnesota Libraries Publishing Services homepage as well as through Google and other search engines. Submissions to *JOIE* or questions concerning the program should be directed to the editor-in-chief.

Authorship Qualifications

Any person in the University of Minnesota (UMN) community is eligible to submit a piece to *JOIE*. Qualified authors include academic (faculty and P & A) and civil service employees, active and retired, as well as UMN alumni. The editor-in-chief will confirm the author's UMN association via internet search (LinkedIn, Google, Facebook, etc).

Process of Editorial Review and Decision

Submissions will be reviewed by *JOIE* editor-in-chief and members of the *JOIE* editorial committee. *JOIE* is a journal intended for a general audience. A submission should be reviewed by a minimum of three committee members, including the editor-in-chief. There should be agreement of a minimum of two reviewers plus the editor-in-chief on suitability for publication. If there is significant disagreement among reviewers, the editor-in-chief should mediate a discussion in more detail and make a final decision. Submitted reviews are anonymous and are retained by the editor-in-chief in digital format. Authors should expect a decision within four weeks of submission.

Submissions That Are Acceptable for Review

Submissions may include, but are not limited to, original short stories, poems or photographs; essays on current events or University history; section from a thesis; life/University experiences; and a

travelogue. Articles that have been previously added to another collection in the UDC are eligible for publication in *JOIE*.

Submissions That Are Not Acceptable for Review

Submissions that will not be scheduled for review by the editorial committee include, but are not limited, to the following: poor quality, overtly political, pornographic, obscene, overtly controversial, or disqualification of the author (i.e., no UMN affiliation). Refusal to review or publish a submitted article is a decision made by the editor-in-chief.

UDC Deposit Agreement and Rights for Authors and the Journal

For articles published in *JOIE*, authors must sign a deposit agreement for the UDC. As described in the deposit agreement, in consideration for publication, authors agree to the following: Authors will grant a nonexclusive license in their work to the *JOIE* and the UDC. Such a license gives *JOIE* and the UDC the necessary rights to publish, distribute, archive, and preserve the work. However, since the license is non-exclusive, all of the rights will still also belong to the creator, who may use the piece as they wish, and may be granted other licenses as desired. The result of this license agreement is that the author, the journal, and the UDC will each have broad rights to the work.

Duties of the Editor-in-chief

The editor-in-chief is responsible for decisions at each step in the publication of an article: he/she will determine suitability of a submitted article, communicate the reviewers' suggestions to the author, and make the final decision on publication. The editor-in-chief will schedule periodic meetings with the editorial committee for their input into journal operations, will recruit committee members as needed, will promote the *JOIE* both inside and outside of UMRA, and will solicit articles by contacting potential authors. The editor-in-chief will also update the UMRA Board of Directors on the progress of the journal, as well as problems that have been encountered. The editor-in-chief will maintain written records of journal processes, including policies and guidelines, reviews, and suggestions for future actions.

Duties of the Editorial Committee

Committee members are asked to review qualified submissions to *JOIE* (as above) and to participate in committee meetings. Meetings are scheduled on an as-needed basis, usually two to three meetings per year. Meetings are conducted via Zoom and are generally one to one and a half hours in length. Minor journal issues and questions may be resolved via email communication between the editor-in-chief and committee members.

New committee members are recruited via articles in the UMRA Newsletter and UMRA eNews. Also, a mass communication to all UMRA members may be sent via email. Some members are recruited via communication with incoming UMRA members who state an interest in the journal or in writing and editing.

New committee members are oriented into the group by a Zoom meeting with the editor-in-chief. It is helpful to have them read the current toolkit document, as well as policy and guidelines for the journal.

Current *JOIE* editorial committee members: Kris Bettin (past editor-in-chief), Lynda Ellis, Edward Griffin, Jan Hogan-Schiltgen

Solicitation of Articles/Videos for Publication in JOIE

Articles and/or videos for submission to JOIE are solicited via short articles by the editor-in-chief in UMRA publications as well as external publications (e.g. UMN Brief, P&A Newsletter). Occasionally, submissions are requested via email to the entire UMRA membership. Often, submissions are obtained by communication among individual UMRA members and other members of the UMN community.

Evaluation Form for JOIE Submissions

Author Name:

Article Title:

Date:

Please summarize your opinion on this submission to the JOIE. Only a short paragraph is needed. Please note if the article is “acceptable as is,” “acceptable with revision,” or “not acceptable.” You may type on this form and send it by email, or write on it, scan it, and then send by email.

Summary of evaluation:

_____ Acceptable as is

_____ Acceptable with revision

_____ Not acceptable

Return completed form to Kris Bettin, <mailto:betti002@umn.edu>, within two weeks.

Thank you,

Kris B

Email Request UDC Deposit Agreement

Hello ____,

For publication of an article in the *Journal of Opinions, Ideas & Essays*, an author-signed form for Deposit Agreement is required by the University Digital Conservancy, which is home to the journal. There are two ways you can sign a form: online or by downloading the pdf version, signing, and returning it to the JOIE editor-in-chief. Instructions for the two methods are as follows:

For the online form, go to:

https://docs.google.com/forms/d/e/1FAIpQLSdak6nUB27OVyFQg3VJ16rkHkyAK9ptK_253FhP7VnAHLYYCQ/viewform?formkey=dG04WFVOa0tuV3dTeDBNVWF5eHZnakE6MQ&pli=1#gid=0

On the online form, for the box labeled, “Please submit your work in one of the following ways. *”, the author should select “Other” and type in “file will be emailed to JOIE editor-in-chief, Kris M. Bettin, for approval.”

On the online form, for the last box, “What collection should your work be associated with?” the author can type, “UMRA – JOIE.”

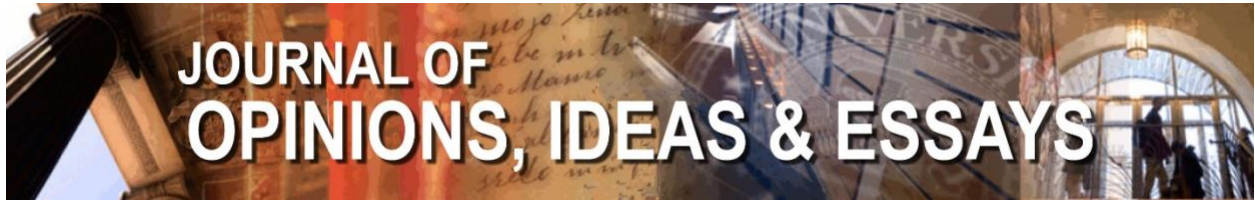
If the author completes and signs the web form, he/she needs to email the editor-in-chief (betti002@umn.edu) that it is done.

For the pdf form, go to:

<https://conservancy.umn.edu/pages/policies/#DepositAgreement>

See form under “Deposit Agreements” and click “pdf” to get a copy.

The author can print the form, complete and sign it, then scan it and email it to the editor-in-chief (betti002@umn.edu).



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Article XX

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Title of Article

Author name

Department affiliation, email@umn.edu
University of Minnesota

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The *Journal of Opinions, Ideas & Essays (JOIE)* is published by the University of Minnesota Retirees Association (UMRA). Authors retain ownership of their articles.

Submissions will be accepted from any member of the University of Minnesota community. Access will be free and open to all by visiting <https://hdl.handle.net/11299/148010>



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