

Toolkit for the Journal of Opinions, Ideas & Essays

Date: 8-2-25

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 ejournal, the *Journal of Opinions, Ideas & Essays (JOIE)*, was established in 2013 as a venue for articles of general interest authored by members of the University of Minnesota (UMN) community. *JOIE* is hosted by the University Digital Conservancy (UDC), an online archival project. The format and subject matter of the articles are flexible.

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 (<https://hdl.handle.net/11299/148010>). Articles should be 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, and will be arranged in not less than annual volumes. Accepted articles are searchable via the UMN Libraries Publishing Services homepage (<https://www.lib.umn.edu/>), UDC homepage (<https://conservancy.umn.edu/home>), and the *JOIE* 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 UMN community is eligible to submit a piece to *JOIE*. Qualified authors include academic (faculty and P & A) and civil service/bargaining unit 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). A small number of contributions from authors outside the UMN will be accepted each year.

Process of Editorial Review and Decision

Submissions will be reviewed by the *JOIE* editor-in-chief and members of the *JOIE* editorial committee. *JOIE* is a journal intended for a general audience. If an article is not understandable to all of the editorial committee members, it would be deemed too specialized and/or too technical for *JOIE* and should be rejected; alternatively, the editor-in-chief could suggest that the author rewrite the article for a general audience and resubmit it to *JOIE*. The editor-in-chief will do a brief internet search to ensure the submitted article is original (search for article title, then read the online documents for similarity to the submitted article). Recommendation on a submission may be for: "acceptable as is," "acceptable with revision," or "not acceptable." Suggested changes to the submission can be sent by the method most convenient to the reviewers: 1) use "Track Changes" to add changes, 2) highlight changes, 3) type a list of changes (e.g. Pg 3, Paragr 4), or add changes to a hard copy and scan it and email to 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 two weeks of submission. Following a final decision to publish, the editor-in-chief will advise the author of any formatting changes (see below) that are needed.

If the author does not wish to accept a reviewer's suggestion for changes in the text, and both versions are correct, use the author's version. If the author's version is not correct, the editor-in-chief should try to persuade the author to make the suggested changes (use general and UMN style manuals as resources).

The editor-in-chief will have him/her sign a UDC Deposit Agreement (see Appendix, pg 14-15), which is retained by the editor-in-chief and a copy forwarded to the UDC. This accomplished, the article will be published on the *JOIE* website (for the upload procedure see Appendix, pg 11) and the email confirmation with the URL is forwarded to the author by the editor-in-chief.

If an error is found in an article that has been published in *JOIE*, a corrected version may be uploaded by UDC staff. This decision is made on a case-by-case basis by UDC staff and applies only to recently uploaded articles.

In some cases, when new material on a published article becomes available, an erratum or addendum may be added to the *JOIE* collection, following the same instructions as for a full article.

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; or a travelogue. Submissions 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, or overtly controversial. Submissions that include information on UMRA members other than the author will not be reviewed. Refusal to review or publish a submitted article is a decision made by the editor-in-chief.

Formatting Requirements for Articles

The *JOIE* has a few general rules concerning formatting articles upon initial submission.

The submitted document should begin with the title and authors (this is for identification during review), followed by an optional introduction and/or acknowledgements. Prior to uploading, the editor-in-chief will remove the title and author information from the first page and add the journal cover page with the title, authors, volume/issue number, and University identification text.

Articles, videos, and slide shows should be in English; a short section in a foreign language, with an accompanying English translation is acceptable.

The manuscript, including tables, figures, appendices, etc., should be submitted as an editable single file (Word, WordPerfect, and RTF files are accepted). A video must be submitted in MP4 format and be 5 GB or less.

Page size should be 8.5 x 11 inches.

Article Length

Because this journal publishes electronically, page limits are not as relevant as they are in the world of print publications. That said, authors should limit the length of any single article to 200 pages or less. A longer article may be accepted for publication in multiple parts. There may be exceptions to this rule – for example, the written history of a UMN department may be lengthy by necessity and would be acceptable to *JOIE* as a single document. The judgement of the editor-in-chief and the *JOIE* editorial committee will determine if a submission is of significant importance to the University that it should be published in the journal intact. Alternatively, some submitted articles might be more appropriate for other collections in the UDC; the editor-in-chief would consult with the UDC and suggest this possibility to the author.

Abstract

An abstract summarizing the submitted article is needed. It will be uploaded with the article and will appear on the *JOIE* download page of the article. The abstract is limited to 150 words.

Key Words

Key words are added at the time of article upload. These are used for locating the article within the UMN online system (not via Google or other search engine).

Foreign Terms

Foreign terms should be in italics.

Titles Within the Text

Titles of books, movies, etc., should be in italics rather than underlined.

Acronyms and Abbreviations

As *JOIE* is for general audiences, authors should avoid the use of acronyms, particularly for short titles or phrases. For example, don't use "TL" for "target language." Use of common-knowledge acronyms, such as CDC and FDA, are acceptable, with the first reference to it written out followed by the acronym in parentheses. Commonly-used abbreviations, such as "*C. diff*" for "*Clostridium difficile*," are acceptable as these are used in the national media.

Visual Quality

If tables, figures or photographs are included in a manuscript, they must be high-resolution. To the extent possible, tables and figures should appear in the document near where they are referenced in the text. Large tables or figures should be put on pages by themselves within the body of the text, or may be placed in an appendix (the editor-in-chief can add jump links to the appendix in the text, as well as return links from the appendix back to the body of the document).

A visual presentation (e.g. video, slide presentation, or photographic presentation) should have a clear, in-focus picture (with the exception of sections of historical films), with distinct accompanying audio.

References and Citations

Refer to the Modern Language Association (MLA) Handbook for assistance using their bibliographic format. For details on MLA formatting, please visit <https://library.wlu.ca/help/activity/citing-sources/styles#libcontent-mla>.

UDC Deposit Agreement and Rights for Authors and the Journal

For articles published in *JOIE*, authors must sign a deposit agreement for the UDC. The editor-in-chief retains the signed form digitally and sends a copy to the UDC (pdf or photographed). For online Deposit Agreements (for authors with a UMN login/password only), the editor-in-chief notifies the UDC when it has been completed. 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 *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.

If an author has published the same article previously in another collection of the UDC, he/she does not need to sign a new submission agreement. However, if the article submitted to *JOIE* is substantially different from the previously published piece, then a new submission agreement is needed.

For questions or assistance with UDC procedures, contact Sarah Barsness at udc@umn.edu.

Number of articles published, by year, in *JOIE*:

2011: 1 (Vol 1 [not designated on articles], Article 1)
2012: 0
2013: 8 (Vol 1 [not designated on articles], Articles 2-9)
2014: 1 (Vol 1 [not designated on articles], Article 10)
2015 (Vol 2): 6
2016 (Vol 3): 2
2017 (Vol 3): 2
2018: 0
2019 (Vol 3): 2
2020: 0 (status of journal was “no submissions accepted at this time”)
2021 (Vol 4): 7
2022 (Vol 5): 3
2023 (Vol 6): 3
2024 (Vol 7): 4
2025 (Vol 8): 7 (as of July 2025)

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. The editor-in-chief will periodically back up JOIE files by copying to the JOIE Google drive (JOIE.UMRA@gmail.com).

New committee members are recruited via articles composed by the editor-in-chief in the UMRA Newsletter, UMRA eNews and the UMRA Facebook page. 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.

The editor-in-chief will solicit submissions by contacting potential authors and via brief articles in UMRA and other publications (e.g. *UMN Brief*, *P&A Newsletter*). Submissions are also requested via email to the entire UMRA membership (umra-members@umn.edu).

The editor-in-chief will also update the UMRA Membership and Communications Committee (editor-in-chief serves on this committee) and UMRA Board of Directors on the progress of the journal, as well as future plans and problems that have been encountered. The editor-in-chief will maintain written records of journal processes, including policies and guidelines, manuscript/video reviews, and suggestions for future actions.

See official (UMRA approved) job description for the editor-in-chief in the Appendix, pg 9-10.

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 1 - 1½ 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 oriented into the group by a Zoom meeting with the editor-in-chief. It is helpful to have them read the current toolkit document.

Current JOIE editorial committee members: Kris Bettin (past editor-in-chief), Lynda Ellis, Edward Griffin, Jo Prouty

Appendix

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

Job Description: Editor-in-chief for the Journal of Opinions, Ideas & Essays (JOIE)

2-9-25

The University of Minnesota Retirees Association (UMRA) sponsors the online journal, *Journal of Opinions, Ideas & Essays (JOIE)*. *JOIE* is different from a traditional print journal in some special ways. First, it was intended as a venue for articles that do not fit easily into conventional journals. Second, *JOIE* was envisioned for an educated audience with a broad range of interests, not a specialized audience of experts in a particular discipline. Third, *JOIE* features well-written articles with substantial intellectual content that the authors present in a manner likely to engage non-specialists. Genres include but are not limited to, essays, biographical sketches, matters of University or academic interest, comments on important cultural or scientific issues, pedagogical matters, poems, short stories, and book reviews or critiques. As an electronic journal, *JOIE* also features graphics and illustrations in ways that traditional journals often cannot accommodate. Thus, it should be especially appropriate for artistic or photographic essays.

EDITOR-IN-CHIEF JOB DESCRIPTION

Familiar editor responsibilities include:

- Determining whether a submission meets a quality threshold to be sent for committee review
- Successfully recruiting peer reviewers who understand that their reviews should be returned in a timely fashion (e.g., 2 weeks)
- Facilitating communication between authors and reviewers in the case of revisions and resubmissions
- Making executive decisions whether to accept the final submission after consideration of reviews

Due to the nontraditional variety of content, the editor-in-chief of *JOIE* will have some unique responsibilities including:

- Soliciting potential journal article contributors across a number of presentation styles and content; the editor has the flexibility to request editorial committee members or other UMRA members assist with this task
- Recruiting *JOIE* Editorial Committee members from the UMRA membership
- Recruiting *JOIE* Advisory Committee members from the UMRA membership, including members from all University of Minnesota (UMN) campuses, if possible
- Working collaboratively with the University Digital Conservancy to provide a repository for all work featured in the journal
- Collecting, organizing, and preserving written information on *JOIE* procedures, submission reviews, etc.; storing documents on *JOIE* Google drive and also submitting procedural documents to the UMRA archives (Toolkit)
- Reporting to UMRA Board of Directors meetings twice annually (April and September) concerning *JOIE* activities and progress

- Requesting, with written justification, modest financial support for *JOIE*-related duties (e.g. editing software, printer cartridges)
- Writing brief articles and announcements on *JOIE* for the UMRA Newsletter, online UMRA News, and other print and electronic publications (e.g., UMRA Facebook page, *UMN Brief*)
- Serving as a member of the UMRA Communications and Outreach Committee

The editor-in-chief serves for three years; the editor-in-chief must be a member of UMRA and is nominated by the UMRA Membership and Communications Committee and voted on by the UMRA Board of Directors. The tenure of the editor-in-chief may be extended by annual approval of the UMRA Board of Directors.

Editor-in-chief history:

2013 – 2015 Martin Dworkin, Emeritus Professor of Microbiology and Immunology (deceased)

2016 – 2019 C. Bud Clawson, Emeritus Professor of Pediatrics

2021 – 2024 Kristine M. Bettin, executive assistant, Neuroscience

Note: this version needs approval of the JOIE editorial committee and UMRA board of directors

Upload Articles to JOIE – Directions for uploading to the UDC

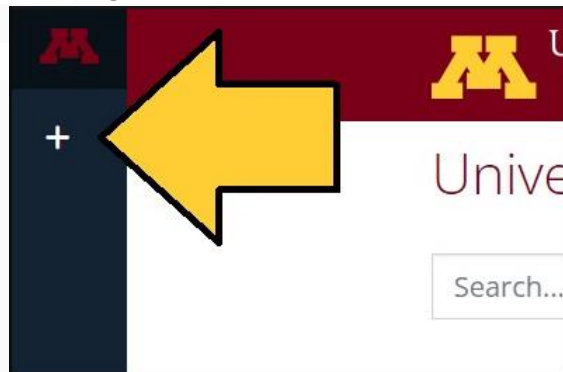
5-27-25

1. Needed from author: copy of final **Word version of article**, abstract (150 words maximum), key words, and signed Deposit Agreement (instructions on page 4). If the article has been published previously in another location, the Deposit Agreement takes the place of copyright permission.

If a **video** is to be uploaded, the **MP4 file** (≤ 5 MB) will need to be uploaded by the UDC (Sarah Barsness). The author needs to place the MP4 file in Google Drive and share it with the UDC (udc@umn.edu). You can include a subtitle file as well (srt, scc, or vtt format). It's easiest if the UDC does the entire upload process; email the abstract, key words, and a thumbnail photo (can use a screen shot) to the UDC. The author needs to complete a Deposit Agreement as above.

To add an **addendum or erratum file**, follow the same procedure as for the video.

2. Prepare the item for submission by inserting the cover page (see article numbering directions on pg 3) and converting the document to a pdf (in Word, "save as" pdf; select "Optimize for Standard"); on your computer, name the document appropriately so that the title for the pdf download is brief and logical (it will appear on the JOIE homepage)(I use "Full Text PDF_ author name).
3. Go to Digital Conservancy homepage (<https://conservancy.umn.edu/>); log in with your UMN login and password; click the white plus (+) sign on the left-hand menu bar.



4. Click "New," and then "Item"



5. In the “new item” search box, type “UMRA” and then click on the journal when the title appears.
 6. Complete the next section of online form with: author, title of article, date, and type (select “Article” or “Video/audio” file) and scroll down.
 7. In the next section are optional items:
 - Abstract: copy and paste the author’s abstract into the box
 - Publisher: this box should already say, “JOIE”
 - Previously Published Citations: add any citations for the article if previously published
 - Series/Report No. Identifiers: do not add anything here – this identifier will be given to you after submission
 - Language: select English (USA)
 - Key Words: type key words one at a time, followed by “Add”; no limit on the number of key words (after each “Add” the screen will refresh and the key word that was entered will appear below the box)
 - Sponsors: add any sponsors to be cited for the author’s work (e.g. UMRA PDGR grant)
 - Description: leave blank
- Scroll down to go to the upload box.
8. Drag the PDF of the article to any spot on the form and drop; the screen will refresh and the name of the uploaded file will appear in the upload box. When finished, scroll down.
 9. In the “Deposit License” section, click the “I confirm the license above” box at the bottom of the text; scroll down.
 10. You have three options: “Save,” “Save for Later,” and “Deposit.” Click the “Deposit” box to complete the uploading process.
- Or, click “Save for later” to save and finish later. To finish the upload, log in to the UDC, then click your profile arrow on the top right of the page. On the dropdown menu, go to “My Submissions. Select the unfinished upload and click “edit.”
11. The “Submission Complete” page will open; it will list all of your submitted items, with the current one at the top. To view the uploaded item, click the “View” link.
 12. You will immediately receive a confirmation email that includes the persistent link to the uploaded article on the JOIE; forward this email to the author to let him/her know the article has been uploaded to the journal. Note that the thumbnail for the article may take awhile to show on the JOIE website.

For assistance or questions, contact Sarah Barsness at udc@umn.edu.

Notes on Policies of the University Digital Conservancy:

- Articles are rarely withdrawn from e-publication on the UDC; this is done only if an egregious violation of policy arises, such as copyright infringement or unacceptable content; any changes, for example to the abstract of an uploaded article, need to be addressed to the UDC email account (udc@umn.edu)
- UDC uses an open-source software; their metadata is shared with Google, etc, and other library systems

- Editor-in-chief of JOIE is responsible for its content and for compliance with UDC policies
- Editor-in-chief needs to have authors sign the UDC “Deposit Agreement” – this can be done online (for authors with UMN login/password) or via paper copy (for nonUMN authors); this document allows the UDC to disseminate the article and to make changes to the document (such as converting it to a pdf)
- Copyright laws apply going back 120 years, to 1924 – anything produced *prior* to that time is in the public domain and, for anything produced *since* 1924, copyright laws apply; for example, for poems written by my Aunt Mary in 1920-35, the copyright is held by her heirs, in this case, the surviving cousins

Instructions for Numbering the Articles

2011 – 2014: articles numbered, no volume designation

2015: articles numbered, volume designated as “2”

2016 – 2019: articles numbered, volume designated as “3”

2020: journal was inactive

2021: articles numbered, volume designated as “4”

2022: articles numbered, volume designated as “5”

2023: articles numbered, volume designated as “6”

2024: articles numbered, volume designated as “7”

2025: articles numbered, volume designated as “8”

Cover Template for JOIE Articles



Volume X

Article XX

YYYY-MM-DD

Title of Article

Author name

Department affiliation, email@umn.edu
University of Minnesota

Recommended Citation: Author, A. (YYYY). "Title of Work." *Journal of Opinions, Ideas & Essays*.
Vol. X, Article X.

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>



Deposit Agreement Email for Authors *Without* UMN Login

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. Please print the attached form, sign it, and scan or photograph the completed form. Return the scanned/photographed form to the JOIE editor-in-chief (bettin.kris@gmail.com).

For the pdf form, go to:

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

Go to “Deposit License,” “Deposit License in other forms,” and click “pdf” to get a copy.

Deposit Agreement Email for Authors *With* UMN Login

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. If you have a University of Minnesota login and password, you can either complete the online form, or download the pdf version, sign it, and return it to the JOIE editor-in-chief. Instructions for the two methods are as follows:

1. 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.”

The author then needs to email the editor-in-chief (betti002@umn.edu) and tell her that it is done.

2. 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 or photograph it, and email it to the editor-in-chief (bettin.kris@gmail.com).

Instructions for Statistics on JOIE Downloads

2-16-25

To view the number of views and the number of downloads for JOIE items:

1. Go to the article page on JOIE, then click the “View Statistics” link at the bottom

Thoughts on Aging

[Pruty, Jo](#)

2025-01-29



VOLUME 8

ARTICLE 2

2025-01-30

Thoughts on Aging

Jo Pruty

Applied Economics, jpruty1944@gmail.com
University of Minnesota

Recommended Citation: Pruty, J. (2025). "Thoughts on Aging." *Journal of Opinions, Ideas & Essays*, Vol. 8, Article 2.

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/11299/148019>



View/Download File

[Full Text PDF Pruty.pdf \(285.62 KB\)](#)

Persistent link to this item

<https://hdl.handle.net/11299/269707>

Statistics

[View Statistics](#)



2. There are two sets of data:

- Total Visits: the number of times a person clicked the article's page
- File Visits: the number of times a person clicked the download link on the page from within the UDC

(note: this excludes people who clicked directly on the link from an external source)

3. For a more complete count of downloads, use this link to access a UDC-sponsored program:

<https://colab.research.google.com/drive/1jllsgQqxupDs9gt1sHseVL-i7aEgNooE>.