Student Journal Editor Training

Welcome! Congratulations on being selected to join the editorial board of one of Gettysburg College's exceptional student-run publications. Musselman Library is proud to support undergraduate publishing at Gettysburg College.

Gettysburg College Musselman Library

Your journal is managed online in Gettysburg College's institutional repository, **The Cupola** (http://cupola.gettysburg.edu). The bepress Digital Commons software powers The Cupola, so you may hear "The Cupola," "bepress," and "Digital Commons" used interchangeably.

Our Digital Commons consultant is located in Berkeley, California. She will provide the initial training on how to use the journal publishing software. Musselman Library staff will provide ongoing support after the session.

- If you'd like a **sandbox area** to play with before making changes to your live journal site, you can experiment at http://demo.gettysburg.bepress.com/
- If you need a refresher after your training, **journal tutorial videos** cover the most common steps involved in publishing a journal http://digitalcommons.bepress.com/reference/90/

WHAT YOU DO	WHAT WE DO
• Set permissions for editors and reviewers in The Cupola • Set submission deadlines • Recruit submissions and advertise • Review submissions to accept/reject • Work with authors to revise submissions as necessary • Obtain authors' publication agreements and ensure that any necessary permissions for reuse of copyrighted materials have been granted • Arrange layout for print journal, if applicable • Meet self-determined deadlines to move process along	• Provide login for Chief Editor in The Cupola • Provide training and support for using The Cupola's online journal publishing platform • Open new issue of your publication online • Close and publish your online issue when complete

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