



OXFORD
UNIVERSITY PRESS

Oxford Journals
Librarian
Handbook

Content with impact



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OUR JOURNALS

CONTENT WITH IMPACT: OXFORD UNIVERSITY PRESS, THE WORLD'S LARGEST UNIVERSITY PRESS, PUBLISHES OVER 300 JOURNALS. THE **OXFORD JOURNALS COLLECTION** INCLUDES HIGHLY INFLUENTIAL JOURNALS IN **MEDICINE, LIFE SCIENCES, HUMANITIES, SOCIAL SCIENCES, MATHEMATICS & PHYSICAL SCIENCES, AND LAW.**

YOUR QUESTIONS ANSWERED

In view of our ever growing list of titles and expanding online functionality, we have provided practical advice on how to get the most out of the content in which you have invested.

This handbook provides guidance on setting up and managing your online subscriptions, monitoring your institution's online usage of our journals, and also technical information on how to update your library catalogue.

We have also included answers to frequently asked questions.

Our experienced Journals Customer Services team will also happily assist you whenever you experience any problems with online access, or have any other technical queries. Our contact details are on the final page of this handbook.

Further information can be found at academic.oup.com/journals/librarians



Over 300 Journals

Key Services



FLEXIBLE ACCESS

Access content directly, or via your preferred delivery service (e.g. EBSCOhost Electronic Journals Service, and Ingenta Connect).



FLEXIBLE PRICING

Pricing models to suit institutions or consortia of any size.



ACCESS BACK-ISSUES

Access journals content dating back to 1996, with complimentary access included as part of online-only and combined (print & online) subscriptions.



PERPETUAL ACCESS

Your users will have perpetual access to journal content from years in which you held a subscription.



COMPATIBLE LINKING

OpenURL-compatible linking to journal content, including outbound reference links.



SIMPLE ACTIVATION

Simple online registration, activation, and administration – the Oxford Academic Account enables you to manage all your subscriptions with one username and password.



SUBSCRIPTION SUPPORT

Our Journals Customer Services team is on hand to answer your questions by phone or email.



ACCESS CONTROL

Allows users to access content on-site or remotely. Access via IP recognition, EZProxy, Shibboleth and OpenAthens.



DIGITAL PRESERVATION

We have arrangements with LOCKSS, CLOCKSS, and Portico. We ensure the usability of the archived content over time.



USAGE STATISTICS

Our usage statistics are compliant with the COUNTER Code of Practice, Release 5. You can access your usage reports online via your Oxford Academic Account.

EXPLORE THE FOLLOWING PAGES TO DISCOVER MORE ABOUT HOW TO MAKE THE MOST OF OUR RANGE OF SERVICES...

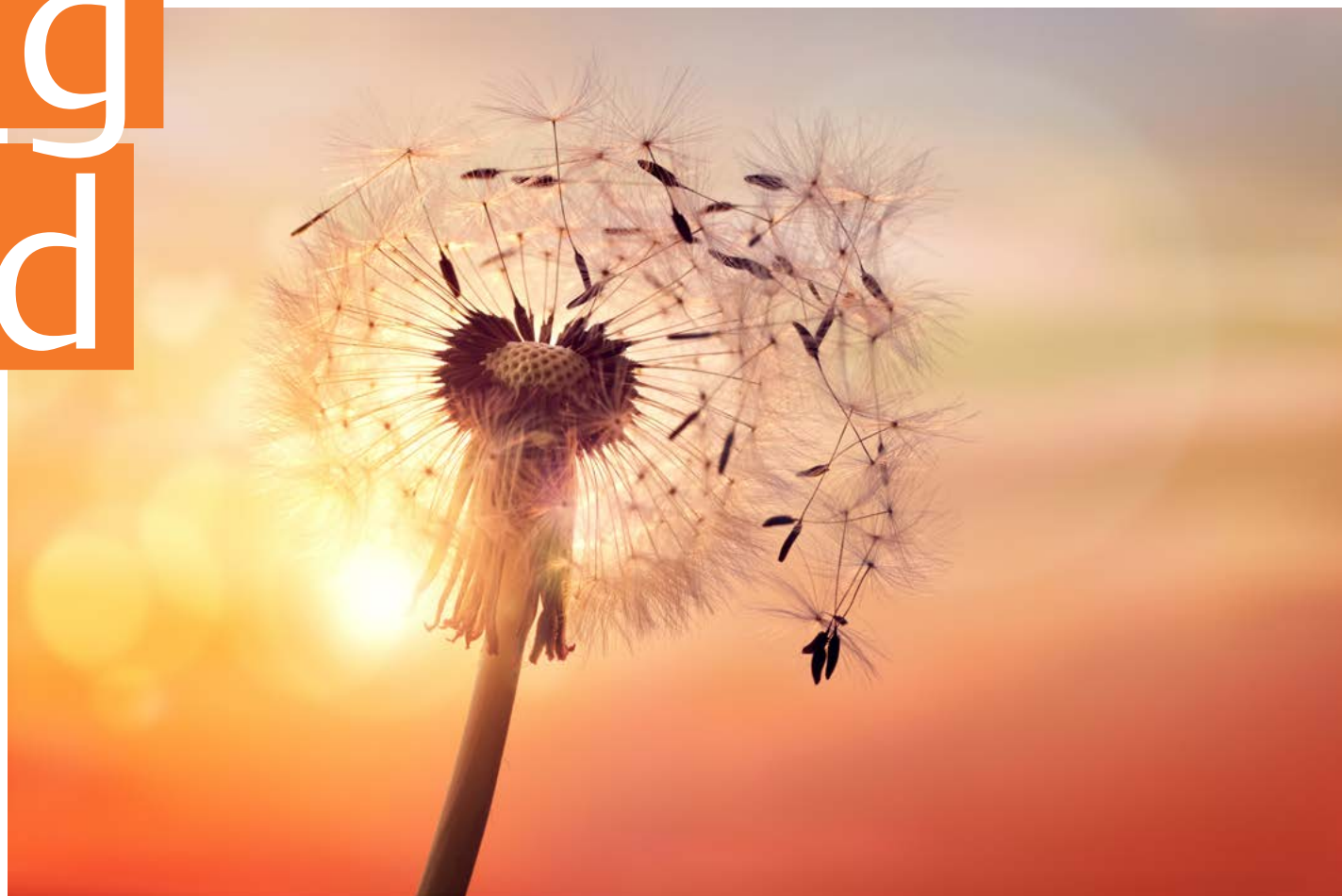
Getting Started

WHAT DOES MY LICENCE ALLOW?

An institutional site licence must be agreed to (or signed in the case of consortia licences) when you purchase a subscription to any of our online journals, and before you can activate online access.

Institutions may purchase online access to journals for single-site or multi-site access. Options to purchase our whole collection or subject-based packages are also available.

Your licence outlines how, and from where, your library users can access our online content.



WHEN AND HOW DO I SIGN THE LICENCE?

YOU ARE ASKED TO APPROVE THE ONLINE LICENCE FORM WHEN YOU REGISTER FOR AN OXFORD ACADEMIC ACCOUNT (SEE PAGE 8).

DO



For the purposes of research, teaching and private study ONLY, authorized users may:

1. Electronically save portions of the licensed material.
For reference purposes, 5% of a journal issue would be considered to be an acceptable 'portion'
2. Print out a single copy of a portion of the licensed materials
3. For users based within a subscribing pharmaceutical company, a print or electronic copy of the licensed material may be provided for use in national or international regulatory authority submissions

DON'T



1. Amend or remove any of the copyright information visible on the licensed content
2. Systematically make printed or electronic copies of multiple portions of the licensed content for any purpose
3. Display or distribute the licensed material on any other electronic network except the secure network of the subscribing institution
4. Allow anyone else except authorized users to access the licensed content
5. Use the licensed content for any commercial purpose without permission from the publisher



WHAT LICENCES ARE AVAILABLE?

1. INSTITUTIONAL SITE LICENCE – TITLE LEVEL

The institutional site licence entitles authorized users at your institution to 24-hour access to those journals to which your institution currently subscribes. Access is limited to a single site only. Site-wide access is via your institution's secure network, but remote access can also be arranged for valid IP addresses accessing your network with a modem link, or via a proxy service.

2. COLLECTION, CONSORTIA, AND MULTI-SITE LICENCES

Consortia sales agreements are individually negotiated by our sales and account managers, and these licences require a signature. Organizations with multiple sites may contact us for a quote to extend access to their titles across additional sites. Please contact us if you need a multi-site licence, or wish to discuss options for consortia and collection purchasing.

FOR MORE INFORMATION:

visit academic.oup.com/journals/pages/librarians/licence_options



WHICH SERVICE PROVIDERS CAN I USE?

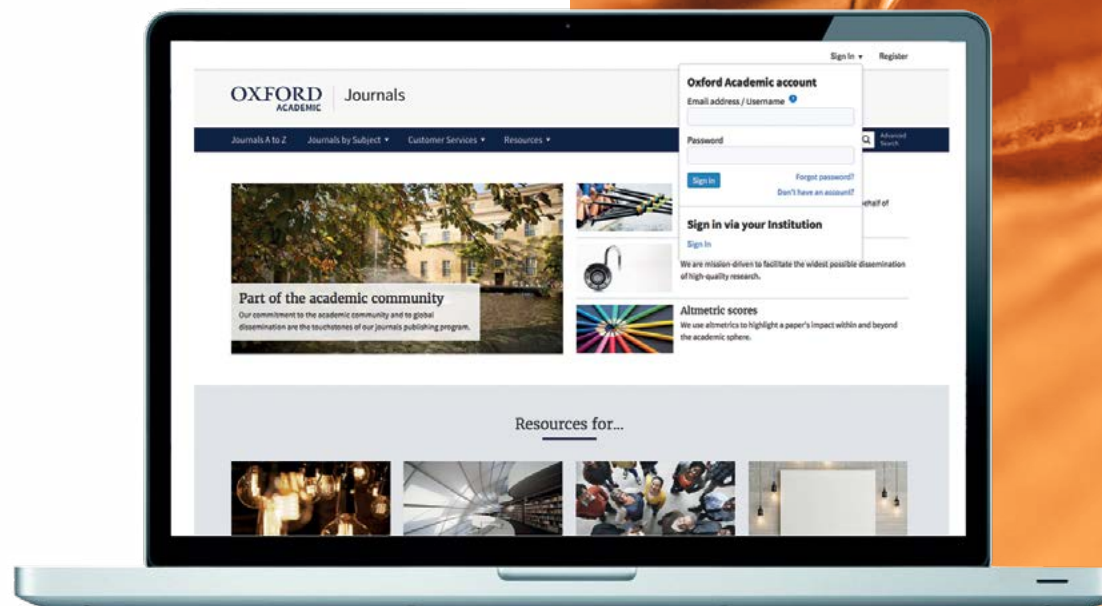
Registering for access directly with Oxford University Press enables users to make full use of the content, features, and functionality available from our Oxford Academic platform. Our online titles are also available through a selection of intermediaries/service providers, such as EBSCOhost Electronic Journals Service (EJS) and Ingenta Connect.

There is no additional charge to our subscription price. However, service providers may charge libraries for use of their service. Please contact your preferred intermediary for further details.

WHAT IS THE OXFORD ACADEMIC ACCOUNT AND HOW CAN IT HELP ME?

The Sign In / Register link can be found at the top right corner of every page on the Oxford Academic website. Library administrators can use the Oxford Academic Account to manage all of their online subscriptions. Through the Oxford Academic Account librarians can:

- Activate new subscriptions
- Manage authentication methods
- Access usage statistics
- Save searches
- Manage institutional branding settings



Activation

HOW DO I ACTIVATE ONLINE ACCESS?

1. BEFORE YOU START

Read our institutional site licence carefully. You must agree to the terms of our institutional site licence before you register. Please see page 7 of this handbook, or visit academic.oup.com/journals/pages/librarians/licence_options.

2. SUBSCRIBER NUMBER

Have your subscriber number on hand - this is usually an 8 or 12 digit number. If your number has fewer than 8 digits you should prefix it with up to four '0s' as required. If you have more than one subscriber number you can activate each one individually, or under a single account.

3. CONTACT DETAILS

Decide on your contact details and password. We need a named contact, address and valid email address. Ideally the email address should be a shared address (e.g. 'library@institute.edu') so that staff changes don't impact on the management of your account.

You will also need to choose a password which will be for library administrator use only.

4. IDENTIFY IP ADDRESS

You can register IP addresses for site-wide access to the content covered by your subscription. In other words, your library users can access content in this way without the need for individual user names and passwords.

The IP addresses must be registered to your institution. This could be the IP address of your proxy server. The IP addresses must not be a public proxy server or behind an internal firewall.

Your IT Department should be able to supply you with the IP addresses of the computers in your institution and confirm whether a proxy server is in use.

Please note that we do not currently support IPv6 authentication.

For information on remote access via Shibboleth or OpenAthens, visit academic.oup.com/journals/pages/librarians/getting_started#authentication

5. REGISTER

Visit academic.oup.com/my-account/register and enter your details.

6. ADD NEW/MANAGE SUBSCRIPTIONS

Select 'Activate Subscriptions and Trials' and input your latest institutional subscription number(s). The entire list of journals associated with that number will then appear. You do not need to reactivate online access when you renew your subscription.

7. INPUT YOUR IP ADDRESSES

If this is the first time you have activated a subscription, you will be prompted for your institution's IP addresses. When you add further subscriptions, the IP addresses you have previously entered will be applied to each new subscription. If you need to add other IP addresses in future, you can do this by selecting 'Institutional Settings' via your account.

8. MAINTAINING YOUR ACCOUNT

You can view a list of your current subscriptions via the 'Current Online Subscriptions/Short Term Access' option within your Oxford Academic Account. Any new journals to which you subscribe will be automatically activated and listed (provided the subscriber number they are listed under has been activated).

If you currently have several accounts and wish to consolidate your details, please contact our Customer Services team.

We regret that we are not able to consolidate subscriptions onto one subscriber number when you have several delivery addresses (e.g. some of your titles may be mailed to you directly via us, while we mail other titles to your agent).



WE CAN SET UP ACCESS FOR YOU

Oxford University Press arranges the setup of accounts and trials to consortia customers. To set up access to our journals, the following is required: contact name, institution/business address, email, phone number, and the exact IP addresses for your institution. Please provide the Sales or Account Manager with this information once they have confirmed your purchase/trial request. For any access queries or problems, please contact our Online Sales and Consortia Support Coordinators.

OUTSIDE OF THE AMERICAS

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IN THE AMERICAS

jnls.consortia.us@oup.com

T: +1 919-677-0977 x 5777

or +1 800 852-7323 (toll-free in USA/Canada)



Problems

WHY AM I HAVING ACCESS PROBLEMS?

The answers below will help you if you are having access problems.

DO YOU HAVE THE CORRECT SUBSCRIPTION TYPE?

Online access is available for organizations with an online-only or combined (print & online) subscription. If you are unsure of your subscription type, please contact our Customer Services team (see page 20).

HAS YOUR SUBSCRIPTION EXPIRED?

Subscriptions are entered on a calendar year basis, running from January to December.

HAVE YOU ACTIVATED YOUR ONLINE ACCESS?

If you or your library users are prompted for a username and password when trying to access the full text of journal articles, despite having a valid subscription, then the IP address for your machine is not being recognized by our computer. One reason for this could be that you have not activated your online access. If you have not activated already, please see page 9. If you have already activated, please read on.

ARE YOUR IP ADDRESSES CORRECTLY REGISTERED?

It may be that not all IP addresses for your institution have been registered correctly via your Oxford Academic Account or perhaps your details have changed recently. You can update your IP addresses by selecting 'Institutional Settings' via your Oxford Academic Account.

ARE YOUR USERS TRYING TO ACCESS CONTENT FROM OUTSIDE YOUR IP RANGE?

For information on remote access via Shibboleth or OpenAthens, visit academic.oup.com/journals/pages/librarians/getting_started#authentication

STILL HAVING ACCESS PROBLEMS?

You can also refer to the Frequently Asked Questions section at the end of this handbook or contact our Customer Services team (see page 20).



HOW CAN I GET USAGE STATISTICS?

Oxford University Press provides usage statistics that are compliant with the COUNTER Code of Practice, Release 5.

Once you have a library administrator account, you can view our COUNTER-compliant journal usage statistics whenever you like via your Oxford Academic Account.

In addition to Platform, Title, and Item Master Reports, the following journal-specific reports are available:

TR_J1 Journal Requests (Excluding OA Gold)

TR_J2 Journal Access Denied

TR_J3 Journal Usage by Access Type

TR_J4 Journal Requests by Year of Publication (Excluding OA Gold)

IR_A1 Journal Article Requests

Usage Statistics

CONSORTIUM REPORTING

Once you have a consortium administrator account, you can view COUNTER-compliant journal usage statistics for all members or a single institution via your Oxford Academic Account. For further guidance, please see our online Usage Statistics User Guide.

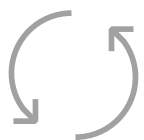
ACCESS OUR ONLINE USAGE STATISTICS USER GUIDE

For more information, including Frequently Asked Questions on SUSHI registration and consortium reporting, please visit:
academic.oup.com/journals/pages/librarians/usage_statistics



Updating Your Library Catalogue

THE SERVICE WE PROVIDE IS AS IMPORTANT TO US AS THE CONTENT WE PUBLISH. THIS IS REFLECTED IN OUR COMMITMENT TO PROVIDING THE SERVICES AND FUNCTIONALITY REQUIRED BY LIBRARIANS TO HELP STEER THEIR USERS TOWARDS THE MOST RELEVANT CONTENT.





HOW DO I LINK TO JOURNALS VIA URL?

THE PREFERRED METHOD FOR LINKING TO CONTENT IS VIA CROSSREF DOIs.

In addition, the following URL-based linking is supported:

1. Platform URL: <https://academic.oup.com>
2. Publication home: e.g. <https://academic.oup.com/nar>
A full list of these can be found in our KBART files.
3. Current issue: .../issue e.g. <https://academic.oup.com/nar/issue>
4. Specific issue: .../issue/{volume-number}/{issue-number} e.g.
<https://academic.oup.com/nar/issue/43/10>
5. Advance access articles: ... /advance-access e.g.
<https://academic.oup.com/bmb/advance-access>
6. Article by volume/issue/page: ... /article-lookup/{volume}/{issue}/{first-page} e.g.
<https://academic.oup.com/nar/article-lookup/43/10/4785>
7. Article by DOI: The platform supports .../article-lookup/doi/{doi} but this is only for use in special circumstances. If a DOI is known, linking via the DOI resolver is recommended.
8. Article PDF by volume/issue/page: .../pdf-lookup/{volume}/{issue}/{first-page}
This generates a 301 redirect for legacy linking purposes.
9. Article PDF by DOI: .../pdf-lookup/doi/{doi} This generates a 301 redirect for legacy linking purposes.

OPENURL LINKING

Inbound: In order to link to OUP Journals on the Oxford Academic platform using an OpenURL syntax, use the [Crossref](#) OpenURL Resolver.

Outbound: If you are the administrator of an institution which has an OpenURL link resolver, you can add outbound OpenURL reference links to reference lists on the Oxford Academic platform. For more information, visit:
academic.oup.com/journals/pages/librarians/linking_to_journal_content

CROSSREF AND DOIs

Oxford University Press deposits DOIs and metadata for our journal content with Crossref. Anyone wishing to link to content can query the [Crossref](#) database using bibliographic metadata and retrieve DOIs.

If you know the DOI of an article (e.g. 10.1093/nar/gkh704), append it to <https://doi.org/> to make a link: <https://doi.org/10.1093/nar/gkh704>

WHAT IS AN OPENURL?

Uniform Resource Locators, (i.e. web addresses) are the distinct addresses of documents and other resources on the World Wide Web. OpenURL is a standardized syntax for transferring metadata of an article or a journal. Link resolvers interpret the data contained in OpenURLs and present users with links to the most appropriate copy of a digital item or related service.

MARC RECORDS

Oxford Academic MARC records are available in both MARC 21 and tab-delimited format to load into your library catalogue.

- You can download the file yourself from academic.oup.com/journals/pages/librarians/marc_records
- Simply right click on any of the links to bring up a small menu
- Select 'Save Link As' (or similar) to save the file to your disk

Separate files for the Oxford Journals Collection and Oxford Journals Archive are also available.

KBART FILES

KBART files are the industry-standard file format for knowledge bases, and providing title list files in this format ensures that the content you are entitled to is accessible to end users. We provide KBART files for each of our journals collections. Find out more: academic.oup.com/journals/pages/librarians/kbart

THIRD-PARTY DATA MINING

Oxford University Press recognizes the research benefit of Text and Data Mining (TDM) across a variety of research fields. As such, we are happy to accommodate TDM for non-commercial use. Researchers are not required to request permission for non-commercial text-mining, but if you have any questions please e-mail Data.Mining@oup.com





RSS WEB FEEDS

RSS feeds on the Oxford Academic platform can be found on the Issues and Advance Articles pages. Depending on a particular journal's publishing model, the available RSS feeds are:

- **Current Issue** – articles from the current issue, which updates as new issues are published
- **Advance Articles** – articles published online in advance of inclusion in an issue
- **Open Access** – articles from the journal published under an Open Access licence
- **Editor's Choice** – articles of special note, selected by the journal editor
- **Fast Track** – articles of particular timeliness, published on an accelerated process
- **Podcasts** – audio or video publications from the journal

WHAT ARE RSS FEEDS?

RSS stands for 'really simple syndication'. A user can subscribe to an RSS feed by entering a link of the feed into a feed reader, which can be freely downloaded. RSS readers are constantly checking to see if any subscribed feeds have new content, and, if so, content is retrieved and presented to the user.

PROXY SERVERS

If your institution uses EZProxy, you can download details of Oxford Academic Journal websites for inclusion in your ezproxy.cfg file from here:

academic.oup.com/journals/pages/help/technical_support/linking#proxy



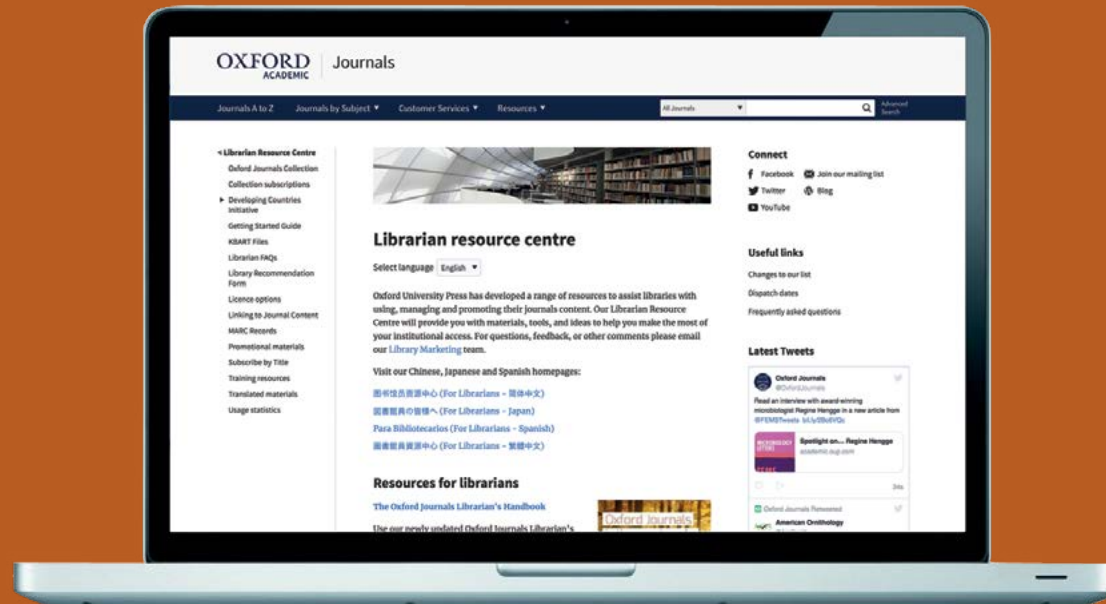
Promoting Your Subscription

A range of online and offline resources are available, including email templates, web banners, and posters for you to download:

academic.oup.com/journals/pages/librarians/promotional_materials

To request promotional materials in print, or tips on promoting your subscription to your library users, email the Library Marketing team:

library.marketing@oup.com



STAYING CONNECTED

Keep up to date with our journals products and services via the Librarian Resource Centre:

academic.oup.com/journals/librarians

Connect with us on social media:

Twitter: [@OUPLibraries](https://twitter.com/OUPLibraries) and [@OxfordJournals](https://twitter.com/OxfordJournals)

Facebook: www.facebook.com/OUPAcademic

Tumblr: oupacademic.tumblr.com

OUPblog: blog.oup.com



Open Access

OXFORD UNIVERSITY PRESS IS MISSION-DRIVEN TO FACILITATE THE WIDEST-POSSIBLE DISSEMINATION OF HIGH-QUALITY RESEARCH. WE EMBRACE BOTH GREEN AND GOLD OPEN ACCESS (OA) TO FURTHER THIS MISSION. HERE IS JUST A SNAPSHOT OF OUR OA PROGRAMME...

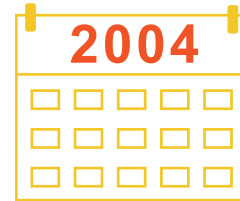


FULLY OA JOURNALS

OVER 50

PUBLISHING
 OA CONTENT

**SINCE
 2004**



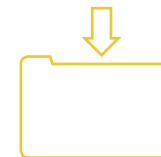
OVER 300



JOURNALS WITH
 AN OPTIONAL
 OA MODEL



PREPAYMENT
 ACCOUNT FOR YOUR
 AUTHORS TO DRAW UPON



SELF-ARCHIVING
 POLICIES*
 FOR ACCEPTED
 MANUSCRIPTS IN
REPOSITORIES



*Find out more at: academic.oup.com/journals/pages/access_purchase/rights_and_permissions/embargo_periods

Customer Support



A SELECTION OF FREQUENTLY ASKED QUESTIONS

1. WHERE CAN I FIND PRICE INFORMATION?

A full institutional price list for each journal is available from academic.oup.com/journals/pages/access_purchase/pricing_and_ordering

The Oxford Journals Collection and the Oxford Journals Archive are specially priced per institution/consortium, to ensure that you get the best possible deal. Contact our Institutional Sales team (see page 20) for more information.

2. HOW CAN I CHECK IF OUR PAYMENTS HAVE BEEN PROCESSED?

Please note that payment can take up to 10 days to process. If payment was made more than 10 days ago and you need to check if it has been received, please contact our Customer Services team (see page 20). Please have your subscriber number, date and method of payment, full amount paid, and email address ready.

3. CAN I PASS MY USERNAME AND PASSWORD ON TO MY LIBRARY USERS TO USE FOR ACCESS?

No. These details are for the use of the library administrator only. User access is authenticated via IP address, Shibboleth, or other secure network. It is not possible to provide an additional username and password to be shared with library users.

4. WHAT DIGITAL PRESERVATION AGREEMENTS DOES OXFORD UNIVERSITY PRESS HAVE IN PLACE?

Digital preservation is the set of processes that ensure that digital journal content is backed up and ready to be distributed if the current method of delivery is no longer available, ensuring continued access for the long term. They provide you with peace of mind where you have perpetual access rights to journal content.

We participate in key archiving agreements with Portico, and the LOCKSS and CLOCKSS (Controlled LOCKSS) preservation initiatives. These agreements mean that we will be preserving not only an exact copy of journal content, but also ensuring the usability of archived content over time by migrating the files to future file formats.

5. WILL I NEED TO ACTIVATE MY SUBSCRIPTIONS TO ENABLE ONLINE ACCESS AGAIN NEXT YEAR?

No, with online subscriptions it is the subscriber number that must be activated – not each and every subscription. As you renew your subscriptions each year, the list of titles associated with each subscriber number will be updated by us. You can view the status of your subscriptions online via your Oxford Academic Account.

6. HOW DO I CHANGE THE IP ADDRESS DETAILS FOR MY INSTITUTION?

Simply select 'Institutional Settings' in your Oxford Academic Account. From there, you will be able to add or amend IP ranges.

Contact Details



CUSTOMER SERVICES & TECHNICAL SUPPORT

Outside of the Americas

E: jnls.cust.serv@oup.com

T: +44 1865 353907

In the Americas

E: jnlorders@oup.com

T: +1 919-677-0977

T: +1 800-852-7323 (toll-free in USA/Canada)

Japan

E: custserv.jp@oup.com

T: +81 (03) 5444-5858

CONSORTIA CUSTOMER SUPPORT

Outside of the Americas

E: jnls.consortia@oup.com

T: +44 1865 354925

In the Americas

E: jnls.consortia.us@oup.com

T: +1 800-852-7323 (toll-free in USA/Canada)

SALES ENQUIRIES

Outside of the Americas

E: institutionalsales@oup.com

T: +44 1865 353907

In the Americas

E: library.sales@oup.com

T: +1 919-677-0977

 @OUPLibraries