



Create an overlay journal

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What is an overlay journal?

An overlay journal performs all the activities of an open access scholarly journal and relies on structural links to one or more archives or repositories to perform its activities ([Brown, 2010](#)).

They can either take submissions from the preprints uploaded to a repository and subject them to peer review, or curate texts already available online and select the most relevant articles in a field or discipline.

While overlay journals are more common in STEM fields, an example of an overlay journal in the social sciences is [RePEc](#) (Research Papers in Economics), while an overlay journal in the humanities hosted on the Canadian HSS Commons is [Renaissance and Reformation / Renaissance et Réforme](#).

To learn more about overlay journals, we suggest reading the Wikipedia entry for [overlay journals](#), or for a more comprehensive overview: Brown, J. (2010) [An introduction to overlay journals](#).

How to use the Canadian HSS Commons to create an overlay journal

You can use several features on the Canadian HSS Commons to create an overlay publication:

- [Groups](#) can be used to create a community around a particular topic or field of interest, and the [group pages](#) feature can be used to create a page for each issue.
- [Collections](#) can be used either as an individual user or as part of a group to select specific papers published on the Canadian HSS Commons or on the web in general and add a description of why you selected them.

What are groups?

Groups are a way to connect people with a common interest. They are also an easy way to share content and conversation, either privately or with the world. Group members can:

- Post content that only other group members are allowed to see.
- Upload a group logo and use it as the group identity.
- Create events on the group calendar that only group members can attend.

Group examples:

- [DHISI 2023 group](#)
- [Building Digital Communities in the Humanities and Social Sciences](#)
- [Example Group – Research Community](#)

Work together with your colleagues

Create a group to organize your interactions. Group members can:

- Post content that only other group members are allowed to see.
- Export their content to other web sites, and brand it with their own logo.

Create a new group

You can [create your own group](#) of users. Just fill in a simple form choosing a group name, a title, and a brief description, so that others will know what your group is about. Once created, your group title and description will be available for all to see in the [list of all groups](#). Each group also has its own page, which contains a link that other users can click on to request membership.

Managing group members

Whenever another user requests membership, you will receive an email asking you to approve their request. To do this, log in and visit the [groups](#) page and find your group name. If you're logged in, you should see a [manage] link next to the group name. Clicking on that link will bring up a page showing a list of users who have requested membership. Use the controls on that page to approve or deny their request. You can use the same page to promote ordinary users to also act as managers, so they can help you approve or deny requests. You can also demote or remove users from your group.

Once removed from a group, a user will no longer have access to protected or private group resources. Of course, they can always rejoin the group at any point by requesting membership and going through the usual approval process.

Note: All groups must have at least one manager. If you are the last manager of a group, you will not be able to demote or remove yourself from the group.

How can I join a group?

To join a group that matches your interests, you must first sign up for a Canadian HSS Commons account. Then use the tool [Search](#) on the top right corner to find a group you wish to join, or from the [Group](#) page under the Community item in the main menu, click [Browse available groups](#) to find a specific group. Click on the green [Join Group](#) button. This will send a member request to the manager of the group. If the manager approves your request, you will be able to access the group.

Please note that there are private groups for which you cannot send Join Group requests; only the managers of those groups can invite/add new members. You can also create a new group if you would like to. Please visit [Knowledge Base/Create a group](#) to learn how to create a group.

What are the benefits of joining a group?

When you are a member of a group, you can:

- Access the profile for each member.

- Message other group members.
- Receive the group's announcements.
- Access its blog, forum, collections, or other pages.
- Access courses offered within the group (if applicable).

Depending on the group's membership and permission settings, you can also access any projects owned by this group. For more information, please visit [What are groups?](#)

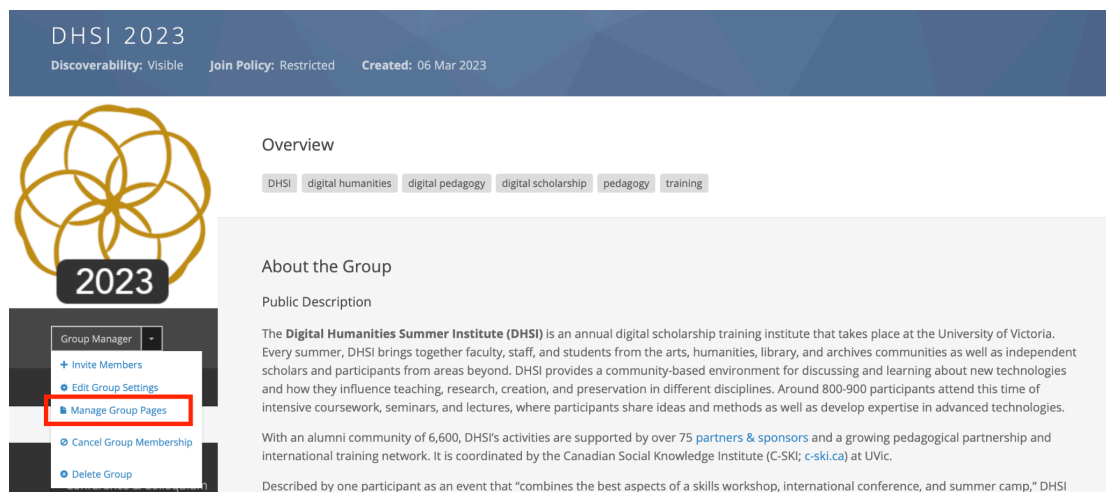
Customize group pages

You can use groups to create pages for each issue in your journal.

This module contains examples of the [Digital Humanities Summer Institute 2023 group](#) on the Canadian HSS Commons.

Manage Group Pages

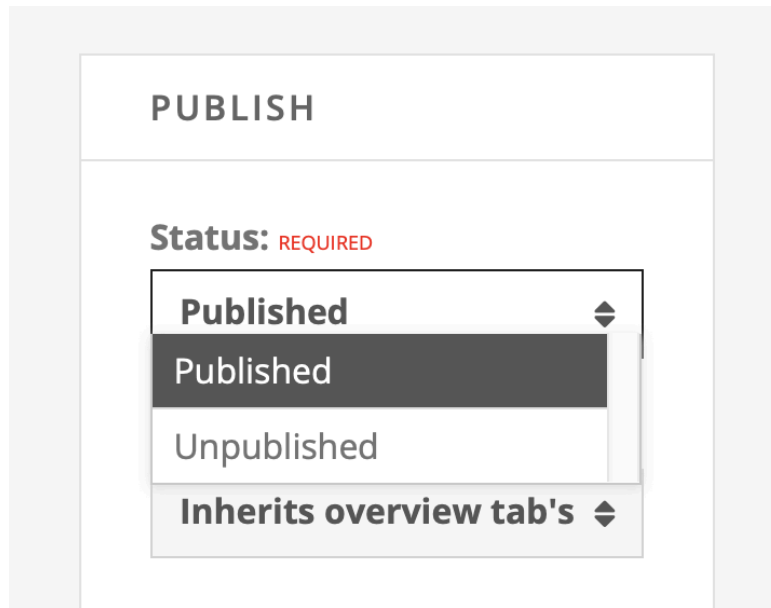
1. Access a Group that allows users access to managing pages in the Group.
2. Hover over the down-arrow, next to the **Group Manager** button.
3. Select from the drop-down the **Manage Group Pages** button.



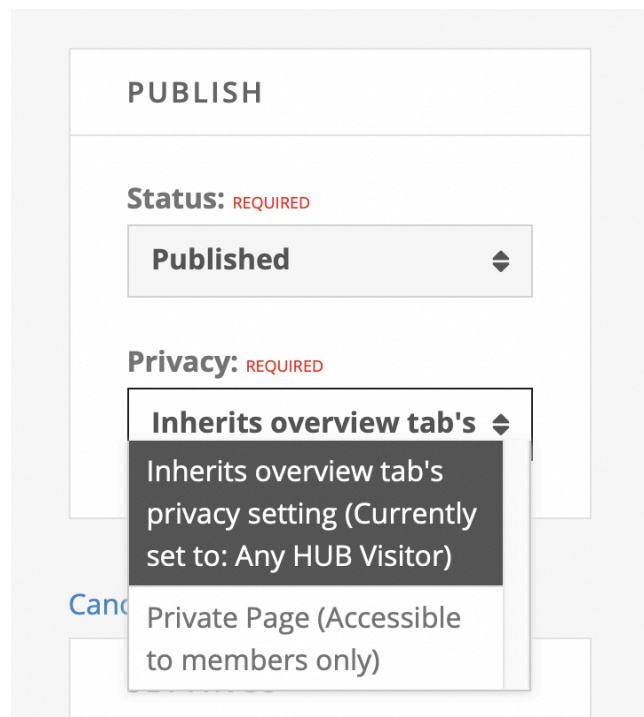
4. From there you can manage all of the pages inside of the Group.

Create a Group Page

1. Access a Group that allows users access to managing pages in the Group.
2. Hover over the down-arrow next to the **Group Manager** button.
3. Select from the drop-down the **Manage Group Pages** button.
4. On the Manage Pages tab, click on the **New Page** button.



8. Select the privacy settings from the drop-down:
 1. **Inherits overview tab's privacy setting**- The previous setting of the overview tab also is enabled for this page.
 2. **Private Page**- Accessible to only members of the group.



9. Underneath the **Settings**, select a category from the **Category** drop-down, and the settings you want for Comments from the drop down.
10. Click **Save Page** to save the new page and the newly added content.

Cancel Save Page

SETTINGS

Category: OPTIONAL

- Select Page Category ↕

Organize your content pages.

Parent: OPTIONAL

Overview ↕

Define a page hierarchy

Comments: OPTIONAL

Use Group Setting (No) ↕

Show/Hide Page Comments

Edit a Group Page

1. Access a Group that allows users access to managing pages in the Group.
2. Hover over the group management button.
3. Select from the drop-down the **Manage Group Pages** button.
4. Inside of **Manage Group Pages**, select the **Manage Pages** tab and then locate the page that needs editing.
5. Click on the arrow next to the page's **Manage Page** button.
6. From the drop-down select **Edit Page** to begin editing the page's content.

Manage Group Pages: DHSI 2023

Upload Images/Files Back to Group

Manage Pages Manage Page Categories

New Page Filter By Category Or Search Pages...

Overview /groups/dhsi23

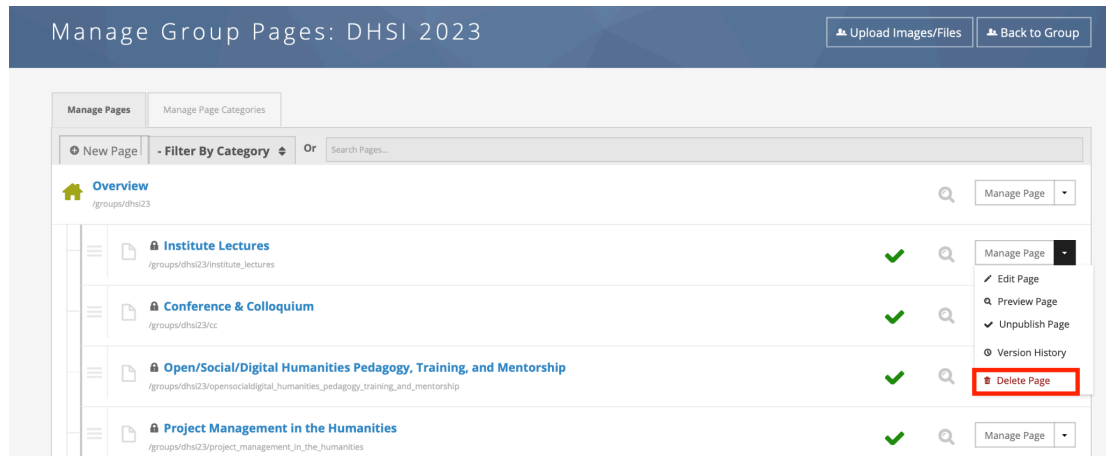
Page Name	Status	Actions
Institute Lectures /groups/dhsi23/institute_lectures	✓	Manage Page Edit Page Preview Page Unpublish Page Version History Delete Page
Conference & Colloquium /groups/dhsi23/cc	✓	Manage Page
Open/Social/Digital Humanities Pedagogy, Training, and Mentorship /groups/dhsi23/opensocialdigital_humanities_pedagogy_training_and_mentorship	✓	Manage Page
Project Management in the Humanities /groups/dhsi23/project_management_in_the_humanities	✓	Manage Page

7. Edit the content inside of the group page and then click **Save Page** to save the newly edited content.

Delete a Group Page

1. Access a Group that allows users access to managing pages in the Group.
2. Hover over the down-arrow next to the **Group Manager** button.
3. Select from the drop-down the **Manage Group Pages** button.

4. Inside of Manage Group Pages, select the **Manage Pages** tab and then locate the page that needs deleting.
5. Click on the arrow next to the page's **Manage Page** button.
6. From the drop-down select **Delete Page** and the page will automatically be removed from the group and the Canadian HSS Commons.



What are collections?

Collections function as your personal library for posts shared across the Canadian HSS Commons. Using collections, you can make your own post to organize and keep track of your own resources and you can gather posts shared across the commons by other members.

How-To: Collections

Collections are an excellent way to organize and keep track of your publications, resources, and other materials. You can share collections with other members of the Canadian HSS Commons or keep them to yourself.

Examples of collections for an overlay journal:

- [Example Collection – Open Scholarship Studies Volume 1, Issue 4, Winter 2022](#)
- [Early Modern Digital Review: List of Projects Reviewed](#)

Create a collection

1. You can create collections as an individual user or as part of a group. This case will be focused on creating collections as part of a group.
2. Open the group you would like to create a collection for.
3. On the left side of the page under the group logo, click **Collections**.
4. Click the outlined box that says **New collection**.



5. Select who should be allowed to see your collection using the drop-down under **Privacy**.
6. Add a title.
7. Provide a brief description of your collection.
8. Add all relevant tags (Remember: Tags will help other members find your publications.)
9. Decide how you would like the posts to be displayed and sorted.
10. Click **Save**.

NEW COLLECTION

Privacy

Public (anyone can see this collection)

Title REQUIRED

Description

Fuente HTML

B

I

U

S

X₂

X²

Tags

Enter tags

Enter tags separated by commas (e.g. one, two).

Layout of posts

Grid

How posts are sorted

Created date (newest to oldest)

Note: Currently, posts can be reordered only while in *list* layout with a *defined ordering* sort. These options can be selected when viewing a collection's contents.

Save

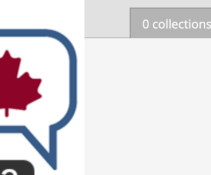
Cancel

Add posts to a collection

1. Open the group you would like to create a collection for.
2. On the left side of the page under the group logo, click **Collections**.
3. Click the second tab that says **[#] posts**.
4. Click the outlined box that says **New post**.

Building Digital Communities in the Humanities and Social Sciences

Discoverability: Visible Join Policy: Open/Anyone Created: 03 Apr 2023



2023

Group Manager ▾

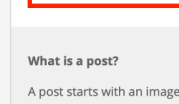
Group ID: 1235

- Overview
- Members 12
- Announcements
- Blog
- Calendar
- Collections
- Forum
- Projects 2
- Usage
- Files

0 collections **0 posts** 0 followers

Settings

1. Find images, files, links or text you want to share.
2. Click on "New post" button.
3. Add anything extra you want (tags are nice).
4. Done!



What is a post?

A post starts with an image, link, or file you add to a collection. Any post can be collected (reposted onto another collection).

5. Attach relevant files. If you want to add an image to go along with your post, upload it here too.
6. Include relevant links.
7. Add a title.
8. Add a description.
9. Select the collection you would like to add your post to.
10. Add all relevant tags.
11. Click **Save**.

The screenshot shows the 'NEW POST' form interface. At the top, there are two dashed boxes: 'Click or drop file' with a file icon and 'Click to add link' with a link icon. Below these is a 'Title' text input field. The 'Description' section features a rich text editor with a toolbar containing icons for 'Fuente HTML', undo, redo, bold, italic, underline, strikethrough, link, unlink, bulleted list, and numbered list. Below the description field, there are two input fields: 'New collection' with a red 'REQUIRED' label and a placeholder 'Create a collection for this post to go in.', and 'Tags' with a placeholder 'Enter tags' and a note 'Enter tags separated by commas (e.g. one, two)'. At the bottom center is a green 'Save' button.

Search and follow other collections

1. Go to Discover > [Collections](#) to view all public collections shared on the Canadian HSS Commons.
2. You can search through collections using keywords.
3. Hover over the post you are interested in with your cursor.
4. Click **Collect** to add a post or collection to a new or existing collection of your own. You can also collect specific posts from other members to add to your own collections.
5. Click **Follow** to add the collection to your following tab so you can access the collection more easily.

An Open Knowledge Toolkit – DHSI 2022 Workshop

Discoverability: Visible Join Policy: Invite Only Created: 22 Apr 2022

1 collections 62 posts 0 followers

"Open Knowledge Resources" 62 posts

Group is Invite Only

Overview

Module 1: Intro to Open Access and Open Social Scholarship

Module 2: Using Open Data and Open Tools – Part 1

Module 3 – Using Open Data and Open Tools – Part 2

Foundations for the Canadian Humanities and Social Sciences Commons Exploring the Possibilities of Digital Research Communities

Winter-et-al-2020-Foundations-for-the-Canadian-Humanities-and-Social-Sciences-Commons.pdf

1 MB

<https://www.popjournal.ca/issue02/winter>

external link

This paper introduces the Canadian Humanities and Social Sciences (HSS) Commons, an open online space where Canadian HSS researchers and stakeholders can gather to share information and resources, make connections, and build

Open Scholarship Resources

<https://etcl.uvic.ca/open-scholarship-resources/#Open-Knowledge>

external link

open knowledge open scholarship

Like Comment Collect

Caroline Winter onto Open Knowledge Resources

12:56 pm 20 May 2022

Martin Paul Eve and Jonathan Gray – Reassembling Scholarly Communications

https://direct.mit.edu/books/book/4933/Reassembling_Scholarly

John Maxwell – Beyond Open Access to Open Publication and Open Scholarship

Maxwell, John W. 2015. "Beyond Open Access to Open Publication and Open Scholarship." *Scholarly and Research Communication* 6, no. 3. <https://doi.org/10.22230/src.2015v6n3a202>

open access open knowledge

open scholarship scholarly communication

0 likes 0 comments 0 reposts

Caroline Winter onto Open Knowledge Resources

12:55 pm 20 May 2022

When you access collections from your dashboard, you can use the "followers" and "following" tabs to view the collections put together by members you are connected with on the Canadian HSS Commons.

How can I manage my intellectual property while still sharing with the Canadian HSS commons community?

The Canadian HSS Commons offers two main types of licenses to share materials on the site: the Non-Exclusive Distribution License and Creative Commons licenses.

The Non-Exclusive license grants the Canadian HSS Commons the non-exclusive right to reproduce, distribute, publicly display, and/or change the medium or format of your submission (including the abstract and other metadata) worldwide in print and electronic format and in any medium, including but not limited to audio or video. This means that your publication will be available on the site, but people will need to contact the rights owner if they want to share or modify it.

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