Online First – Editor Guide

Online First allows for journal articles to be published on Intellect Discover ahead of an issue's publication.

This means that as soon as an article has passed peer review and been accepted for publication it can be sent to your journal's production manager and put through production, regardless of which issue it is to be featured in.

Each article will go through copy-editing and typesetting as usual, and once the proof has been signed off by the author we can publish it in the Online First section of your journal's page on Intellect Discover. Once it has been allocated to an issue and the issue is published, the Online First article will be removed.

All Online First articles will be allocated DOIs. These DOIs are permanent and will not change once the article is allocated an issue.

Production Process for Online First Articles

Only published Online First articles can be included in issue running orders. Any content that begins the Online First production process *must finish that process* before production of the issue it's slated for begins; it cannot be pulled mid-production to be put in an issue.

The production process for Online First is exactly the same as for an issue, the schedule will just be set at an article level.

1. Once an article has passed peer review and has been accepted for the journal, please send the article to your production manager at Intellect along with the usual metadata, accompanying figures/tables and signed publishing agreement.

2. The article will be sent to copy-editing following the usual timeline of 2–3 weeks.

3. The author will be given approximately one week to check their copy-edited file and address the comments.

4. The article will be typeset following the usual timeline of 1–2 weeks.

5. The author will be given approximately one week to do a final proofread of their article.

6. The second proof will be signed off by the editor.

7. Once signed off, the article will be uploaded to the Online First section of the journal's homepage on Intellect Discover.

8. When you are ready to compile articles into an issue, you should send your production manager the table of contents for the issue and any additional content that isn't already published Online First. These extra pieces will need to be copy-edited and typeset.

9. When the issue is uploaded to Intellect Discover, the system will recognise the DOIs and the Online First articles will disappear.

We recommend that you do not send your production manager more than five articles in the first instance, even if you have a large backlog of articles, just so you can get to grips with the process and don't have too many authors to liaise with immediately. Once the backlog is cleared, the process should be much easier, with individual articles going into production as and when they are ready.

FAQs

Can I use Online First for content other than articles?
Yes, Online First can be used for all content – reviews, reports, interviews etc.

Who can access the Online First articles?
Anyone with an online subscription to the current year of the journal will be able to access all Online First articles. They are also available to purchase as pay per view.

What about Special Issues?
Online First can be used for Special Issue articles too. However, if you are working with guest editors who wish to publish all articles at the same time, or have a strict schedule, then it is fine to put the issue through production without using Online First.

My journal is running very late – how will Online First impact the journal?
Online First is a great way to publish articles ahead of time, particularly if your journal is running late. Authors will benefit from the early publication by building a readership and citations without having to wait for other articles to be completed for an issue. Since the DOI remains the same, the DOI will lead readers to the correct landing page regardless of whether it is Online First or has been moved to an issue.

I have a large backlog of content and authors may need to wait a long time until their Online First article is allocated an issue.
As with late journals, it is best to publish articles as soon as possible so that they can be read and cited. Online First gives journals with a high number of submissions the opportunity to publish content without having to wait for an available issue.

When does the 12-month embargo come into effect?
The 12-month embargo begins from the online publication date of the issue, not the fast track publication. However, if the author has specific requirements from their funder or institution to deposit their author accepted manuscript in a repository and/or waive our embargo policy, then the author can contact the journal's production manager who will be able to assist with this. For more information see our Licence and Usage Policy page.

When will the contributor receive their published PDF?
The contributor will receive their published PDF as soon as the Online First article is published on Intellect Discover.

How many articles can I have published as Online First?
There is no limit to the number of articles published as Online First. However, please ensure that you are including Online First articles in your general issues as soon as there is space available, prioritizing the older articles where possible.

Is there a time limit on how long articles can appear as Online First before they're published in an issue?
There is no strict limit, but we do recommend publishing Online First articles in an issue within 24 months.

If an article is published Online First a year before appearing in an issue, which date will appear in the suggested citation?
The suggested citation of the Online First article will be the year it is first published online. Once it is allocated an issue, the suggested citation will be updated to reflect the volume year of the journal issue.

Does the original online publication date appear anywhere?
The original online publication date will appear on Intellect Discover, along with the article's received and accepted dates.