

## Website Update: 2023

**Action:** First iteration: Copy to Clément / Amanda before Friday 3, March 2023, ahead of the EC Meeting.

This is a Kanban using the traffic light system: **red** (*to do*), **orange** (*doing*), **green** (*done*). Each row can be highlighted using the background colour/color tool you can find by clicking on the ... on the ribbon above. When adding a new task, please create a new row.

Topic	Responsibility (Name)	Task	Status ( <i>to do, doing, done</i> )	Documents
<b>Website Copy Iteration 1</b>				
Website copy: <b>Iteration 1</b>	Clément	Create website <a href="#">Google doc</a> for review	Done Dec '22	<a href="#">Google doc</a>
Review current <i>ESTS</i> website: <b>Iteration 1</b>	EC (All)	Add comments to this <a href="#">Google doc</a>	Doing By 3 Mar  Clément Done Aalok Done Federico Done Grant Done Angela Done <b>Amanda Doing</b>	<a href="#">Google doc</a>
Reminder email <b>Iteration 1</b>	Clément	Reminder email to all of EC to add comments before Friday's meeting.	Ali Duygu Noela Emily Sujatha Et al.	<a href="#">Google doc</a>
<b>Website Copy (by section) Iteration 2</b>				
<b>About</b>				<a href="#">Kanban</a>
Aims and Scope				
Publication Genres	Clément	Change language on call for thematic collections.	Done, but needs double check of language by Amanda/Aalok/E	

		Suggestion, based on & developed following EC meeting of March 3: <b>“We are not currently accepting proposals for <i>Thematic Collections</i>. We welcome applications during our yearly call following the 4S conference. “</b>	C	
<b>Editorial Team</b>				
<b>Editorial Board</b>	Clément	To write to EB by email on updating their 1-line bios. And add as an agenda item for EB meetings.	Done	Email
<b>Editorial Board</b>	Amanda	Update all bios.	To Do.	tbc
<b>Editorial Collective</b>	Clément	Check all links are live, and update any after contacting EB.	done	<a href="#">Google doc</a>
<b>Editorial Collective</b>	Amanda	Update all bios.	To Do.	<a href="#">Google doc</a>
<b>Key Information</b>				
Indexing and information:		Highlight OACIP here in a sentence and provide a link? Something like: 2nd sentence: ESTS [ <i>italics</i> ] has recently joined with OACIP [add link] to fundraise for additional journal resources.		
Journal History				
News and		Add list + links to	To do	

Resources (New Menu)		documents that can be accessed for downloads		
Contact				
Site Map				
<b>Policies</b>				
Decision Making				
Ethics				
Open Access				
Privacy				
<b>Issues</b>				
Current Issue				
Archives				
Thematic Collections				
<b>Submissions</b>				
Fraud and Plagiarism	Aalok / Amanda  <b>EC Meeting</b>	Add COPE guidance for their statement on AI either in this <b>section</b> and/ or in our <b>ethics policy page and Retractions?</b>	Tbd.	<a href="https://publicationsethics.org/cope-position-statements/ai-author">https://publicationsethics.org/cope-position-statements/ai-author</a>
Word limits	<b>EC Meeting</b>	We do not specify word length on the abstract, so we're leaving it to the 600 word limit on OJS. I'm not sure that's helpful? Could we shorten this? it's one of the amends I end up asking for in copyediting.	Tbd.	
STS-I?	Amanda	Create new page, and link to it from	To Do.	<a href="https://docs.google.com/docume">https://docs.google.com/docume</a>

		others as noted below.		<a href="https://docs.google.com/document/d/1Diy4PZZPxacMNaW4yv1z4n5-ER2Lue0t-sN1F4GZKoc/edit">nt/d/1Diy4PZZPxacMNaW4yv1z4n5-ER2Lue0t-sN1F4GZKoc/edit</a>
STS-I?	Amanda	Revise or add policies and guidelines for authors, to make them aware of data publishing opportunities, and the processes for doing this as early in the submission process as possible.	To Do.	<a href="https://docs.google.com/document/d/1Diy4PZZPxacMNaW4yv1z4n5-ER2Lue0t-sN1F4GZKoc/edit">https://docs.google.com/document/d/1Diy4PZZPxacMNaW4yv1z4n5-ER2Lue0t-sN1F4GZKoc/edit</a>
STS-I	Amanda / Aalok	Should we retire Asana payments and archive it in some way on STS-I? Maybe as a video walk-through?	Tbd.	
Anonymisation	EC (Grant / Federico / Amanda)	Should this be revised, given the recent discussion on Slack about anonymisation?	To Do.	
Licenses	Amanda	Add a sentence to the final submission form and here to say:  <i>Please check with funders that the license is the correct fit for publishing in ESTS. If not, please state what license you would need your paper to be published under.</i>	Tbd.	
Timelines	Amanda	Indicate more realistic time of answering to authors: 1 month.	To Do.	

FAQ				
News and Resources				
New Menu tab	Amanda	Add new tab	To Do.	
Gather links and write new copy	Grant Angela Clément	Add links to downloads of: <ol style="list-style-type: none"> <li>1. pdfs for different documents:</li> <li>2. guidelines for reviewers,</li> <li>3. pdf version of submission guidelines,</li> <li>4. other forms such as final submission form etc,</li> <li>5. introduce links to outside the website, especially:</li> <li>6. link to STS Infrastructure s +</li> <li>7. link out to the zotero library.</li> </ol>	To Gather info.	Provide a link here. Start a new Google Doc.
<b>Register</b>				
<b>Log-in</b>				
<b>For Authors</b>				
<b>For Readers</b>				
For Librarians				
OACIP	Amanda / Aalok	Add OACIP info. Or where?	Tbd.	

<b>Social Media</b>				
<b>@eSTSjournal</b>				
<b>Mastodon</b>	Amanda	Add Mastodon.	To do.	
<b>RSS Feed</b>				
<b>Newsletter</b>				
<b>UX / Architecture</b>				
<b>Backend Templates</b>				
<b>SUBMISSION ACK NOT USER</b>	Federico / Amanda	Update the template that sends co-authors a confirmation when a paper is submitted.	To do.	
<b>Overall Design</b>				
Look and feel (change of colour?)	Amanda	Refresh for a new issue.	To do.	<a href="https://www.dropbox.com/s/srzgp0p017wetgd/ideasV02.pdf?dl=0">https://www.dropbox.com/s/srzgp0p017wetgd/ideasV02.pdf?dl=0</a>
<b>GDPR</b>				
<b>ESTS backs up all communications which are kept for one year.</b>	EC	Do we need to delete Gmail data?	To Do.	See: Digital Preservation Policy