

Shortform Hosting at Oxford (SHOx): Service Policy

Updated: 30th October 2025

1. Introduction

The Shortform Hosting at Oxford (SHOx) Service provides a platform for members of the University of Oxford to host shortform publications, such as journal and working papers series, that are free to read and free to publish ('diamond' open access). The Service provides a supported platform to manage and present these publications, as well as the tools to administer the publication process, such as editorial actions and peer review.

SHOx operates on the Public Knowledge Project (PKP)'s journal hosting platform called Open Journal Systems (OJS)¹. The Bodleian Libraries administers the Service and the relationship with PKP on behalf of the University of Oxford.

SHOx supports the University of Oxford's strategic objectives regarding investment in infrastructure, support and opportunities for researchers at all career stages. The Service further supports and links with the University of Oxford DOI Service, and the Oxford University Research Archive (ORA).

2. Eligibility

The SHOx Service will provide a platform to research content that is owned, managed, and maintained by a unit of the University (such as an academic department or similar). It cannot provide a hosting service to research publications not controlled by the University of Oxford.

The Service will evaluate the need of the querying department or group regarding the use of SHOx and whether existing services can fulfil these requirements.

Agreement of the Head of Department, Divisional representative, or other appropriate person of responsibility (a Sponsor) will be required in determining the creation of a new shortform hosting series for inclusion in SHOx.

Whilst the SHOx Service will make decisions on eligibility for the Service's use, it does not make decisions on subject or content quality, or on a publication's existence.

3. Preservation

Publications which are using the SHOx Service will be enrolled in the PKP Preservation Network.² This is a dark archive which provides access to all content if a trigger event occurs.

¹ <https://pkp.sfu.ca/software/ojs/>

² <https://pkp.sfu.ca/pkp-pn/>

The University of Oxford's institutional repository for research content is ORA (Oxford University Research Archive). ORA's mission is to store and provide access to as much of Oxford's academic research as possible. This includes articles, conference papers, theses, research data, working papers, posters and more.

SHOx will be linked with ORA for the storage, preservation and delivery of full text research articles:

- ORA will provide long-term storage for the full text content of certain shortform publications hosted via SHOx and will undertake digital preservation activities on this content.
- ORA will provide links to the SHOx Service from the ORA record, and via metadata shared via ORA's application programming interface (API).
- This includes established routes of dissemination, e.g. sharing metadata with services such as SOLO (the online catalogue for Oxford University's libraries), Google, and Google Scholar.
- Information created in ORA will be shared with Symplectic Elements and where possible automatically 'claimed' to an Oxford author's Elements profile.
- Elements will additionally share metadata of publications within SHOx via its API and to other services such as research@oxford.

4. ORCID and DOI

Users of the Service are required to have an ORCID (Open Researcher and Contributor ID)³. It is strongly recommended that all University of Oxford authors enable their Symplectic Elements account to auto-claim via ORCID.

The Bodleian Libraries can assign DOIs to research outputs (or versions of research outputs) produced by members of the University of Oxford. This includes outputs such as research data, theses, reports, working papers, and similar items, only where they have not been published and assigned DOIs elsewhere.

University of Oxford members benefit from the registration of DOIs by using SHOx, and each publication within SHOx will be assigned its own DOI prefix in the University of Oxford's DataCite account.

Where changes are made to a hosted publication, such as a corrections or erratum, it is necessary for the hosted publication to manage these as separate pieces of work rather than making edits to metadata that are subject to DOI registration requirements (such as title or authors).

³ <https://orcid.org>

5. Student-run journals

All titles managed by students must have a succession plan. There are two core components of a succession plan:

- 1) On-boarding new student editors. New editors must join the journal before the current editors leave/graduate. The Service will provide workflow and training for onboarding new editors into SHOx, but it is the current team's job to make contact.
- 2) An academic sponsor, whose role is to ensure that there is consistency and continuity between graduating students leaving the journal, and new students joining the journal. They will act as more of an ambassador, and do not usually work on the journal itself.

6. Retention and takedown

New publications added to the Service will be communicated to the University Divisions and be added to a list of users for the Service.

Should a publication using the Service cease to operate or change ownership (e.g. no longer managed by the University of Oxford), and has been inactive for 3 years or more, the publication will be retained as part of the SHOx Service for a period of 6 months, at which time the publications will be archived within ORA and associated publication DOIs redirected.

Publications will be monitored for activity on an annual basis as part of a feedback and benchmarking exercise. Publications using the Service, which are found to no longer be in operation, will be subject to archiving following the process above.

Publications hosted on SHOx will be subject to the ORA Notice and Takedown Policy⁴ in the event of a reported copyright infringement.

7. Fees

SHOx has been established as a pilot service for three years from 2025. A charge is incurred to the University of Oxford for the initial 'start-up' of a shortform publication series and then charged annually to the cost of USD1200 per annum. Costs include training for editors, support and a dedicated server for the hosted publication.

The Service seeks to absorb these costs during the pilot phase, where possible to do so, but participation is limited as result. Where a cost is incurred in the use of the Service, and it has been agreed that the Publication will pay these costs, all payments and payment contacts must be provided to the Service.

There are currently no charges for student journals to use the Service.

⁴ <https://ora.ox.ac.uk/takedown>

8. Governance

Oversight of this policy, and decisions regarding eligibility for use of the Service, lies with the Shortform Hosting at Oxford Advisory Board.

Editorial and content decisions for shortform publications lie within the requesting Group, Department or Division of the University of Oxford.

Each request for use of the SHOx Service will be assessed for eligibility of inclusion (technical triage). The Service reserves the right to make exceptions, provided that the material for inclusion has the approval of an appropriate person of responsibility within the Division, such as a Head of Department, and the other policy conditions are met.

An academic staff member is required to act as steward for the material and as the University of Oxford contact should any questions or queries arise of the content.

9. Policies

This policy will operate in conjunction with other University policies.

- Open Access Publications Policy: <https://openaccess.ox.ac.uk/oapp>
- ORA policies and terms: <https://ora.ox.ac.uk/policies>
- University of Oxford policy for assigning DataCite DOIs:
<https://scholarshipsupport.web.ox.ac.uk/oxford-digital-object-identifier-doi-service>

10. Support

Bodleian Libraries staff are available to discuss any queries regarding the Service. More information can be found at: www.bodleian.ox.ac.uk/shox

Email the team: shox@bodleian.ox.ac.uk