

Appendix A: Survey instrument (English)

Title of the Study: Labour in Canadian, independent, scholarly journals

Principal Investigators:

[names and contact information redacted]

Purpose of the study: This study aims to document and understand who undertakes the labour in independent, Canadian, scholarly journals. The survey seeks to understand the amount of time this work involves, how many people are involved in running a journal, as well as if any of the positions at the journal are compensated (either monetarily or non-monetarily). The anticipated benefit of this study will be a better understanding of the labour landscape of Canadian independent scholarly publishing that can be used to manage journals and advocate for resources.

To achieve this aim, we have collected the publicly available emails of journals from their websites and are sending out this survey.

Participation: If you wish to participate in this study, please complete the survey. The survey should take approximately 10-15 minutes to complete. You may begin the survey by clicking on “Next” at the end of this introduction. You do not have to answer any questions that you do not want to answer. At the end of the survey you will have the option to indicate that you would like to participate in the second phase of this research which will involve a 30 minute online interview by giving us your email. The deadline for participating in this study is/the survey will close on October 16, 2020.

Benefits and risks: There are no direct personal benefits or perceived risks with completing this survey.

Confidentiality and Anonymity: The information that you will share will remain strictly confidential and will be used solely for the purposes of this research. The only people who will have access to the research data are the principal investigators [names redacted]. Your answers to open-ended questions may be used verbatim in presentations and publications but neither you (nor your organization) will be identified. In order to minimize the risk of security breaches and to help ensure your confidentiality, we recommend that you use standard safety measures such as signing out of your account, closing your browser and locking your screen or device when you are no longer using them / when you have completed the study. The results will be published in aggregate format. Anonymity is guaranteed since you are not being asked to provide your name or any personal information unless you choose at the end to provide your email for a voluntary 30 minute follow interview. By accepting to participate in the follow-up study and providing an email address, the participant waives anonymity, but only the two investigators will have access to the information regarding the identity of the participant and this information will not be used in any presentations or publications.

Data Storage: Electronic copies of the survey will be encrypted and stored on a password-protected server at Y University and be kept for a minimum period of 5 years.

Voluntary participation: You are under no obligation to participate and if you choose to participate, you may refuse to answer questions that you do not want to answer. Should you choose to withdraw midway through the electronic survey simply closing your browser or selecting “Exit and clear.” Given the anonymous nature of the survey, once you have submitted your responses it will no longer be possible to withdraw them from the study.

Information about the Study Results: Research findings via this survey will be made available via research articles or professional presentations.

Contact information: If you have any questions or require more information about the study itself, you may contact either of the principal researchers of this project: X researcher [redacted] or Y researcher [redacted]. This study is being done jointly out of X and Y University.

The plan for this study has been reviewed by a Research Ethics Board at X University and Y University. If you have any questions regarding your rights as a research participant or how the research is being conducted you may contact the X University Research Ethics Office at [redacted] or Y University at [redacted].

Consent: Completion and submission of the survey means your consent to participate. Please save or print a copy of this document to keep for your own records.

Demographic information

[1] What is the name of the journal you work with?

Please write your answer here:

[2] How many issues a year on average does your journal publish?

Please write your answer here:

[3] How many people regularly contribute to the journal’s production (including all members of the editorial team, editorial advisory boards, any production assistants etc.).
Note: Do NOT include peer reviewers.

[X] Add any additional comments here.

Journal composition

[4] Below is a list of common positions at scholarly journals. Please select all the positions that exist at your journal. The help text contains typical duties these positions may include. List any additional positions in 'Other'.

Check all that apply

Please choose **all** that apply:

- Advisory or Editorial board member
- Copyeditor
- Editorial assistant
- Editor-in-Chief

Section editor / Associate editor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Webmaster / Journal Manager	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Select n/a if this position does not exist at your journal.

If you have more than one person in any position (e.g. two copyeditors), estimate what the time would be **in total for this type of position**. For example, if each copyeditor works an average of 1 hour/week and you have two copyeditors, select the range 1-3 hours/week.

[6] If you did not see position(s) reflected in the table above, please add them and their hours/week here (e.g. typesetter: 6 hours/week).

Please write your answer here:

[7] Below is a table that includes the types of activities of journals. Next to each activity, enter the primary person responsible for undertaking that activity. If your journal does not undertake this activity, write not applicable. If you do not know who undertakes this activity, write unknown.

	Position responsible
Application to have the journal indexed	
Assignment of reviewers	
Communication between authors and reviewers	
Control of workflow (from editorial process to production process)	
Content scheduling	
Copyediting	
Layout / typesetting	
Manuscript solicitation	
Promotion of the journal	
Proofreading	
Recruit new members for the journal team	
Reviewing submissions before sending to peer review	
Subscription management	
Updating the website	
Other (please list all additional tasks here)	

[X] Add any additional comments on your journal's composition here.

Compensation

[8] Are any of the positions at your journal compensated monetarily?

Please choose **only one** of the following:

- Yes
 No

Compensation includes salaries or honorariums.

Compensation: Monetary

[9] If you are comfortable sharing this information, please list the position and its compensation annually (e.g. Editor-in-Chief, \$1000/year stipend, editorial assistant, \$15/hour for 60 hours/year).

Please write your answer here:

[10] If you are comfortable sharing, please describe the source of these funds (e.g. association membership dues, grants etc.).

Please write your answer here:

Compensation: Non-monetary

[11] Are any of the positions at your journal compensated non-monetarily (e.g. discounts on conference registration, free membership etc.)?

Please choose **only one** of the following:

- Yes
 No

[12] Please list the position and the nature of the non-monetary compensation (e.g. all editorial members - free conference registration, associate editors - free copies of the journal etc.).

Please write your answer here:

Other comments and followup

[13] Please provide any additional comments you may have on labour in Canadian, independent, scholarly publishing.

Please write your answer here:

Interview follow-up

[14] We will be conducting a second stage of this research which will involve conducting 30-minute interviews about this topic. Would you like to be contacted to participate?

Please choose **only one** of the following:

- Yes
 No

[15] Please enter your email address to be contacted about follow-up research on this topic.

Please write your answer here:

Thank you for completing the survey