**Journal Proposal Form**

**University Library System, University of Pittsburgh**

<Please insert date of application >

1. **Title of journal**
2. **Frequency and schedule of publication:**

*A common publication model is to compile articles into issues prepared in advance and published at one time on an annual, semiannual, or quarterly basis. Journals also have the option of a rolling publication (publish-as-you-go model) where the journal opens a volume and adds articles one at a time as they become ready for publication.*

1. **Scope, focus, and description of content**
2. **Target audience**
3. **Types of content included (essays, research papers, book reviews, etc.)**
4. **Scholarly review.**

*For each type of content listed in 5) above, describe the intended review process.*

* *Address whether the content is peer reviewed, and if so, what process is followed to ensure impartiality (single blind, double blind review, etc.).*
* *Number of reviewers per article;*
* *Guidelines for reviewers including rubric for evaluation if available;*
* *Standards, criteria, and process for selecting reviewers;*
* *Process for acceptance decisions*
1. **Proposed editorial personnel**
2. **Editor(s) in chief**

*Identify the individual(s) responsible for academic content and executive management of the publication, including name, title, organizational affiliation, and past experience in scholarly publishing. Attach a CV for each editor or coeditor in chief*.

1. **Other editors, if any**

*Identify the individual(s) involved in day-to-day management of the publication, including conducting reviews, assignment of copyediting, proofreading, layout, communication with authors, etc. For each editor, provide name, title, organizational affiliation, and past experience in scholarly publishing.*

1. **Editorial Board (or Advisory Board)**

*Describe the role of the Editorial Board or any organization providing oversight or governance for the journal. For each Board member, list name, title, and organizational affiliation*.

1. **Continuity**

*Are there any limits to the term of key editorial staff? How are new editors selected? Is there any established protocol for transition of editorship?*

1. **Source of funding.**

*Does a funding source exist for this journal? If so, describe the source of the funds and state how they will be used. Include support from sponsoring institutions or organizations, revenues from subscriptions sales or advertising, and any other sources of support. What specific activities does the funding support?*

1. **Article Processing Charges**

*Do you intend to collect revenues from article processing charges? If so, provide details. What specific activities will author fees support?*

1. **Open Access and Copyright Policies**

*Describe the intended Open Access and copyright policies for the journal. Note that under the ULS standard copyright policy, the author retains copyright for each article under a Creative Commons Attribution 4.0 license.*

1. **Target Implementation Dates**
	1. **Target date for first call for papers with ULS as publisher** (Web site go-live date). *Note that the minimum start-up time for a new journal is three months from the signing of a service agreement.*
	2. **Target date for publication of first issue with ULS as publisher.**

*Allow sufficient time after the initial call for papers for review, copyediting, layout editing and publishing of content for the first issue.*

**For student-run journals only:**

1. **Faculty advisor name, title, and contact information**
2. **Continuity Plan**

*Describe the continuity plan for editorship of the journal as student editorial staff complete their studies and leave the University. Who will be responsible for ensuring continuity? What is the anticipated term of service for editors? How will new editorial team members be recruited, trained, and mentored on a continuing basis?*

**For proposed NEW journal titles only:**

1. **Identify at least three existing journal titles of similar content**
2. **Rationale**

*Why is a new journal needed in this area? What characteristics of the proposed new journal distinguish it from existing titles?*

**For titles already in publication only:**

1. **Current publisher**
2. **ISSN**
3. **Date of first publication**
4. **Title history.**

*List any superseded titles/ISSNs and their dates of publication; list any past publishers if different from above*.

1. **Current subscription cost model, if any.**

*For each subscription category, list the annual subscription cost and the number of subscribers.*

1. **Abstracting and indexing services**

*List any abstracting or indexing services that index the content of this title.*

1. **Other contractual agreements**

*List and describe any existing contractual agreements with other publishers or indexing/abstracting/aggregation services.*

1. **Ownership of back issues**

*Identify who owns copyright for content included in all back issues of this title.*

1. **Author agreement**

*Do you require authors to sign an author copyright agreement?*

*If yes, please attach a sample of all current and past author agreements.*

1. **Formats currently offered:**

\_\_ Print

\_\_ Electronic

1. **Anticipated policy changes**

*Are you planning any changes in the formats offered or in your current policies regarding copyright ownership, access, or subscription models?*

1. **Why are you seeking to change publisher?**

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**Administrative information:**

1. Please list names and e-mail address(es) for correspondence about this proposal.
2. Please name the sponsoring organization or legal entity with whom the service agreement will be executed.
3. If the sponsoring organization is incorporated, name the type of corporation and the place of incorporation.
4. What is the official mailing address of the organization or journal for official documents and invoicing?
5. Please provide the name and title of signatory on service agreement.

Send completed form to e-journals@mail.pitt.edu.


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