

# University of Ottawa Library

## Journal Services Worksheet



Whether you're launching a new journal or transferring an existing one, use this worksheet to tell us about your journal and facilitate your move to our journal platform.

Questions marked with \* must be answered for us to provide our journal services.

You may not know the answers to every question, but please provide as much information as possible. We'll work with you on any missing information.

### I. JOURNAL INFORMATION

#### **Journal title\***

A working title is acceptable.

#### **Abbreviation\***

A single short word or acronym that identifies your journal (max. 16 characters). Your journal's URL will be <https://uottawa.scholarsportal.info/ottawa/index.php/Abbreviation>.

#### **Journal manager(s)\***

Person(s) responsible for daily management of the journal, including setup, user management and technical support (name, affiliation, email).

#### **University of Ottawa affiliation\***

Person(s) with a current University of Ottawa affiliation who will serve on your journal's initial editorial board (name, affiliation, email).

#### **Sponsorship\***

(Required for student journals). A uOttawa affiliated professor who will sponsor the journal and act as an additional contact for your journal (name, affiliation, email).

#### **Editorial team\***

Editors, managing directors and others associated with your journal.

#### **Open Access Policy\***

What level of open access will your journal provide (e.g., immediate, delayed, partial, etc.)? If applicable, indicate the length of the delay or any paywall.





**Language\***

Which language(s) will your journal be available in?

**About the journal**

Aim and scope. What is the overall concept? What topics or fields will you cover?

## II. GENERAL INFORMATION

**Leadership**

Is this journal primarily led by academics or professionals with advanced degrees? Graduate students? Undergraduates? Another group?

**Copyright and policies for authors\***

Who will hold the copyright for submissions (e.g., authors, journal)? Will content be released under a [Creative Commons](#) licence?

**Publication frequency\***

How frequently will you publish issues or articles?

**Publication format\***

Will you publish articles incrementally (as they are ready) or bundle them as volumes or issues?

**Content\***

Which types of material will you accept (e.g., text only, audio, video, etc.)?

**Publication medium**

Will your journal be published exclusively online, or will you have a print component?

**Publication timelines**

When do you expect your journal website to go live?

When do you expect to issue your first call for papers?

What is your target date for your first issue?

**Submission guidelines**

Do you have guidelines for submitted manuscripts?

**Peer review type**

Which type of peer review will you use? (e.g., editorial, open, single-anonymous, double-anonymous)?

**Reviewers**

How many people will be reviewing each article? Who will they be? (e.g., independent reviewers, faculty, students, editorial board, etc.)

**Selection criteria**

How will you select manuscripts for publication? Will you provide reviewers with selection criteria?

**Final decision**

Who will make the final decision about which submissions will be published? (e.g., editor, co-editors, section editor)

### III. JOURNALS ALREADY IN PUBLICATION

**ISSN\***

What is the ISSN for your journal? We can help you get one if necessary.

**Current publisher**

Who is your current publisher? Will it change when you move to our service?

**Current URL\***

What is the URL for your journal's website?

**Release details**

When was your first publication? Your most recent? How many issues have you published a year?

**Publication medium**

Is your journal in print, online or both?

**Back issues\***

Are you planning on transferring your back issues to our platform? Where are they now? Will they need to be scanned? Who owns the copyright for them?

**Contractual agreements\***

Do you have any contractual agreements with other publishers or with indexing or aggregation services?

**DOIs\***

Are you already assigning DOIs to your articles? Who are you registering them with?

**IV. BACKGROUND****Discipline**

Which discipline(s) does your journal fall under?

**Notable partnerships and/or affiliations**

Is your journal affiliated with any existing organizations on or off campus?

**Staffing**

How will you build your initial editorial board and reviewer base? Have you already secured commitments to participate?

**VI. TRAINING NEEDS****Editorial experience**

Has your editorial team worked on other journals? How do train new editors? Are you familiar with organizations such as the [Committee on Publication Ethics](#)?

**Peer review experience**

Do you provide guidance to your peer reviewers? Are your peer reviewers novices or experienced?

**Software training**

Have your team members worked with Open Journal Systems (OJS)? What is their comfort level and experience with the different system roles?

**V. SUSTAINABILITY PLAN****Anticipated costs**

While our online publishing platform is currently free, other aspects of open access publishing (such as copy editing, layout, proofreading and marketing) have monetary and time costs. What costs do you expect to incur? Do you have a budget outlining those costs?

**Source(s) of funding and support**

How will you cover the costs you've outlined?

**Managing turnover**

What is your expected staffing turnover rate? Will the entire editorial board rotate each year or will it remain relatively steady? Provide specific details on how you will manage knowledge transfer during staffing changes.

**Marketing and outreach**

What will you do to get your publication noticed in relevant fields (e.g., online newsletters, discussion groups, social media)?

**Visibility and indexing**

Do you plan on applying to be indexed in the Directory of Open Access Journals? What main databases in your field will you apply to?