

New Journal Toolkit

Start of Block: Basic Information

Q1 Journal Title

Q2 Journal Initials

Q3 Journal Summary

A brief description of your journal that can be displayed in lists of journals. See [examples](#).

Q4 Principal Contact

Name (1) _____

Title (i.e. Managing Editor) (2)

Email (3) _____

Q5 Technical Support Contact

The technical support contact is the person on your team in charge of troubleshooting technical issues with the journal. This might be the same person as the principal contact.

Name (1) _____

Title (i.e. Access Editor) (2)

Email (3) _____

Q6 Sponsor, Society, or Institution

This is only relevant for journals sponsored by an outside organization or scholarly society.

Q7 Add keywords that best describe your journal for the purpose of indexing:

Keyword 1 (1) _____

Keyword 2 (2) _____

Keyword 3 (3) _____

Keyword 4 (4) _____

Keyword 5 (5) _____

Q8 Aims and Scope Statement

Describe the goals and purpose of the journal, the desired audience, the range of articles and other items the journal will publish.

Q9 Author Submission Guidelines

Use this section to:

- Describe the bibliographic and formatting standards to be used in submissions
- Provide examples of the common citation formats for journals and books that are cited in submissions
- Identify the appropriate supplementary files (data sets, images, video, audio, etc.) authors may include in addition to their submission

Q10 Open Access Statement

This is your journal's policy about access to content. This policy should explicitly note whether or not your journal charges an article processing charge (APC) to make content open access. See [an example](#).

Q11 Research Misconduct Policy (Plagiarism, Incorrect Citation, Falsified Data, etc.)

Describe your process for identification of and dealing with allegations of research misconduct. Suggested policy:

The editors of [Journal Title] will take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred, including plagiarism, citation manipulation, and data falsification/fabrication, among others. In the event that the editors are made aware of any allegation of research misconduct relating to a published article in their journal, the editor shall follow the [Committee on Publication Ethic's guidelines](#) in dealing with allegations.

Q12 Conflict of Interest Policy

Describe your policy for handling potential conflicts of interest of editors, authors, and reviewers. See [an example](#).

Q13 Ideal Publication Frequency

- Annually (1)
- Biannually (2)
- Quarterly (3)
- Monthly (4)
- Other (5) _____

Q14 Ideal Publication Timeline

Average Number of Weeks Between Submission and Publication (1)

Next Call for Papers (dd/mm/yyyy) (2)

Next Anticipated Issue (dd/mm/yyyy) (3)

Q15 Please select the review process for submitted articles:

[See definitions](#) of peer review models

Editorial review (1)

Single blind review (2)

Double blind peer review (3)

Open peer review (4)

None (5)

Other (6) _____

Q16 In format will your authors submit their articles?

- PDF (1)
 - Word Document (2)
 - XML (3)
 - HTML (4)
 - ePub (5)
 - Other (6) _____
-

Q17 Are your authors required to utilize a template for their articles in order to be considered for publication?

- Yes (1)
- No (2)

End of Block: Basic Information

Start of Block: Responsibilities of OSP and Editorial Team

We have found that it's useful to clarify Office of Scholarly Publishing (OSP) responsibilities and journal responsibilities. Please agree to the outline of each party's responsibilities below.

- Editorial Team Education
 - We will provide an introduction to Open Journal Systems (OJS) functionality, either in person or virtually, to all editors and journal staff
 - We will provide instructions and support for basic OJS functionality questions. For example:
 - How to manage submissions, from review through copyediting

- How to set up review forms
 - How to set up automatic e-mail reminders
 - How to add subscribers
 - How to organize what users' see effectively and efficiently
 - How to troubleshoot technical issues related to plugins or lack of OJS functionality
- User Access and Discoverability
 - We will ensure that the publication is accessible 24/7, to the best of our abilities
 - As members of CrossRef, we will work with editors to assign and register Digital Object Identifiers (DOIs) for journal content
 - Apply for an ISSN for the journal
 - As additional services, we can also:
 - Assist with journal indexing to increase readership and discoverability
 - Create a record for the journal in IUCAT and WorldCat
 - Liaise with the Press to locate on demand printing services for the publication
 - Liaise with the Press to locate copyediting services for the publication
- Design
 - We will ensure that the CSS file that the journal uses renders correctly, to the best of our abilities
 - We will ensure that articles and issues are formatted consistently, given that the format, style, and fonts are consistent with an open access environment
- Preservation
 - Ensure that all journal content is archived and preserved, to the best of our abilities

Shared Responsibilities between Journal and OSP

- Journal Set-Up
 - Responsibility of the journal editorial team: complete the New Journal Toolkit completely and work with OSP to customize and update the journal profile page
 - Responsibility of OSP: use the completed New Journal Toolkit to generate a blank profile page, which will act as the journal's homepage and link out to current and past issues
- Encoding (XML, HTML, TEI)

- Responsibility of the journal editorial team: submit final versions of the articles that need to be encoded at least 30 business days in advance
- Responsibility of the journal editorial team: work with OSP to create a template that uses Microsoft Word elements to facilitate the best output possible
 - Editors are responsible for ensuring that all authors utilize the template
- Responsibility of OSP: provide the technology and resources to effectively encode the journal content
- Editorial Workflow Management
 - Responsibility of the journal editorial team: communicate and coordinate with each other on deadlines, workflow responsibilities, and implementation. This includes general project management and deadline communication.
 - Workflow implementation: securing submissions, finding peer reviewers, coordinating copy editing, etc.
 - Responsibility of OSP: train editors and guest editors on OJS functionality. Consult with the editorial team on how OJS functionality can refine and/or automate their workflow.
- Multimedia Content Support
 - Responsibility of the journal editorial team: communicate multimedia needs to Scholarly Communication department
 - Responsibility of OSP: work with editors to make multimedia embedding possible

Journal Responsibilities

- Copyright and Licensing
 - While we can provide example copyright statements and consult with editors, the editorial board is ultimately responsible for drafting the journal's copyright policy
 - Every new journal must have a written author agreement that specifies who owns the copyright to contributors' work. The agreement should also outline the author's' responsibilities for clearing third party content prior to publication. This must be in place before launching the OJS profile page.
- Project Management
 - While we can consult with editorial staff to automate processes and refine editorial workflows, the editorial staff is ultimately in charge of managing the publication of the journal.
- Template Compliance
 - It is the editor's responsibility to ensure that correct templates are used by authors. This is especially important for encoding projects

- Submissions that do not utilize the template will not be encoded
 - The version submitted must be the final version. We will not accept multiple submissions.
- Editors are also responsible for providing a consistent style sheet and/or citation style for all authors to use
- Using the template, editors will ensure that the journal has consistent pagination and formatting
- Content Management
 - It is the journal's responsibility to keep the homepage, reviewer database, and scope current. However, the Office of Scholarly Publishing can consult with the journal's editors to assist with this process.
- Publishing Activities
 - The journal editors are responsible for managing all publishing activities, from the time of submission to publication. This includes:
 - Accepting or rejecting submissions
 - Finding and assigning reviewers
 - Copyediting submissions
 - Fact and citation verification

I agree to the above (1)

End of Block: Responsibilities of OSP and Editorial Team

Start of Block: Established Journal Questions

Q22 Is this an established journal?

Yes (1)

No (2)

Display This Question:

If Q22 = Yes

Q23 Is your journal information currently available online?

- Yes (1)
- No (2)

Display This Question:

If Q22 = Yes

And Q23 = Yes

Q24 Where is your journal currently located? Please share the URL below.

Display This Question:

If Q22 = Yes

Q25 Does your journal have back issues that you'd like to make Open Access?

- Yes (1)
- No (2)

Display This Question:

If Q22 = Yes

And Q25 = Yes

Q26 Approximately how many back issues are there?

Display This Question:

If Q22 = Yes

Q27 What language(s) is your journal currently available in?

- English (1)
- Spanish (2)
- Italian (3)
- Chinese (4)
- French (5)
- Arabic (6)
- Other (7) _____

Display This Question:

If Q22 = Yes

Q28 Does your journal currently have an ISSN?

- Yes (1)
- No (2)

Display This Question:

If Q28 = Yes

And Q22 = Yes

Q29 Please provide your ISSN here:

Display This Question:

If Q22 = Yes

Q30 Does your journal mint DOIs?

- Yes (1)
 - I don't know (2)
 - No (3)
-

Display This Question:

If Q30 = I don't know

Or Q30 = No

Q31 As members of CrossRef, we can work with editors to assign and register Digital Object Identifiers (DOIs) for each article published. [Learn more about DOIs](#). Is this something you're interested in?

- Yes (1)
 - No (2)
-

Display This Question:

If Q22 = Yes

Q32 Is your journal currently archived or preserved?

- Yes (1)
- No (2)
- Not sure (3)

End of Block: Established Journal Questions

Start of Block: DOAJ

Q33 DOAJ Seal Qualifications

The [Directory of Open Access Journals \(DOAJ\)](#) promotes best practices in Open Access publishing. To highlight journals that adhere to their guidelines, they have created the [DOAJ Seal for Open Access Journals](#). There are several OA journals that are reputable but do not have the seal, but it is useful way for readers and authors to verify that your journal is legitimate. The requirements for the seal features center on accessibility, openness, discoverability, reuse and author rights and **are not related to the scholarly quality of the papers published**. To qualify for the seal the journal must:

1. Have an archival arrangement in place with an external party
2. Provide permanent identifiers in the papers published
3. Provide article level metadata to DOAJ
4. Embed machine-readable [Creative Commons](#) licensing information in article level metadata
5. Allow reuse and remixing of content in accordance with a CC-BY, CC BY-SA or CC BY-NC license
6. Have a deposit policy registered in a deposit policy directory
7. Allow the author to hold the copyright without restrictions

Q34 Are you interested in applying for a DOAJ Seal for your journal?

- Yes (1)
- No (2)

Display This Question:

If Q22 = Yes

And Q34 = Yes



Q35 What was the first calendar year in which a complete volume of the journal provided open access content to the full text of all articles?

Display This Question:

If Q22 = Yes

And Q34 = Yes

Q36 How many research and review articles did your journal publish in the last calendar year?

Display This Question:

If Q22 = Yes

And Q34 = Yes

Q38 Does this journal provide article download statistics?

Yes (1)

No (2)

Display This Question:

If Q22 = Yes

And Q34 = Yes

Q39 Does the journal embed or display Creative Commons licensing information in its articles?

Yes (1)

No (2)

Display This Question:

If Q22 = Yes

And Q34 = Yes

Q40 Does the journal allow reuse and remixing of content in accordance with a Creative Commons license or other type of license with similar conditions?

[More information](#)

- CC BY (1)
- CC BY-NC (2)
- CC BY-NC-ND (3)
- CC BY-NC-SA (4)
- CC BY-ND (5)
- CC BY-SA (6)
- None (7)
- Other (8) _____

Display This Question:

If Q22 = Yes

And Q34 = Yes

Q41 Does your journal currently have policy information in a deposit policy directory like

[SHERPA/RoMEO?](#)

- Yes (1)
- No (2)

Display This Question:

If Q22 = Yes

And Q34 = Yes

Q42 Does the journal allow the author(s) to hold the copyright without restrictions?

Yes (1)

No (2)

Display This Question:

If Q22 = Yes

And Q34 = Yes

Q43 Will the journal allow the author(s) to retain publishing rights without restrictions?

Yes (1)

No (2)

End of Block: DOAJ

Start of Block: Copyright

Copyright Policy Requirement

All journals are required to have a written copyright policy. The copyright policy should be easily discoverable by potential authors and reviewers. Each editorial team should create and disseminate a copyright policy that aligns with their relationship with their journal's authors and their future aspirations for the content that they publish. As supporters of open access and advocates of authors' rights, the Scholarly Communication Department highly encourages journals to obtain a non-exclusive license to publish their authors' work when possible.

Below is a primer on copyright basics. In addition, we have provided two sample copyright agreements that journals can adapt to fit their needs and context. These samples are only informational. For additional one-on-one assistance with crafting your copyright policy, please contact the IU Libraries Copyright Librarian, Naz Pantaloni, JD, PhD, by e-mailing nazapant@indiana.edu.

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Under US Copyright Law (US Code, Title 17), authors are granted certain exclusive rights as soon as they put their work into a fixed, tangible medium of expression and demonstrate some creativity or originality in their work. In general, an author who has written an article or a creative work is the copyright owner of that work. There are exceptions (such as work for hire) but generally an author submitting an article for publication within your journal is most likely the copyright owner.

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- To perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works;
- To display the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work
- To display the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and
- In the case of sound recordings, to perform the work publicly by means of a digital audio transmission.

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Q49 Please provide your copyright policy below:

End of Block: Copyright
