**Journal Proposal Form**

**University Library System, University of Pittsburgh**

2011-08-16

1. Title of journal
2. Frequency and schedule of publication
3. Scope, focus, and description of content
4. Target audience
5. Types of content included (essays, research papers, book reviews, etc.)
6. 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.). Describe the standards, criteria and process for selecting reviewers.
7. Proposed editorial personnel
8. 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.

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)

For each Board member, list name, title, and organizational affiliation.

1. 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?
2. Are any author fees charged? If so, provide details. What specific activities do author fees support?
3. Target date for first call for papers with ULS as publisher (Web site go-live date)
4. Target date for publication of first issue with ULS as publisher

**For proposed NEW journal titles only:**

1. Identify at least three existing journal titles of similar content.
2. 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 List any superseded titles/ISSNs and their dates of publication; list any past publishers if different from above.
5. Current subscription cost model, if any. For each subscription category, list the annual subscription cost and the number of subscribers.
6. List any indexing or abstracting services that index the content of this title.
7. List and describe any existing contractual agreements with other publishers, indexing/abstracting or aggregation services.
8. Identify who owns copyright for content included in all back issues of this title.
9. Do you require authors to sign an author copyright agreement? If yes, please attach a sample.
10. Formats currently offered:

\_\_ Print

\_\_ Electronic

1. Are you planning any changes in the formats offered or in your current policies regarding copyright ownership, access or subscription models?
2. Why are you seeking to change publisher?

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


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