



University of Alberta Library Journal Publishing Program
Journal Proposal: Title Already in Publication

Date of Application:

Journal Title:

The University of Alberta Library journal publishing program supports the publication of open access digital journals through a range of services. In order to meet our mandate of strengthening equitable and sustainable frameworks for scholarly publishing in Canada, we require that prospective journals meet some basic criteria for inclusion in our program, and have carried out some of the preliminary planning and investigation required to successfully launch a journal.

We are happy to help you complete your proposal, and ask that you request a meeting with us well in advance of the submission deadline to ensure that you have enough time to make any changes required. Please complete the following form. If you have any questions, feel free to contact us at library.publishing@ualberta.ca.

A. ELIGIBILITY REQUIREMENTS

1. Open access model and licensing (all below points are required):
 - 1.1. The journal will agree to make its contents publicly available online, free of charge, immediately upon publication;
 - 1.2. The journal will ensure that content published after the date of its signed agreement with the University of Alberta Library will be licensed with one of the Creative Commons Licenses;
 - 1.3. The journal will not charge fees to authors, including page charges or article processing charges.
2. Canadian affiliation (check all that apply, must meet at least 1 of the following criteria):
 - ☐ The journal is affiliated with a Canadian scholarly, learned or professional association, or Canadian post-secondary institution;

Name of the organization or institution:

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- ☐ The journal editorial board includes member(s), who is/are affiliated with a Canadian post-secondary institution (please list individuals in Part B7: Proposed Editorial Team).

- ☐ Required for student-run journals only: The journal editorial board includes members who are current students at the University of Alberta.

B. JOURNAL INFORMATION

3. Frequency and schedule of publication

For example: annual, semiannual (twice a year), biennial (every two years), quarterly. Journals also have the option of a rolling publication (publish-as-you-go model) where the journal creates an issue and adds articles one at a time as they become ready for publication.

4. Scope, focus, description of content

What disciplines and subdisciplines will be covered? What kinds of articles will be included (e.g. research articles, book reviews, editorials, etc.)?

5. Target audience

Who is the intended readership of the journal? Who will be authoring articles in the journal? How will you promote your journal both to your readership and to potential authors?

6. Describe the intended review process

Ensure the process addresses the following:

- *How are submissions handled (by an editor, an editorial board, etc.)?*
- *Is the content peer reviewed, and if so, what process is followed to ensure impartiality (single anonymous, double anonymous review, etc.)?*
- *Number of editors/reviewers per article;*
- *Guidelines for editors/reviewers, including rubric for evaluation if available;*
- *Standards, criteria, and process for selecting reviewers;*
- *Process for acceptance decisions.*

Note: If the review structure changes for different sections of the journal (e.g. if research articles are peer-reviewed, while a designated editor selects book reviews), please list each section with its corresponding review processes, below.

7. Proposed editorial team

7.1. Editor(s) / Editor(s)-in-Chief

Identify the individual(s) responsible for academic content and executive management of the publication; include name, title, and organizational affiliation.

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7.2. Other editors or staff, 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/staff, provide name, title, and organizational affiliation with their corresponding role(s).

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7.3. Editorial Board and/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.

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7.4. Continuity

How are new editors selected? Is there any established protocol for transition of editorship? 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?

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7.5. Required for student-run journals only: Faculty, staff or librarian advisor

Please list name, title, and contact information. What is this individual's role in your journal?

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8. Anticipated costs and resources

While University of Alberta Library's online publishing program is currently free, other aspects of open access publishing (such as copyediting, layout, proofreading, and marketing) have real

monetary and time costs. What costs do you expect to incur? Do you have funding sources or staff (paid or volunteer) available to ensure the sustainable operations of your journal? Please document your cost and resourcing plan below, considering the following:

- *Is the editorial team all volunteer-run or are there paid positions?*
- *Do you intend to use external or internal copyediting and/or layout services?*
- *Do you plan to produce print or print-on-demand editions of your issues? How will you distribute print editions?*
- *Do you have an existing funding source? Specify.*
- *Do you anticipate applying for funding sources? Specify.*
- *Do you have institutional support, such as a sponsoring institution or association?*
- *What activities do you plan to do to resource your journal?*

9. Proposed author agreement

Please attach a copy of the journal's intended author agreement. A template is available at: <https://tinyurl.com/mtw7pcat>. Author agreements should:

- *Allow the author to retain the copyright and use of the article(s) they write;*
- *Provide the journal with the rights needed to publish and disseminate the article(s) in current and future formats, including migrating journals to new platforms and preserving journal content;*
- *Protect the journal from potential copyright claims related to third party content.*

10. Creative Commons License

We require that a Creative Commons License be included with all new content. This license helps increase transparency and so that readers are informed about how they can reuse the content. We recommend journals choose the Creative Commons Attribution-NonCommercial 4.0 International licence (CC BY-NC 4.0) that allows others to distribute, remix, tweak, and build upon the Work, for non-commercial purposes, as long as they credit the Author for the original creation. Please see <http://creativecommons.org/choose> for additional information, and select one of the options below:

- ☐ Attribution (CC BY)
- ☐ Attribution ShareAlike (CC BY-SA)
- ☐ Attribution-NoDerivs (CC BY-ND)
- ☐ Attribution-NonCommercial (CC BY-NC)
- ☐ Attribution-NonCommercial-ShareAlike (CC BY-NC-SA)
- ☐ Attribution-NonCommercial-NoDerivs (CC BY-NC-ND)
- ☐ The author agreement allows authors the option to select one of the above licenses (Please consult with us before choosing this option.)

11. Timeline

What is the proposed timeline for launching the journal? Include important milestones such as your call for papers and publication of the first issue.

12. Current journal information

12.1. Current publisher

12.2. Current website (if available)

12.3. ISSN(s)

You may have different ISSNs for electronic vs. print editions. Please provide all current ISSNs.

12.4. Date of first publication

13. Title history

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

14. Current subscription model, if any

Is your journal currently open access or subscription? Are there any barriers to making all of the journal's content open?

15. Abstracting and indexing services

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

16. Other contractual agreements

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

17. Ownership of back issues

Identify who holds the copyright for content included in all back issues of this title.

18. Current 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.

19. Format(s) currently offered:

- ☐ Print
- ☐ Electronic
- ☐ Electronic with print-on-demand

20. Anticipated policy changes

University of Alberta Library publishes exclusively open access and online. How will you manage any required changes in the formats offered or in your current policies regarding copyright ownership, access, or subscription models?

21. Why are you seeking to leave your current publisher?

22. Why are you interested in the University of Alberta Library as a publisher for your journal?

C. ADMINISTRATIVE INFORMATION

23. Please list the name(s) and e-mail address(es) for correspondence about this proposal.

24. Please name the sponsoring organization or legal entity with whom the MOU will be executed.

25. Please provide the name and title of signatory who should be named in the MOU.

Please send completed form to library.publishing@ualberta.ca.



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