Open Journals at Waterloo:   
New Journal Worksheet for Editorial Teams

Adapted from the University of Toronto Libraries, with permission.

# Who this worksheet is for

Whether you are launching a new journal or transferring an existing journal to the University of Waterloo Library’s Open Journals at Waterloo service, use this worksheet to tell us about your journal and facilitate the planning process.

Feel free to contact [Krista Godfrey](mailto:k3godfrey@uwaterloo.ca?subject=Open%20Journal%20Systems%20consultation), Head of Digital Initiatives, at any point for an in-person consultation about the service, starting a new journal, transferring a journal to OJS, or publishing in general.

Questions marked with \* must be answered for us to be able to provide the journal hosting service.

# **REQUIRED INFORMATION**

## Title of proposed journal\*

A working title is acceptable.

## Abbreviation\*

A single word or acronym that identifies the journal; max 16 characters. The journal’s URL will be <https://openjournals.uwaterloo.ca/index.php/ABBREVIATION>.

## Journal manager(s)\*

A person(s) responsible for the daily management of the journal, including setup, user management, and technical support. Please include their name, affiliation, and email address.

## University of Waterloo affiliation\*

A person(s) with a current University of Waterloo affiliation that will serve on the journal’s initial editorial board. Please include their name, affiliation, and email address.

## Sponsorship

*Required for student journals; optional for faculty/staff-led journals.* Enter a department, or the name of a faculty/staff member who will sponsor or be directly affiliated with the journal. Please enter their name, affiliation, and email address.

# **GENERAL INFORMATION**

## Open access policy

*Required for existing journals, not applicable to new journals.* What level of open access do you provide to your content? (e.g. immediate, delayed, partial, etc.)

## Leadership

Is this journal primarily led by academics or professionals who hold advanced degrees, graduate students, undergraduates, or other practitioners?

## Content

Which types of materials will be accepted for publication? (e.g. research articles, reviews, proceedings, meta-analyses, case reports, audiovisual content, etc.)

## Publication frequency

How frequently will issues/articles be published?

## Publication format

Will articles be published incrementally (as they are ready) or bundled as volume/issue?

## Publication medium

Will articles be published incrementally (as they are ready) or bundled as volume/issue?

## Publication timelines

* When do you expect to the journal website to go live?
* When do you expect to issue the first call for papers?
* What is your target date for the first issue?

## Peer review type

Which type of peer review will you use, if any? (e.g. editorial, open, reviewer anonymous, author anonymous, fully anonymous)

## Reviewers

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

## Selection criteria

How will submitted manuscripts be considered? Will reviewers be provided with selection criteria?

## Final decision

Who will make the final decision about what submissions will be published (e.g. Editor, all submissions published)?

## Language

Which language(s) will this publication be available in?

## Copyright and policies for authors

Who holds the copyright for submissions (e.g. authors, publisher)? Will content be published under a Creative Commons license?

# **BACKGROUND**

## Discipline

Which discipline(s) does this journal fall into?

## Aims & scope

What is the overall concept for this journal? What topics/fields will be covered, in terms of both breadth & focus?

## Notable partnerships and/or affiliation

Is the project affiliated with any existing organizations on or off campus?

## Staffing

*For new journals.* How will you build your initial editorial board and reviewer base? Have you already secured commitment to participate?

# **MARKET ANALYSIS**

## Competing titles

*For new journals.* Find at least 3 other publications that are similar to the journal you are proposing, and with which you will be competing for market share as well as editors, reviewers, and readers.

## Unique offering/contribution to the field

*For new journals.* What will this new journal add to the field that isn’t already being met by other publications? What will cause authors, editors, reviewers, and readers to consider your publication given that others exist?

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## Contributors

*For new journals.* Define your contributor/author base. Who is likely to contribute? How will you solicit contributions? Have you already secured commitments for contributions?

## Readers

*For new journals.* Define your expected readership, both in terms of expected numbers and likely demographics.

# **SUSTAINABILITY PLAN**

## Anticipated costs

While the University of Waterloo Library’s publishing platform 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 a budget outlining those costs?

## Source(s) of funding and support

How will you cover the costs you’ve outlined above? Will any author fees be charged?

# **FOR EXISTING JOURNALS**

## ISSN

What is the ISSN for your journal?

## Current publisher

Who is your current publisher? Will it change with the move to the University of Waterloo Library?

## URL

What is the URL for your journal’s website?

## Release details

When was your first and most recent publication? How many issues do you publish per year?

## Publication medium

Is your journal print, online, or both?

## Back issues

Are you planning on transferring your back issues to our publishing service? Will they need to be scanned? Who owns the copyright for back issues?

## Contractual agreements

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