

University of St Andrews: New OJS Journal Proposal

This document outlines the information required in the first phase of proposing and setting up a new journal on the University of St Andrews journal hosting platform. All journals hosted by the service will be fully Open Access.

Please note that completing this form does not guarantee that your journal will be accepted for inclusion on our OJS platform. Completing this form will however allow us to make an initial assessment of the proposed journal, after which we will discuss with you any issues to be addressed, and work with you through any subsequent set-up phases.

Project initiation

The platform uses Open Journal System software, which offers full journal management features including a webpage for your journal.

Please provide us with sufficient details so that we make an initial assessment of the proposed journal, but please note that we will ask for further details after receiving this completed form.

From the outset it is important to note that Libraries and Museums will act as ‘electronic distributor’ for the journal. The Journal Manager and Editorial staff will be responsible for management and administration of the journal, and for journal content. Details will be completed during initial discussions and follow-up meetings.

Journal management

	Notes	
Journal Manager(s) / Managing Editor(s)	This would usually be the person(s) responsible for engaging directly with the system – e.g. uploading files, creating new volumes etc. The journal Manager is also responsible for making decisions on policies, the look and feel of the journal, the scope of the journal, and any other high level activities.	
University staff member overseeing the project	(Required for student-led journals)	

Publisher	School, Department or Unit responsible for journal content	
Other sponsor(s) / supporting organisation(s)		
Main contact name and email		

Journal description

	Notes	
Journal title		
Journal summary	Short description of journal. Introduction for the homepage and to aid discovery and indexing, directed at readers.	
Does the journal already exist online or in print?	Please also provide URL if online	
Focus and scope:	Extended description for potential authors as well as readers. What is the journal about? Intended audience? Staff or student led? What do you wish the journal to achieve? Is there a strong ideological or disciplinary base?	

Other details

Content to be published, e.g. Articles, Reports, Book reviews, multimedia content, etc.	
Planned date of call for papers	
Planned date for first issue	

Please provide details of anything else that is relevant at this stage