

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

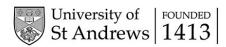
The platform uses Open Journal System software, which offers full journal management features including a webpage for your journal.

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.

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	Notes	
Journal Manager(s) /	This would usually be the	
Managing Editor(s)	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	(Required for student-led	
member overseeing	journals)	
the project		

Journal management



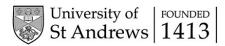
Publisher	School, Department or Unit responsible for journal	
	content	
Other sponsor(s) /		
supporting		
organisation(s)		
Main contact name		
and email		

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	Please also provide URL if	
already exist online or	online	
in print?		
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