

Journal Intake Questionnaire

General Information

Title of Journal

(A working title is acceptable)

Journal Manager

Person responsible for the daily management of the journal, including user management and technical support (Contact information)

University of Cincinnati Affiliation Required

Person(s) with a current University of Cincinnati affiliation that will serve on the journal's initial editorial board.

(Optional for professional journals, required for student journals: Department or unit that will sponsor or be directly affiliated with the journal)

Publication Format

Will articles be published incrementally (as they are ready) or bundled as volume/issue? How will the articles be transmitted to CLIPS (pdfs, word documents, typeset in inDesign)?

Publication Frequency

How frequently will issues / articles be published?

Publication Medium

Will this journal be published exclusively online or will it include a print-on-demand component? (Please specify the number of print copies needed and how this number was determined)

Indexes

Which disciplinary/journal indexes will you seek to include this journal in?

Background**Aims & Scope**

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

Staffing

Describe your editorial board & reviewer base. Who has already committed to participate? (If available, provide names and affiliations in a bulleted list.)

Editorial Process

How will submitted manuscripts be considered? What process will be used to select items for publication?

Unique Offering / Contribution to Field

What does journal add to the field that isn't already being met by other publications? What will cause editors, reviewers and readers to consider your publication given that others exist? What new audiences or services would you like to add to your journal?

Contributors

Define your contributor / author base, both in terms of expected numbers and likely demographics. Who is likely to contribute? How will you solicit contributions? If you've already secured commitments for contributions, please list them.

Readers

Define your expected readership, both in terms of expected numbers and likely demographics.

Sustainability Plan**Anticipated Costs**

What costs do you expect to incur? If possible, please include a simple budget plan that covers the first 2 years of operations.

Source(s) of Funding & Support

How will you cover the costs you've outlined above?

Managing Turnover

Describe your expected staffing turnover rate. Will the entire editorial board rotate each year, or will it remain relatively steady? Please provide specific details for how you will manage knowledge transfer during staffing changes?

Marketing & Outreach

What will you do to get your publication noticed in relevant fields?