

# New journal checklist

## See also

- [Program description and policies](#) (for what services CUL can provide)

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## Background

The following checklist includes the most common considerations and decisions that have to be made when starting up a new journal. Items where the library commonly advises are marked with an asterisk.

### Journal set up and general information

- ☐ Journal name
- ☐ Domain name
- ☐ Aims and scope statement
- ☐ Target audience
- ☐ Business model
  - ☐ Open access statement (if applicable)
- ☐ Peer review model
- ☐ ISSN (library can manage application)
- ☐ Journal subject keywords
- ☐ Abstracting and indexing
- ☐ Language of publication
- ☐ Article types (for example research papers, book reviews, etc.)
- ☐ Article formats
- ☐ Acceptance of supplementary material

## Staffing

- ☐ Editor in chief
- ☐ Editorial board
- ☐ Reviewers
- ☐ Reporting (submissions, publication times, etc.)
- ☐ Publicity
- ☐ Continuity and succession: terms, recruiting reviewers, board members

## Policies and documentation

- ☐ Author submission guidelines
  - ☐ Author template
- ☐ Author publishing agreement
  - ☐ Standard license (e.g. Creative Commons)
- ☐ Copyright policy
- ☐ Peer review guidelines
- ☐ Authorship policy and dispute resolution
- ☐ Author name changes policy
- ☐ Human subjects research policy
- ☐ Research data policy
- ☐ Research ethics policy
- ☐ Conflict of interest policy
- ☐ Preservation policy

## Workflow information

- ☐ Continuous or by-issue publication
- ☐ Publication frequency and scheduling
- ☐ Expected first issue (date)
- ☐ Submission platform/system
- ☐ Recruiting submissions
- ☐ Desk review of submissions
- ☐ Routing submissions for peer review
- ☐ Communication with authors
- ☐ Copy editing
- ☐ Production of galleys (i.e. PDF or HTML versions of accepted papers)
- ☐ Proofing
- ☐ Assigning articles to issues
- ☐ DOIs