

LJMU Open Journals Service New Journal Proposal Form

# Introduction

This form must be completed for any proposed new journal or any existing journal you wish to move to the LJMU Open Journals Service.

This form covers student-led journals and practice-based journals.

* Student-led journals are journals that are likely to have heavy student involvement both as authors and as editors/reviewers. This type of journal must have two named LJMU staff contacts.
* Practice-based journals can include non-LJMU authors, editors and reviewers. This type of journal must have two named LJMU staff contacts.

Approval for new journals must be granted by the LJMU Open Journals Service Manager and your Head of School/Director of Service

The LJMU Open Journals Service can be found at: <http://openjournals.ljmu.ac.uk/>

For an overview of the editing and publication process using OJS see <http://openjournals.ljmu.ac.uk/bootstrap/about/aboutThisPublishingSystem>

On completion of this form please send a copy to [openjournals@ljmu.ac.uk](mailto:openjournals@ljmu.ac.uk)

# Typical Set up Process

1. Complete New Journal Proposal Form
2. Receive approval from Open Journals Service Manager and Head of School/Director of Service
3. Complete set up form – with the assistance of the LJMU Open Journals Service Manager (contact: [openjournals@ljmu.ac.uk](mailto:openjournals@ljmu.ac.uk))
4. Journal set up by Library Services
5. Register for access to OJS
6. Set up session with Library Services staff (approx. 2 hours)
7. Training on the system (average ½ day plus 2 x ½ day follow up sessions)

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| --- | --- |
| **Contact details** |  |
| Principal contact 1:  (please provide email address and job title) | *Two LJMU contacts are mandatory* |
| Principal contact 2:  (please provide email address and job title) |  |

|  |  |
| --- | --- |
| **Journal Details** |  |
| Proposed journal title |  |
| Proposed language(s) of the journal |  |
| Journal Manager | Name:  Email:  Affiliation to LJMU: |
| Provide the names of members of the Editorial board |  |
| Is this a new journal?  Does it already exist:  In print?  On an alternative online platform | **Yes/No** *(delete as applicable)*  **Yes/No**  **Yes/No**  **Yes/No**  If yes please provide details, ISSN and web address if applicable |
| Journal scope/description |  |
| Proposed number of issues per year |  |
| Proposed number of papers per issue |  |
| If this is a new journal give details of journals with similar titles/content | *For help locating existing journals please contact* [*openjournals@ljmu.ac.uk*](mailto:openjournals@ljmu.ac.uk) |
| Outline how succession planning might be managed with regard to student editorial boards |  |

# Journal Approval

## **Stage 1**

|  |  |
| --- | --- |
| **Open Journals Service Manager** | |
| **Print name:** |  |
| **Signature:** |  |
| **Date:** |  |
| **Approved:** | Yes/No |

|  |  |
| --- | --- |
| **To be completed by Open Journals Service Manager** |  |
| Target start date: |  |
| Approximate workload required for no. of issues proposed: |  |

**Stage 2**

|  |  |
| --- | --- |
| **Head of School/Director of Service** |  |
| **Print name:** |  |
| **Signature:** |  |
| **Job Title:** |  |
| **Date:** |  |
| **Approved:** | Yes/No\*  *\*If no please state reason* |

Please email this form to [openjournals@ljmu.ac.uk](mailto:openjournals@ljmu.ac.uk) for approval by the LJMU Open Journals Service Manager.