

Georgia State University

## ScholarWorks @ Georgia State University

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Documents and Forms

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### Policy for Journals in ScholarWorks @ Georgia State University

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Policy for Journals in ScholarWorks @ Georgia State University  
Originally Published Spring 2012  
Revised Fall 2013

[ScholarWorks @ Georgia State University](#) is a hosted repository on the [Digital Commons](#) platform. This platform contains a robust professional-grade peer-review/editorial management system for producing, publishing and hosting scholarly publications that have an affiliation with the University. The following policies govern these journals:

1. All requests to publish a journal in ScholarWorks must be accompanied by a completed journal request form.
2. There is a one-time fee of \$1000 payable to the University Library to set up the journal in ScholarWorks. The fee may be waived by the Dean of Libraries on a case-by-case basis.
3. Journals must be Open Access Compliant<sup>1</sup>; free, full text, quality controlled scholarly journals.
4. Authors retain their copyrights. All authors retain their copyright to works submitted; however, all article submissions become a permanent part of ScholarWorks @ Georgia State University. All authors must sign a copyright agreement form prior to publication.
5. Advertising and promotion of the journal is the responsibility of the department/faculty at Georgia State University publishing the journal.
6. Journals, by their definition, are serials. That is, they are published on an ongoing regular basis and are expected to continue indefinitely. If no new content or issues are produced for two consecutive years, the journal will be considered to have ceased publication. Appropriate notices will be posted on the journal homepage.
7. Upon approval of the journal request, the University Library will coordinate set up of the journal site with [Berkeley Electronic Press](#) (bepress). Training is provided by bepress via telephone and webinars.
8. Upon publication of the first issue of the journal, the library will register the journal with the Library of Congress, U.S. ISSN Center.<sup>2</sup>

*Approved by Senate Library Committee, 03/15/12*

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1. The [Budapest Open Access Initiative](#) defines open access literature as “free availability on the public internet, permitting any users to read, download, copy, distribute, print, search, or link to the full texts of these articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself. The only constraint on reproduction and distribution, and the only role for copyright in this domain, should be to give authors control over the integrity of their work and the right to be properly acknowledged and cited.”

2. The ISSN can be thought of as the social security number of the serials world. It is a unique identifier that distinguishes a particular serial from others with which it might be confused. For more information see <http://www.loc.gov/issn>

Journal Request Form  
Spring 2012

1. What is the proposed title of the journal? The following may be helpful when determining the title of the journal: <http://www.loc.gov/issn/basics/basics-whatsinaname.html>
2. Provide a description of the journal including the aims & scope.
3. Provide the name of the faculty member who will be responsible for and/or serve as the managing editor of the journal.
4. Provide a list of names of individuals who will serve on the editorial board. (The editorial board will be the body that oversees the editorial policies and manages the peer review procedures. At least one Georgia State University faculty member must be on the editorial board to help insure continuity.)
5. Do you have a logo? If so, you will need to provide a copy in .jpg, .png or .gif format.
6. How often will the journal come out? How will the issues be numbered? How will the order of the articles in an issue be determined?
7. Who can submit to the journal? What languages will be accepted?
8. What is the expected time frame for acceptance decision?
9. What citation style will authors be required to use?

For examples of journals that are published on the Digital Commons platform, please see the following:

<http://ir.uiowa.edu/poroi/>

<http://docs.lib.purdue.edu/jto/>

<http://scholarship.claremont.edu/jhm/>

<http://scholarlyrepository.miami.edu/anthurium/>

## Procedures governing setup of Journals in ScholarWorks @ Georgia State University

Requests consist of:

1. Business Plan for the Journal<sup>3</sup>. Provide a narrative (two-three pages) that includes, at minimum, the following:
  - a. Mission statement, rationale and justification
  - b. Assessment of the market/user community, including the need for and ability to access this online journal
  - c. Potential author community including the appeal of this journal for publication of research, likely willingness of leading authors to publish in this journal
  - d. Noteworthy competition and how it will be addressed
  - e. Summary of principle resources required (editorial, technical, etc.) and how obtained and sustained
  - f. State what constitutes success of journal and how it will be assessed – in both quantitative and qualitative terms
  - g. Marketing and promotion
2. Completed Journal Request Form

Approval Process:

1. Requests will be submitted to the Chair, Senate Library Committee, and reviewed by the Senate Library Committee.
2. The Senate Library Committee will submit the request along with a written recommendation to the Dean of Libraries. In order to allow sufficient time, requests should be submitted at least one month prior to the intended start of the journal.

Library Responsibilities:

1. Upon approval of the journal request, the University Library will coordinate set up of the journal site with Berkeley Electronic Press (bepress). Training is provided by bepress via telephone and webinars.
2. Library personnel will submit the information about the journal to the Directory of Open Access journals (<http://www.doag.org>) to facilitate access to the journal.
3. Upon publication of the first issue of the journal, the library will register the journal with the Library of Congress, U.S. ISSN Center.

*Approved by Senate Library Committee, 03/15/12*

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3. Adapted from: Open Society Institute, "Model Business Plan: A Supplemental Guide for Open Access Journal Developers & Publishers," July 2003. [http://www.soros.org/openaccess/pdf/oaj\\_supplement\\_0703.pdf](http://www.soros.org/openaccess/pdf/oaj_supplement_0703.pdf)