

Policies and Procedures for Requesting the Start of a New Journal
In the Digital Commons@Macalester
DeWitt Wallace Library
Macalester College

Revised March 2010

Effective Fall 2010

This policy does not affect journals established in the Digital Commons prior to fall 2010

The Digital Commons provides a publishing platform that allows Macalester College to manage scholarly publications in an electronic and Open Access (OA) environment. OA¹ is becoming a viable alternative to commercial publishing and the library staff, in partnership with faculty and students, can assist in helping Macalester scholars publish and more widely disseminate their research. Using the electronic publishing platform, journals can be published and the entire process can be managed online. Manuscripts may be submitted and distributed for anonymous peer review, and then edited and re-submitted for final publication online. For those interested in starting a new journal, please review the following policies and procedures and submit a [request form](#).

Policies

- **Journals should be open access compliant**
The intention is to provide open access for all journals that are published in the Digital Commons. Priority support will be given for journals that are open access immediately upon publication and follow peer-review procedures.² The library staff will work with departments that seek to have a subscription-based journal only if they are willing to consider a two-year or less embargo. (In other words, provide open access to back issues after no more than two years after publication.)
- **Journals should be considered ongoing in nature**
We want to ensure the sustainability of all journals thus all requests must first be approved by the Department Chair. In the case of journals started by a staff member, approval of the head of the department is required.
- **All requests to start a journal must be accompanied by a completed request form which includes:**
 - Proposed name for the journal
 - Description of the journal including the aims and scope
 - Frequency of publication
 - Name of the faculty member or staff member who is initiating the request and who will serve as the managing editor

¹ Open access publications are made freely available online in digital format. OA also are free of most copyright and licensing restrictions. Although not free to produce, OA journals do not have the same access barriers as commercially produced publications.

² Peer review procedures may differ slightly among scholarly publishers, but most journals include a statement about their procedures in at least one issue per year. We refer to “peer review” (also known as refereeing) as the process of having individual works reviewed by others, generally considered experts in their field, who are qualified and can perform an impartial review prior to publication.

- Signature of approval by the Department Chair for faculty, or head of department for staff
- **Journals will be assigned an ISSN number³**
The library will register the journal with the Copyright Office as soon as a journal is approved and we have received the information listed above
- **Peer reviewed journals should have an editorial board**
An editorial board should be designated to serve as the body overseeing the editorial policies, and to manage the peer review procedures. If the editorial board is comprised of students, at least one faculty member must be on the editorial board to help ensure continuity. The editorial board members will be posted on the journal information page. We encourage composition of boards that include faculty, staff, and students.
- **Digital Commons publishing platform is recommended**
We encourage and strongly recommend the full use of the publishing features available in the Digital Commons to produce new journals. Library staff will work with faculty, students, and staff for appropriate training in using all the features for electronic publishing. The review, editing, and speed of publication are greatly enhanced by using these features.
- **Authors retain their copyright**
All authors of individual articles retain their copyright to the works submitted; however, all submissions become a permanent part of the Digital Commons collections. We cannot honor requests to remove or suppress content, unless it is for reasons of copyright infringement or other intellectual property violation. All authors must sign an agreement form prior to publication. See [form]
- **Advertising and promotion is the responsibility of the publishing department**
Publishing entities are responsible for the advertising and promotion of their journal.

Procedures

1. Approval of requests

All requests will be reviewed by the Digital Commons Coordinator and then submitted to the Library Director. They will then be forwarded to the Scholarly Publishing Committee for final approval prior to the start of the journal. In order to allow sufficient time, please submit requests at least one month prior to requesting the start of a journal.

2. Library responsibilities

Upon receiving a request, the library staff will share it with the Scholarly Publishing Committee. Upon approval, the library staff will:

- set up the journal site
- provide training as needed

³ The International Standard Serial Number is the unique identifier used to distinguish serials. For more information see LOC's ISSN FAQ - www.loc.gov/issn/faq.html

- submit information on the journal to the Directory of Open Access Journals <http://www.doaj.org/>
- submit a request for an ISSN to <http://www.loc.gov/issn/>
- notify cataloging when we have an ISSN in order to add the journal title to our WorldCat Local catalog for increased access

3. Discontinuation of a Journal

If no new content or issues are produced for two consecutive years, the journal will be considered to have “ceased publication.” The Digital Commons Coordinator will contact the department chair/head of the department and confirm that the journal is no longer being published and appropriate notices will be placed in the Digital Commons and in the catalog record.

Next steps:

1. Review by DAM – date approved: March 25, 2010
2. Reviewed by Scholarly Publishing Committee - date approved: May 4, 2010
3. Approved policy posted to DC site under Policies and Procedures.
4. Form created and linked from the policy and procedures document. – Form will be found at

<https://docs.google.com/a/macalester.edu/forms/d/1CmQGXTXhSi9nG00zkhvimPuiEaSwmXBdPII2dzG0Yps/viewform>

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