

HOW TO START A SCHOLARLY JOURNAL

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Why publish a journal?

- Across the spectrum of journals, many have institutional roots that tie them directly to a mission to disseminate scholarship.
- Others arose from increased dialog, collaboration, and interest in research trends or new theories in emerging fields.
- Many more were created to extend the discourse on and interest in the practice of a particular discipline.

When conceived properly, a peer-reviewed scholarly journal provides an authoritative avenue for dissemination of scholarship and that can make significant contributions to the marketplace of ideas.



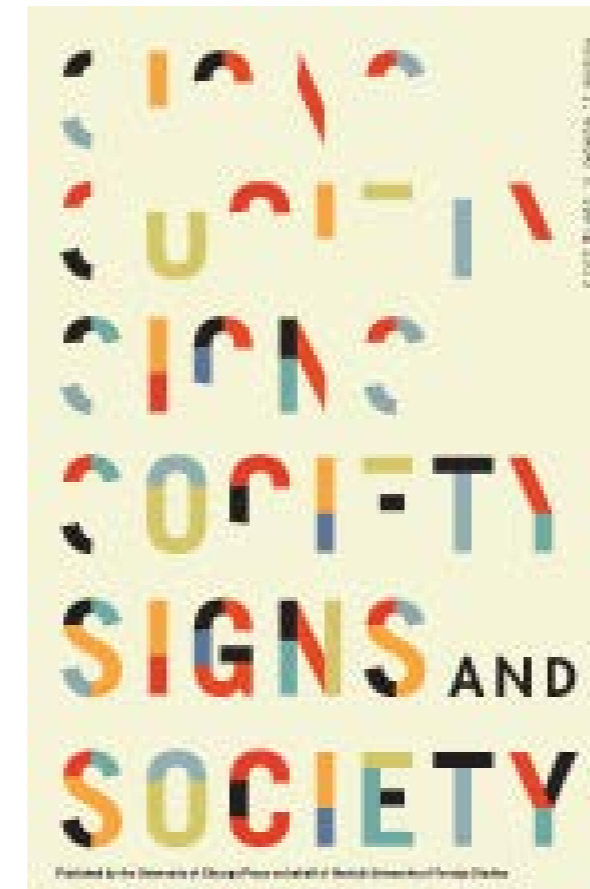
Editorial Scope and Mission

Scope

A journal's "call for papers" (or call for submissions) defines the editorial scope by outlining the type(s) of scholarly articles to be published in the discipline or practice of a given field or specialty.

Mission

A journal needs a clear, succinct mission statement.



Signs and Society is an interdisciplinary journal in the humanities and social sciences focusing on the study of semiosis in the realms of social action, cognition, and cultural form.



Building an Editorial Board

Role of Board

- Supports the editors and the editorial office in deciding which articles to publish based on editorial mission and scope,
- determines suitability, and sets standards of quality.
- Regardless of the process of submission review and assessment, the decision to accept or reject should be based on the paper's importance, originality, clarity, and the submission's relevance to the editorial mission and goals of the journal.

Board Composition

- A good editorial board is staffed by respected, accomplished, and well-credentialed scholars in the field.
- Strive for gender balance, experience in the discipline, and scholars at different stages of their career

Clearly Defined Roles and Terms

- Typically board members are appointed for two- or three-year terms.
- Members have staggered terms to ensure continuity over time.



Staffing an Office

Depending on the discipline, funding model of the journal, its institutional sponsorship, or relationship to external entities, a typical editorial office of a scholarly journal consists of:

- Editor (in chief)
- Assistant (or Associate) Editor
- Review(s) Editor
- Managing Editor
 - production coordinator, master schedule keeper, keeps “trains” running on time, ensures permissions are in order, vets artwork, serves as liaison with the printing process, oftentimes handles rights and permissions
- Editorial Assistants
 - typically two graduate students (20 hr/week) who copyedit all materials, check citations, responsible for ensuring all content conforms to style, etc.
- Editorial Interns
 - typically two undergraduate students (8- to 10-hrs/week) who assist the editorial assistants



Developing Editorial Policies and Submission Guidelines

- Editors are responsible for everything published!
- Policies should address, among other items:
 - ethical authorship
 - Plagiarism
 - data fabrication
 - peer-review processes, and
 - conflict of interest
- Author guidelines detail the editorial expectations and style considerations of articles and other published materials (such as book reviews, film, exhibit and museum reviews, etc.)
- In HSS journals, most popular style manuals are *APA*, *The Chicago Manual of Style*, and *MLA*.
- Typically journals entertain articles submitted only to its journal and frowns upon multiple submissions of article to multiple journals.



Publication Schedules and Editorial Calendars

- Semiannual or quarterly publishing frequency determines editorial calendar and publication schedule
 - Frequency is determined by size of the field, journals in the discipline, number of potential authors, quantity of submissions, and editorial staffing
- If journal is theme or topic based, the editorial calendar provides an overview of issues, topics, and their publication dates.
- The production schedule determines deadlines for manuscript editing, review, copyediting, and production.
- Depending on size of journal, article length and complexity, journals typically operate on a 12- or 18-month editorial and production schedule.



The Editorial Workflow

Once an article is received, it follows this general path toward publication:

- Article is received. Depending on the editorial process, article is:
 - presented to the board for discussion and sent out for review – or–
 - reviewed at the editorial office to determine level of editing necessary to bring it to publication. Some submissions may fall into “developmental editing” that takes much longer and may involve multiple editing cycles with author. (2 months)
- Decision is made to accept, conditionally accept, or reject.
- Conditional acceptance: In double-blind peer review, reviewers selected (can be lengthy, depending on size of reviewer pool); article sent out for comment and review (2 to 3 months)
- Comments returned to author (R&R: revise and resubmit) (2 to 3 months)
- Second version received, reviewed by editors (2 to 3 months)
- Article is copyedited for clarity and conformance to house style. Citations and references are checked for accuracy. (1 month)
- Issue text sent to compositors/typesetters (1 month)
- Journal prints, mails, goes online (1 month)



Author Relationships

Consent to publish agreement between authors and the journal clearly outlines:

- All matters of copyright of articles
- Control of subsidiary rights, and
- policies on depositing articles in home institutional repositories

Transparency

- Transparency is crucial to ensure fair, ethical, and sound scholarship.
- Best practice calls for transparency across all aspects of scholarly publishing, including:
 - peer review
 - editorial governance
 - author submission guidelines, policies, and fees



Access Models

- **Toll-access**
The journal can only be accessed by individuals or groups with a paid subscription.
- **Hybrid open access**
The journal can only be accessed by individuals or groups with a paid subscription. Authors may pay to make their individual articles open access.
- **Open access with embargo**
The journal can be accessed freely online by anyone with an internet connection after an embargo period of X years.
- **Open access**
The journal can be accessed freely and immediately online by anyone with an internet connection.



Flavors of OPEN ACCESS

Gold

Content is made open access through the journal.

Green

Content is made open access through a repository.

Include a policy for your journal explaining whether authors may deposit published articles in an institutional repository. It should address:

- What version of the article the author may deposit (pre-print, post-print, publisher PDF)
- When an author may deposit (e.g., 6 months after publication)



Preparing a Proposal to a Publisher

- Be prepared before contacting a publisher!
- Look for publishers with strong lists in your journal's subject area.
- Address ALL information asked for by the publisher in your proposal.
- For an example, visit IU Press Journals proposal requirements:



Selecting Tools for Journals Management

- **Scholarly Publishing and Academic Resources Coalition (SPARC)** list of journal management systems (some fee-based, some free):
<http://www.sparc.arl.org/resources/publishers/journal-management>
- **Open Access Directory (OAD)** list of journal management software (open source):
http://oad.simmons.edu/oadwiki/Free_and_open-source_journal_management_software
- **Open Journal Systems (OJS)** used by both IU Press and IUScholarWorks. Can be used as a tool for peer review management, a publication platform, or both.
<http://pkp.sfu.ca/ojs/>



Peer Review

Peer review is relatively new phenomena.

Google books Ngram Viewer

Graph these comma-separated phrases: case-insensitive
between and from the corpus with smoothing of [Search lots of books](#)



For Further Reading

- Committee on Publication Ethics (COPE)
 - Principles of Transparency and Best Practice in Scholarly Publishing
<http://publicationethics.org/resources/guidelines-new/principles-transparency-and-best-practice-scholarly-publishing>
 - Best Practices and Guidelines for Editors and Peer Reviewers
<http://publicationethics.org/resources/guidelines>
 - Expectations of Peer Reviewers
http://publicationethics.org/files/Peer%20review%20guidelines_0.pdf
- Sample Author Guidelines: *African Conflict and Peacebuilding Review*
<http://scholarworks.iu.edu/iupjournals/index.php/acpr/about/>
- Editor Roles and Responsibilities: Council of Science Editors (heavily tilted toward STEM publishing; solid guidance, scaffolding):
<http://www.councilscienceeditors.org/resource-library/editorial-policies/white-paper-on-publication-ethics/2-1-editor-roles-and-responsibilities/>
- How to Deal with Journal Article Submissions (*Inside Higher Education*)
https://www.insidehighered.com/advice/ph_do/advice_on_how_to_deal_with_journal_article_submissions



For Further Reading

- Sample Reviewer Guidelines (Elsevier)
<http://www.elsevier.com/reviewers/how-to-conduct-a-review>
- Double Blind Peer Review Guidelines
<http://www.journals.elsevier.com/social-science-and-medicine/policies/double-blind-peer-review-guidelines/>
- Copyright, A Guide for Authors <http://www.elsevier.com/journals/social-science-and-medicine/0277-9536/guide-for-authors#10010>
- Sherpa/Romeo: Publisher Copyright and Self-Archiving Policies
<http://www.sherpa.ac.uk/romeo/index.php>
- On the matter of developmental (vs. mechanical) editing, an often-cited work is: Norton, Scott. *Developmental Editing: A Handbook for Freelancers, Authors, and Publishers*. Chicago: University of Chicago Press, 2009.
- “The Editor—A Vital Role We Barely Talk about Anymore”
<http://scholarlykitchen.sspnet.org/2014/09/23/the-editor-a-vital-role-we-barely-talk-about-anymore/>
- “Your Question for the Day—What is ‘Peer Review’?”
<http://scholarlykitchen.sspnet.org/2014/07/24/your-question-for-the-day-what-is-peer-review>
- “Getting the Most Out of Your Editorial Board Meeting”
<http://editorresources.taylorandfrancisgroup.com/getting-the-most-out-of-your-editorial-board-meeting/>
- IU ScholarWorks Journals
http://scholarworks.iu.edu/journals_services/index.php



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Slides available at <http://hdl.handle.net/2022/20405>



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