

## **JOURNAL PROPOSAL GUIDELINES**

These guidelines are intended to help you prepare your proposal. Please follow the sections below in the order outlined to aid the reviewers.

### **1. Description of the journal/aims and scope**

- What is the tentative title for the journal and why?
- Outline the general aims and scope of the proposed journal and who it is for.
- Outline the subject areas, disciplines and themes to be covered (and if necessary what will not be covered).
- Explain the proposed peer-review policy of the journal (i.e., single blind, double blind). Who will oversee the review process?

### **2. Why launch this journal?**

- What is special about this proposal?
- Is there a need for a new journal for this content? Why can't it be accommodated in existing titles?
- Where do authors currently publish work in this subject area?
- What is wrong with/missing from the existing journals? (E.g. Are current journals too broad, or do they have too large a backlog of accepted papers? If so, please specify which journals)

### **3. Editorial structure and governance**

- Outline the structure for the editorial management of the journal and how the workload will be managed (E.g. Most Policy Press Journals have an Editorial Advisory Board and a Management Board, consisting of editors, section editors, associate/consulting editors, a social media editor and a chair of the boards).
- Provide a list of the names and institutions of the proposed editor(s), including any associate editors, and describe the experience or knowledge which makes them suitable for their role(s). Include cv(s) for the editor(s).
- Provide a list of the proposed committee/board members. Explain why these people have been chosen and whether they have been formally or informally approached.
- Will there be administrative support available to support the journal?

### **4. Readership and market**

- Who would read this journal?
- What number and what kinds of libraries or other institutions would be potential subscribers (if subscription-based)?
- Which are the leading institutions and centres of excellence in the field worldwide?

- What number and kinds of individuals would be potential subscribers? Or potential authors in the case of open access?
- What is the geographic spread of the target market?
- Are there any professional or scholarly societies that might formally or informally adopt the journal? If so do you know how many members they have?
- To the members of what organisations and professional or scholarly societies should marketing information and calls for papers be sent in order to reach individuals who might contribute and/or subscribe?

#### 5. Competition

- What are the closest competitor journals? Please include the following information about them: editor; publisher; frequency; impact factor; main audience.
- What is distinct about the proposed journal and why would contributors place work with the proposed journal above any competitors?
- Do the editor(s) or committee/board members have links with any of the competing journals?

#### 6. Format and content

- How many issues per annual volume are you planning? Or monthly/annual volume of papers if open access?
- Outline the various sections of the journal (for example, peer-reviewed papers, book reviews, debates, editorials) and their purpose in relation to the aims and scope.
- Provide the estimated number and word length of the peer-reviewed papers and other sections.
- Describe any unusual typographical requirements, including large numbers of figures and tables.
- What is the balance between theoretical, empirical/research based and 'practice-oriented' papers?
- Discuss the content topics pertinent to the journal.
- Please provide details of proposed content for at least the first two issues of the journal, with author names. These should be confirmed where possible.
- Do you plan to run other activities to complement the journal eg a blog, events, social media accounts?

#### 7. Where will the content come from?

- How do you plan to commission/generate papers for the journal?
- Who are the potential authors and how large is that pool?
- Where do potential authors publish now?
- What features are important to potential authors (e.g. speed of review and publication, need for enhanced online features)?
- Have papers already been invited/promised for the journal?
- How many papers do the proposers expect to be submitted annually? And what percentage of these would be accepted?
- List ten to fifteen previously published papers (with bibliographic information) that would have been appropriate for the new journal
- List ten to fifteen topics or "dream papers" that would be appropriate for the new journal

## 8. Access and pricing

- Do you intend for the journal to be open access? If so please give reasons why. We can facilitate and are interested in exploring different forms of open access, (for example, hybrid gold OA/ full gold OA, fully funded or mixed OA funding models), so please talk to us about your requirements. We are happy to advise about these different models and whether they are appropriate dependent on the funding environment – see Question 9 below. Information about Policy Press open access is available at: <http://policypress.co.uk/open-access>).
- Would you prefer a traditional subscription-based model for your journal? If so please give reasons why.
- Does there need to be a print version of the journal and if so why?
- Are there any specific price sensitivities for any customer groupings?

## 9. What is the funding environment?

- Is there an open access culture in this field? If so who are the core funders?
- Is funding available to support author-side publication fees?
- Are there existing open access or hybrid journals in this field?

## 10. Further details

- Please add any further relevant details that have not been included here.

## 11. Referees

- Please attach names and addresses (include e-mail) of at least 15 people whom you regard as suitably qualified to comment on the proposal.

Please sign and date the Journal Proposal, and send it to us at [Julia.mortimer@bristol.ac.uk](mailto:Julia.mortimer@bristol.ac.uk)