

ScholarWorks@BGSU Journal Proposal Form

Contact Information:

Name:

Email address:

Telephone number:

Department or organization
(must have BGSU affiliation)
and physical address:

Journal title:

Sponsoring group:

Faculty advisor
(if student publication):

Journal description &
scope:

Is this a new or existing journal:

ISSN if existing journal:

If this is an existing journal, can previous issues be added to ScholarWorks@BGSU?

Will the journal contain student work? access?	Is this a scholarly/peer-reviewed journal?	Is the journal subscription-only or open access?
Yes No	Yes No	Subscription Open access

Journal editor(s):

Include affiliation(s) and email(s).

Anticipated launch date (date you'd like the journal to be live in ScholarWorks@BGSU):

Publication schedule (quarterly, etc.):

Do you currently have
submissions ready to publish? If
Not, when do you anticipate
releasing a call for papers?

What file formats will be published in the journal (e.g. text, tables, images, graphics, audio, video, etc.)?:

Please describe the submission and peer review process.

ScholarWorks@BGSU publishes content that adheres to the following policies:

- Journals are not required to be open access, but a policy of open access is strongly encouraged.
- Journals must have a connection to BGSU for request to be approved (publishing organization or editor must be affiliated with BGSU)
- If the journal ceases publication, existing issues remain in ScholarWorks@BGSU
- Publications of student work or student organizations must have an active faculty sponsor
- Journal proposals must meet readiness requirements, including having an established journal name, editors, and procedures

Journal approval process:

- Submit a completed ScholarWorks@BGSU Journal Proposal Form to the ScholarWorks@BGSU Advisory Committee (scholarworks@bgsu.edu)
- All requests will be reviewed by the Advisory Committee and a recommendation made to the Dean of Libraries, who will be responsible for final approval
- Upon approval, representatives of the Advisory Committee will reach out to the journal contact to set up an initial meeting and review additional documentation requirements, timeline, training (to be provided by BePress), etc.

Please save this form and submit via email to scholarworks@bgsu.edu.

If you have questions, please contact Emily Gattozzi at emilydg@bgsu.edu or (419) 372-8681.

Administrative use only

Approved by ScholarWorks@BGSU Advisory Committee

Approved by the Dean, University Libraries

Date

Signature & date