



Journal Proposal Form

For office use only:

Please complete the following details:

1. Name:

2. Email address:

3. University/Institution:

4. ORCID: You may register for a free ID at <http://orcid.org/>

5. Academic/biographical details: Please briefly describe your academic/professional experience, areas of research and previous publications.

6. Proposed journal title (If the journal already exists, please provide bibliographic details including ISSN, URL and examples of previous issues (if in print)):

7. Journal description: Please provide details of the journal's proposed scope.

8. Short summary: Please briefly summarise.

9. Content: Provide details of the kinds of content that will be included in a typical issue and your criteria for selection. Please include details of where the research/articles will come from, and explain how this contributes to the journal's sustainability.

10. Output: Provide an estimate of the number of articles-per-issue, and number of issues-per-year you anticipate producing. Please indicate the average word count of an article.

11. Publication landscape: What is the significance of the proposed journal? Please provide details of existing, similar journals and explain how your journal would be different in terms of approach, scope, content, audience, impact etc.?

12. Audience: What is the proposed readership of the journal? Which disciplines and fields are likely to find it of interest? Given the content will be freely available, what communities, practitioners and/or industries beyond a traditional academic audience would find it of value? If the journal exists already, please provide circulation information and details on where the journal is currently indexed.

13. Editorial Team: Please describe the composition of the Editorial Team (for example General Editor, Associate Editors, Reviews Editor) and indicate who will be in these roles initially. Please provide their names, affiliations, ORCID iDs, and brief details on their principal research areas.
How have these people already been appointed and what is the expected length of time in role? How will this team be renewed?

14. Editorial Board: Please provide a brief description of how your Editorial Board will be selected, and the names, affiliations, ORCID iDs, and brief details on principal research areas of anyone you intend to approach initially. Ideally, Editorial Boards have international membership. Please also detail how you will renew the membership of your Editorial Board to ensure sustainability over time.

15. Advisory Board (optional): If you intend to have one, provide a brief description of how your Advisory Board will be selected, and the names, affiliations, ORCID iDs, and brief details on principal research areas of anyone you intend to approach initially. Ideally, Advisory Boards have international membership. Please also detail how you will renew the membership of your Advisory Board to ensure sustainability over time.

16. Peer review: Please provide details of your journal's peer review process. Please note that Aberdeen University Press would expect journals to use international experts in the field and typically would use a double-blind peer review process. If there is a reason not to use a double-blind review process please explain it here.

17. Appeals, Complaints & Misconduct: Please provide details on how peer-review decisions may be queried and accusations of plagiarism or other research misconduct will be handled. In doing so please refer to the Research Integrity page of Aberdeen University Press.

18. Funding Information: Please provide details of how publication of this journal will be funded, including any external funding you have to cover publication charges- including the name of the funding body. If you do not have funding, please indicate this here.

19. Competing Interests: Please provide any information you would like us to be aware of when considering your proposal.

20. Publishing agreement conditions:

If your proposal is commissioned, publishing with Aberdeen University Press will entail the following conditions:

- a. The proper authority is secured from rights holders to publish all submitted content with a Creative Commons licence. *It will be your responsibility to ensure all appropriate copyright permissions are in place.*
- b. While Aberdeen University Press aims to be a Diamond Open Access publisher, you may be asked to help support the publication costs for the journal. This may involve an annual fee, Article Processing Charges (APCs) or a mixture of the two.
- c. Aberdeen University Press will endeavour to provide an accurate estimate of the costs during the commissioning process, but the final charge may vary if there are changes to word-count, formatting, or illustrations.
- d. You will sign a publishing contract that agrees the relationship and responsibilities between you and Aberdeen University Press.
- e. None of the content published will be unlawful, discriminatory, or otherwise ethically inappropriate.

Exclusivity declaration: *Please sign below to confirm that the proposal is not currently being considered by any other Press and that you will wait for an Editorial Board decision before submitting elsewhere.*

Signed

Date:

Please send the completed form to aup@abdn.ac.uk