

ThinkIR Journal Proposal/Intake Form

University Libraries, via ThinkIR (ir.library.louisville.edu), publishes content that adheres to the following policies:

- Open Access
- Scholarly in nature
- Sponsored by a UofL department/unit
- Subject to a signed Memorandum of Understanding
- UofL holds the copyright for journals

UofL faculty and researchers:

- create the journals;
- identify the editorial, funding, and administrative framework for publishing them;
- receive University Libraries advice, expertise, and guidance in using University Libraries technology in order to make their journals available globally.

Journal Intake Questions

1. Why do you want to create an *open access* journal?

2. Is this a New or Existing journal? (Include ISSN# if existing) new/existing ISSN# _____

3. What are the plans/goals for this journal?

4. What is the journal's proposed title? _____

Note: We strongly suggest NOT using UofL at the beginning of any title!

5. Do you currently hold or plan to seek trademark protection for this title? Yes No

6. What other journals exist for this subject area?

7. Please describe your intended audience.

8. What are your plans for recruiting content? *Please refer to Journal Essentials and Journal Makeover for best practices.*

9. Who is the journal editor? _____

10. Do you have an Editorial Board and if so, what are their responsibilities?

11. How do you plan to support administrative needs/processes related to the publishing of this journal?

12. What is your anticipated launch date for this journal? _____

13. What will be your publication schedule and frequency? _____

We strongly suggest setting a predictable schedule and adhering to that.

14. What will be your process for submitting articles to the journal?

15. What will the review process be for this journal?

16. What is your primary source of funding for this journal (if not UofL)? Does this include any grant funding?

Contact Information

UofL Department: _____

Name: _____

Email address: _____

Telephone Number: _____

Signature of Department/Unit Head: _____

Date: _____

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