**John McLeod**

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**Date:**

**Name:**

**Title:**

**Institution:**

**Email, phone:**

**Mission and scope.** Describe the mission and intended audience for the journal. Include your thoughts on main field(s) and sub fields that the journal would appeal to.

**Context and intellectual position.** What does your journal do differently from others in the field? Does your journal address a specific need for scholars?

**Peer review and editorial process.** What are your criteria for accepting articles? How do you intend to handle peer review?

**Editor and editorial board.** Who do you plan to have serving as editor? Can you provide a list of potential editorial board members, including titles and institutions?

**Journal content.** Describe what kind of content you would like to see in your journal—articles, reviews, case studies, essays, interviews, etc. Be specific about the content mix in terms of length of each type of content, and approximate length for the entire journal.

**Plans for first issue.** Can you provide a sample table of contents for your first issue, even if it is just a wish list of possible contributors, or an idea for a particular topic.

**Frequency.** How many issues do you plan to publish each year?

**Design and format.** Do you want your journal to be print, digital, or both? Do you have ideas for the design and layout of the journal? Is there a journal with a design that you think could be a good model for your journal?

**Distribution.** How do you want the journal to be made available? Do you imagine it being a journal that is for sale, open access, or both (digital OA with print for sale)?

**Budget.** Do you have funds available to help you launch and sustain the journal? Do you have the support of a department, institution, or society? Do you foresee charging APCs?

**Schedule.** When would you like for the first issue of the journal to be published? Do you have a specific deadline for first publication such as a scholarly meeting?

**For existing journals also include:**

**Subscriber list.** Please provide details about your subscriber list including numbers of individuals versus institutions and domestic versus foreign subscribers. For society journals, please provide additional information about society membership.

**Rates.** What are your current subscription prices and foreign postage charges?

**Financials.** Provide details on income sources such as subscriptions, single issue sales, APCs, advertising sales, list rentals, label sales, bookstore sales, subsidiary rights, and sublicensing.

**Current agreements.** Provide information about bookstore accounts, distribution agreements, secondary publishing agreements, and digital platform agreements (Project Muse, JSTOR, etc.). If you can, provide details on licensing rights for back issues.

**Production.** What are your current production arrangements? Who does composition, copyediting, and proofreading? Where is the journal printed? If you can provide several recent production invoices that would help.

**Samples.** Please provide several recent issues. Let us know if you have any plans for upcoming special issues.