

Policies and Procedures for Requesting the Start of a New Journal in [Digital USD](#)

Copley Library, Digital Initiatives

University of San Diego

Digital USD publishes, preserves, and provides open online access to the scholarship, creative work, original data sets, and archival material produced by or affiliated with the University of San Diego community. By curating and sharing these historical and current intellectual activities, Digital USD showcases and connects the unique contributions of the university's faculty, staff, and students to an audience worldwide, fueling new research, discoveries, and knowledge.

Digital USD can host electronic, open access journals. Using this platform, journals can be published and preserved with the entire process (including manuscript submission and peer review) managed online. Journals will receive an ISSN number and DOIs are assigned to individual articles for unique identification, permanence, and greater discoverability.

In order to launch a new journal via Digital USD, at least one of the editors must be a current USD faculty/staff member or student.

For those interested in starting a new journal, please review the following policies and procedures and then contact digital@san Diego.edu.

Characteristics of Journals Published in Digital USD:

- **Open Access**

All journals published in Digital USD are open access and available to anyone worldwide with an Internet connection

- **Ongoing and Sustainable**

- **Managed by an editorial board**

An editorial board should be designated to serve as the body overseeing the editorial policies, and to manage the peer review procedures. The editorial board members will be posted on the journal information page.

- **Authors retain their copyright**

All authors of individual articles retain their copyright to the works submitted; however, all submissions become a permanent part of Digital USD. We cannot honor requests to remove or suppress content, unless it is for reasons of copyright infringement or other intellectual property violation. All authors should sign an agreement form prior to publication.

- Advertising and promotion, article recruitment, and management of workflow are responsibilities of the editor(s)

Procedures

To launch a new journal in Digital USD, please follow these steps:

1. **Schedule an initial meeting with the Digital Initiatives Librarian, Amanda Makula, by emailing digital@sandiego.edu**
2. **Complete the “Request to Establish a New Journal in Digital USD” form, which includes:**
 - Journal title
 - Aims and scope
 - Format and expected content
 - Frequency of publication
 - Desired launch date of first issue
 - Name of the faculty member who is initiating the request and who will serve as the managing editor
 - Number of reviewers per article
 - Number of days for reviewers to submit their review

3. **Review**

All requests will be reviewed by the Digital Initiatives Librarian. In order to allow sufficient time, please submit requests at least one month prior to requesting the start of a journal.

4. **Launch**

The Digital Initiatives Librarian will:

- set up the journal site on Digital USD
- provide training to editor(s) as needed to utilize the full functionalities of the platform
- assign an ISSN number, a unique identifier used to distinguish serials, to the journal

Discontinuation of a Journal

If no new content or issues are produced for two consecutive years, the journal will be considered to have ceased publication. The Digital Initiatives Librarian will contact the editor(s) and confirm that the journal is no longer being published and appropriate notices will be placed in Digital USD.

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This form is designed to capture important information about new open access journals requested in Digital USD. Please fill out as completely as possible.

Your Name:

Journal Title:

Description of Aims and Scope:

Editors (Name, Title, Email address, and Institution)

- Specify the name of the USD faculty/staff member or student who is initiating the request and who will serve as the managing editor

Sponsor (Who is the university department, center, or organization that will act as sponsor to the journal):

Policies (submission policies, authors' rights (e.g., copyright), general terms and conditions, etc.). Please attach additional files as necessary.

Editorial Board Members (Name, Title, Email address, and Institution):

Format and Content (what types of papers, what sections the journal will have, etc.):

Target Audience:

Frequency of publication:

Desired Launch Date:

- Please allow at least one month from the time you submit this form to the journal's launch

Number of reviewers per article:

Number of days for reviewers to submit their review:

Any other important information we should know:

Please return this form to the Digital Initiatives Librarian at: digital@sandiego.edu