



Journal Request Form

Florida State Open Publishing offers the FSU community support for publishing open access journals on Florida Online Journals, using the Open Journal Systems (OJS) software. If you are interested in starting a new journal publication or transferring an existing publication, please fill out the following form.

* Required

Primary Contact

1. Full Name *

2. Email *

3. Status

*FSOP requires at least one of the contacts be affiliated with FSU. If you are not affiliated, FSOP staff is still willing to meet with you to discuss your project and alternative options. **

- ☐ Faculty
- ☐ Graduate Student
- ☐ Undergraduate Student
- ☐ Staff
- ☐ Community member (unaffiliated)
- ☐ Other

4. FSU Department *

5. Is your department officially supporting the journal? If so, how?

About your journal

6. Proposed journal title: *

7. Journal type: *

- ☐ Faculty-led academic journal
- ☐ Student-led academic journal
- ☐ Faculty-led literary journal
- ☐ Student-led literary journal
- ☐ Conference, symposium or lecture proceedings (recurring)
- ☐ Other

8. **Student journals only:** If this is a student journal, please provide the name, email and department of your faculty advisor.

9. **About:** Please provide a description of the proposed journal, including its aims and scope. *

10. **Content:** What type of content will you publish (primary research or review articles, book reviews, etc.)? *

11. **Audience:** Define your audience and expected readership. Do you plan to target readership outside of the academy (e.g. practitioners)? What will encourage authors, editors, reviewers, and readers to read your publication? *

12. **Authors:** Who is likely to submit content to your journal? What is your strategy for soliciting initial and ongoing submissions? If you've already secured commitments for submissions, please list them. *

Editorial Management

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13. **Editorial Staff:** Outline the structure of your editorial staff (e.g., editor-in-chief, managing editor, copyediting staff). Will any of these positions be paid? Will any of these roles be filled by students? For how long will editorial staff fill these positions? *

14. **Editorial/Advisory Board:** Outline key members (required: names, institutional affiliations; recommended: titles, ORCID, national affiliation) who you will invite or who have already agreed to join your editorial or advisory board. *

15. **Editorial Transition Planning:** Describe how you would manage editorial staff transitions and succession plans. Provide specific details for how you will manage knowledge transfer during these changes. *

16. **Platform:** Will your journal use our platform ([Florida Online Journals, using the Open Journal Systems software](#)) for your editorial workflow? *

- ☐ Yes – we plan on using Florida OJ to receive submissions and conduct reviews
- ☐ No – all editing and reviewing will be done outside the platform
- ☐ Unsure
- ☐ Other

Policies

17. **Copyright:** It is FSOP's policy that journals allow authors to retain copyright of their own work and that journals require only a nonexclusive license to publish. We also recommend that journals use a [Creative Commons](#) license (choose one of six options), in alignment with open access best practices. Do your current copyright policies meet these requirements? *

☐ Yes

☐ No

☐ Other

18. **Creative Commons:** Do you have a Creative Commons license selected for your journal? *

☐ Yes

☐ No

19. **Review:** Which option best describes your intended review process? *

☐ Blind peer review

☐ Open peer review

☐ Editorial review

☐ Other

20. **Open Access:** Is your journal fully open access without Article Publishing Charges (APCs) or other fees to readers and authors?

FSOP cannot support subscription-based publications or publications that charge APCs.

*

☐ Yes

☐ No

☐ Other

21. Does your journal have an assigned ISSN or eISSN? *

☐ Yes

☐ No

Technical

22. **Content:** Is there anything your publication would require aside from PDF- or HTML-based articles and DOIs? Please indicate all that you may require:

☐ Supplemental files and media (photos, video, audio, etc.)

☐ Datasets stored in an external repository

☐ Non-standard styling or formatting

☐ Other

Publication Timelines

23. **Journal frequency:** What is your intended frequency of publication? *

- ☐ Annual
- ☐ Biannual
- ☐ Quarterly
- ☐ Incremental publication (rolling publication, where each article is published as ready)
- ☐ Other

24. **Article frequency:** Approximately how many scholarly articles do you intend to publish per year? *

25. **Site launch:** What is the target date for the journal site to go live? *

26. **First publication:** What is the target date for your first issue release? *

27. **Hard deadline:** Do you have a hard deadline for the first issue released based on a conference or presentation? Please list the event and the date. *

Costs and Funding

Depending on how you structure your journal, costs associated with your publication could include editorial work, copy-editing services, design and layout, marketing and social media, etc.

28. **Budget:** Please describe your journal's current budget in terms of both financial cost and labor (paid or volunteered)? *

29. **Funding Sources:** Have you obtained or identified funding sources for any costs? What kinds of funding & resources will your journal use for its general operations? *

30. **Funding Sustainability:** Do you have concerns about the long-term sustainability of your journal? *

Marketing

31. List the academic and/or professional fields served by the journal: *

32. List at least three other titles that are similar to your journal and explain how your publication will:

- distinguish itself from these titles
- model itself on these titles (content, structure, policy, etc.)
- constitute a unique contribution to the fields it is serving

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33. **Promotion:** How will you promote the journal during the first year of publication? Include relevant in-person and online promotional opportunities, such as attendance at conferences, speaking engagements, academic networks (such as blogs, listservs) etc. *

Transfer

The following questions are for existing publications.

34. If this is an existing publication, please name the current publisher.

35. If this is an existing publication, please provide a link to the current website.

36. If this is an existing publication, how many back articles of your journal will you need to transfer to the new journal website?

Next Steps

37. Which of the following services would be helpful to your publication?*If the project is accepted, FSOP will provide access to the Florida OJ platform, assistance with the initial site launch, assistance with journal content archiving, basic technical support/troubleshooting, and support working with FLVC (webhosts) for larger technical issues. FSOP does not support daily journal operations or editorial work.*

- ☐ Recommendations for editorial project management and workflow
- ☐ Suggestions for editorial policies
- ☐ ISSN or eISSN registration
- ☐ DOI assignment
- ☐ Help with design elements, such as a journal logo and website banner
- ☐ Support finding copyeditors or typesetters

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