**1. Working title of journal**

**2. Editor(s) and affiliations(s)**

**3. Format and expected content**

*How many issues do you envisage annually?*

*In addition to regular articles, what other features will the Journal include?*

**4. Rationale for the Journal**

*Why is the journal needed?*

*What academic developments have taken place to make this journal necessary at this point in time?*

*Please list 2-3 existing Journals in the field and identify their strengths and weaknesses in relation to the proposed Journal.*

**5. Editorial aims and scope**

*What disciplines and sub-disciplines will be covered?*

*Identify the ‘core’ target market(s) for your journal.*

*How international will your journal be, and how will this be reflected in the Editorial line up and the content?*

**6. Proposed copyright agreement**

*Which Creative Commons license will the journal use (please see* [*http://creativecommons.org/choose/*](http://creativecommons.org/choose/) *for additional information)\**

*Note: The library recommends one of:*

*CC BY*

*CC BY SA*

*CC BY NC*

*Will you use a copyright transfer agreement? If so, please attach the agreement.\**

*\*If unsure, list TBD and these options can be discussed during the initial journal setup meeting.*

**7. Journal’s target audience and market potential**

*Would the Journal have a practitioner as well as academic market? And if so, how might we reach these practitioners?*

*Is there currently and/or will there be, a teaching as well as research base for work in this area?*

**8. Timeline**

*What is the proposed timeline for launching the journal?*

**9. Promotion & call for proposals**

*How will the journal be promoted? How will the journal solicit for articles? Please provide a list of relevant promotional outlets (e.g. listservs, distribution lists etc.)*

**10. Keywords**

*Provide 3-6 keywords that best describe the journal.*

**11. Review structure**

*What is the proposed review structure, please check which apply. Note: If the review structure is dependent on the section, please list the section next to the review process it uses.*

* Editorial review
* Peer review
* Blind peer review
* Double blind peer review
* Open peer review
* None

*Editors may find this guide from the Committee on Publication Ethics (COPE) to be a valuable overview of additional considerations:* [*http://publicationethics.org/files/A\_Short\_Guide\_to\_Ethical\_Editing\_0.pdf*](http://publicationethics.org/files/A_Short_Guide_to_Ethical_Editing_0.pdf)

\***Please return completed form to** [**escholarship.library@mcgill.ca**](mailto:escholarship.library@mcgill.ca) **\***