**1. Title of journal**

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

**3. Format and expected content**

*How many issues are published annually?*

*In addition to regular articles, what other features/sections does the Journal include?*

**4. Rationale for moving to the Open Journal System (OJS)?**

*What is the motivation for moving the journal to OJS? What does the journal hope to achieve by this transition?*

**5. Editorial aims and scope**

*What disciplines and sub-disciplines are covered?*

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

**6. Administrative and editorial structure**

*Who are the editors of this Journal?*

*How is the Editorial Board structured?*

**7. Copyright - previous**

*What copyright agreement did the journal use previously with its authors? Please attach a copy.*

**8. Copyright – anticipated going forward**

*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*

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

**9. Backfiles / past issues**

*Are there plans to migrate previous back issues to the OJS? Y/N*

*If yes:*

*How many past issues/volumes are there of the journal? \_\_\_\_\_\_\_\_\_\_\_*

*Are these available in electronic format? Y/N*

*If yes, please list the format (e.g. PDF, word document etc.) \_\_\_\_\_\_\_\_\_\_\_\_*

*If no, do you have copyright clearance to post the articles electronically?*

**10. Additional journal information**

*Is your journal currently listed in the DOAJ (Directory of Open Access Journals)? Y/N*

*If so, please provide the link:*

*Does your journal currently have an ISSN (International Standard Serial Number)? If so please list: \_\_\_\_\_\_\_\_\_\_*

**11. Keywords**

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

**12. Review structure**

*What is the current 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

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