

# Eligibility criteria for journals published by McGill Library & Archives

## Journals

- **At first:** must have an editor-in-chief who is a member of McGill University.
- McGill Library recognizes that faculty members move to new institutions and editorial boards change. Thus, the primary criteria over time for the editor-in-chief should be that they are a qualified researcher in the field.

## Student-led journals:

- Must have at least one affiliated McGill staff or faculty member on the editorial board
- Have demonstrated structure in place for continuity (e.g. 2 year commitment to serving on the editorial board)

## Other criteria for hosting

The journal should:

- Use an open access business model. The journal web site must state clearly and precisely the terms of use and reuse that readers and authors have when they submit an article or use the published content, particularly if the journal does not use a Creative Commons license. Creative Commons licensing will be encouraged by McGill Library & Archives.
- Include a reviewing process. Many forms of review are possible, including editor reviewed, blind, double-blind, or open peer-reviewed.
- Include publicly available documentation about their review process on their website.
- Be managed by an editorial board responsible for the intellectual direction and content of the journal.
- Be active. Under certain conditions, McGill Library & Archives will take backfiles for journals who are not intending to be active on our publishing platform and who have ceased publication.
- Have an intent to publish at least once a year
- Publish in a Latin-character language (the publishing system article poorly supports metadata in a non-Latin characters)
- If a journal implements an article processing charge (APC), they need to have their own mechanism for handling the fee transaction; the Library will not support collecting fees.
- Author fees, if charged, will always be clearly stated in the "About" section of the journal."
- Agree to the terms of the Memorandum of Agreement (MoA)
- The MoA and the journal's activity will be reviewed on an annual basis to ensure McGill Library & Archives is meeting the needs of the journal.



- If a student journal wishes to use the word McGill in the title, they must show documentation of approval from Communications and External Relations under Clause 6.2 of the [POLICY ON THE USE OF MCGILL UNIVERSITY'S NAME, LOGO AND OTHER TRADEMARKS](#)
- Faculty-run journals should also demonstrate that they have approval to use the word McGill in the journal title – journals can demonstrate this via email confirmation from Communications and External Relations.

### **What publications are ineligible?**

Professional or trade magazines, bulletins, newsletters, or advocacy publications. The journal should publish original, previously unpublished research.