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| WRUP_RGB.png | Office ID no. |  |
| Title of project |  |

Journal project proposals

Project proposal submissions

Thank you for your interest in publishing with White Rose University Press. We’re happy to discuss general enquiries and advise on proposals before submission. If you would like us to formally consider your project, please fill in this project submission form.

1. Please read the guide to our review and commissioning process, below.
2. Complete the form and send to universitypress@whiterose.ac.uk

Guide to our review and commissioning process

Our submission, review and publication process is designed to be academically rigorous, while ensuring that proposals are dealt with in a timely manner.

**Proposal review**

* The editor submits a proposal using this form.
* Proposals are considered by a member of WRUP staff to ensure they are within scope, and are then sent for external peer review.
* The reviews are sent to the editor so they can respond to comments made.
* Once the reviews and the editor’s response have been received, the WRUP Editorial Board- comprising academics from the Universities of Leeds, Sheffield and York- will consider the proposal and make a decision on whether to accept, ask for revisions, or reject the proposal.

**Process and support**

* When a proposal is accepted a publishing contract is signed between the editor and WRUP.
* Once commissioned we will work with the editor to create a journal website where articles will be published.
* Editors will be given access to the journal management system to manage the publication process.
* Editors can choose services to match their requirements and available funding.

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Journal project proposal form

Please complete the following details.

About you

1. **Your name:**

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1. **Email:**

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1. **Institution:**

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1. **ORCID:** *If you don’t already have an ORCID please register for a free ID at http://orcid.org/*

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1. **Biographical details:** *Provide a brief description of your academic/professional experience, past publications, and relevant research.*

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Description and contents

1. **Proposed journal title:** *If the journal already exists, published elsewhere, please provide bibliographic details including ISSN, URL and examples of previous issues (if in print).*

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1. **Journal description:** *Provide a brief description of the journal’s overall scope.*

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1. **Short summary:** *Now summarise the description above into one or two sentences – we’ll use this when contacting potential peer reviewers.*

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1. **Contents:** *Provide details of the kinds of contents that will be included in a typical issue and your criteria for selection. Please include details of where you think the research/articles your journal will publish will come from, and explain how this offers sustainability.*

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1. **Output:** *Provide an estimate of the number of articles-per-issue, and number of issues-per-year you anticipate producing.*

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1. **Word count:** *Provide an estimate of average article word count.*

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Scholarly landscape

1. **Differentiation:** *What is the significance of the proposed journal? What would it do that is new? Provide details of existing, similar journals and explain how your publication would be different in terms of scope, content, audience etc.?*

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1. **Audience:** *Who will the journal/articles be of value/interest to - e.g. in what disciplines/subjects, at what educational level? Given the content will be freely available to access/download, what communities, practitioners and/or industries beyond a traditional academic audience would find it of value? If the journal exists already, please provide some circulation information/metrics on usage and impact, and details on where the journal is currently indexed.*

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Editorial structure

We advise that journals have:

* an Editorial Team, who manage the journal operationally;
* an Editorial Board, a diverse group who provide expert advice and support around content, attracting new authors and encouraging submissions;
* an Advisory Board (optional), who primarily concerns itself with broader direction and mission of the journal. (This function can be part of the role of the Editorial Board).

This structure helps with the development and sustainability of the Journal, and can also create a network to facilitate e.g. peer review and advocacy for the journal. NB: we expect Boards to be selected on an equal opportunities basis, and composed wherever possible of a diverse membership.

1. **Editorial Team:** *Describe the make-up of the Editorial Team (e.g. Editor-in-Chief, Associate Editors) and who will be in these roles initially. Please provide their names, affiliations, and brief details on their principal research areas. How often will this team meet? How have these people been chosen and what is the expected length of time in role? How will this team be renewed?*

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1. **Editorial Board:** *provide a brief description of how your Editorial Board will be selected, and the names, affiliations, and brief details on principal research areas of anyone you intend to approach initially. How often will this group meet? Please also detail how you will renew the membership of your Editorial Board to ensure sustainability over time. Ideally, Editorial Boards have international membership.*

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1. **Advisory Board (optional):** *if you intend to have one, provide a brief description of how your Advisory Board will be selected, and the names, affiliations, and brief details on principal research areas of anyone you intend to approach initially. Please also detail how you will renew the membership of your Advisory Board to ensure sustainability over time. Ideally, Advisory Boards have international membership.*

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1. **Peer review*:*** *Provide details of your journal’s peer review process. Please note the WRUP Editorial Board would expect journals to use international experts in the field and to use either a single or double blind peer review process.*

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1. **Ethics and Complaints***: Provide details on how ethical questions will be decided and how complaints will be handled.*

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Strategic direction

1. **Strategic planning and direction:** *Please outline the strategic direction you see your journal taking. What plans do you have to develop readership, breadth of content, submissions, and visibility (eg: through indexing)? If this represents a change of direction for an existing publication please give details. NB: WRUP undertakes Annual Reviews of its journals to assess the journal’s performance.*

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Funding Information

1. **Funding Information:** *Please provide details of how publication of this journal will be funded, including any external funding you have to cover publication charges- including the name of the funding body. If you do not have funding, please indicate this and contact us before submitting the proposal.*

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|  |  | Please tick this box to confirm that the funding source detailed above has received approval from your institution (if required). |

Additional information

1. **Additional information:** *Please provide any additional information you would like us to be aware of when considering your proposal.*

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Publishing agreement conditions

If your proposal is commissioned, publishing with WRUP will entail the following conditions:

1. The proper authority is secured from rights holders to publish all submitted content with a Creative Commons licence. *It will be your responsibility to ensure all appropriate copyright permissions are in place* *(WRUP can offer advice on this).*
2. You will be required to pay publication costs for the journal. These can be an annual fee, an Article Processing Charge (APC) or a mixture of the two.
3. WRUP will endeavour to provide an accurate estimate of the costs during the commissioning process, but the final charge may vary if there are changes to word-count, formatting, or illustrations.
4. You will sign a publishing contract that agrees the relationship and responsibilities between you and WRUP.
5. None of the content published will be unlawful, discriminatory, or otherwise ethically inappropriate.
6. **Exclusivity declaration:** *Please sign below to confirm that the proposal is not currently being considered by any other Press and that you will wait for an Editorial Board decision before submitting elsewhere.*

*Signed*

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