

Policies and Procedures for Requesting the Start of a New Journal in The Cupola

The Cupola: Scholarship at Gettysburg College

The Cupola provides a publishing platform that allows Gettysburg College faculty, students, and staff to manage scholarly publications in an electronic and Open Access (OA) environment. Journals published in this Open Access environment are more discoverable and freely accessible to end users. Using the electronic publishing platform, journals can be published and the entire process can be managed online. Manuscripts may be submitted and distributed for anonymous peer review, and then edited and re-submitted for final publication online. For those interested in starting a new journal, please review the following policies and procedures before contacting cupola@gettysburg.edu

Policies

- *Journals should be open access compliant.*
Journals published in The Cupola are open access and freely available to all end users.
- *Journals should be considered ongoing in nature.*
We want to ensure the sustainability of all journals thus all requests from faculty, staff or students must first be approved by the Department Chair.
- *All requests to start a journal must be accompanied by a completed request form which includes:*
 - Name of the journal
 - Description of the journal including the aims and scope
 - Frequency of publication
 - Name of the faculty member or staff member who is initiating the request and who will serve as the managing editor or faculty advisor
 - Signature of approval by the Department Chair Head of Department for staff.
- *Journals will be assigned an ISSN number.¹*
The library will register the journal with the Copyright Office once the journal is approved.
- *Peer reviewed journals should have an editorial board.*
An editorial board should be designated to serve as the body overseeing the editorial policies, and to manage the peer review procedures. The editorial board members will be posted on the journal information page. We encourage composition of boards that include faculty, staff, and students.
- *The Cupola offers a variety of publishing and peer review tools.*
Library staff will work with faculty, students, and staff for appropriate training in using the features for electronic publishing.
- *All authors must sign an agreement form prior to publication.*

¹ The International Standard Serial Number is the unique identifier used to distinguish serials. For more information see LOC's ISSN FAQ - www.loc.gov/issn/faq.html

- *Authors of individual articles retain their rights to the works submitted.*
Please note though that all submissions become a permanent part of The Cupola. In rare exceptions, such as copyright infringement or other intellectual property violations, content may be removed or suppressed. Gettysburg College may not be able to remove cached copies of content.
- *Advertising and promotion is the responsibility of the department.*
Although articles in the Cupola are optimized for search engine discoverability, publishing entities are responsible for the advertising and promotion of their journal.
- *Discontinuation of a journal*
If no new content or issues are produced for two consecutive years, the journal will be considered to have “ceased publication.” The Cupola Committee will contact the Department Chair/Head of the Department and confirm that the journal is no longer being published. Appropriate notices will be placed in The Cupola and in the catalog record.

Procedures

- *All requests will be reviewed by The Cupola Committee.*
In order to allow sufficient time for approval, please submit requests at least one month prior to requesting the start of a journal.
- *Upon approval of the journal, The Cupola Committee will:*
 - Set up the journal site
 - Provide training as needed
 - Submit information on the journal to the Directory of Open Access Journals
<http://www.doaj.org/>
 - Submit a request for an ISSN to <http://www.loc.gov/issn>
 - Notify Musselman Library’s Technical Services Department with cataloging details regarding the journal in order to add the title to MUSCAT and WorldCat for increased access

Adapted from <http://digitalcommons.macalester.edu/newjournal.pdf>
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