The Super Long List of Things to Do When Starting a New Journal

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Making the Decision Is the Hardest Part

Last Updated: May 11, 2016						
Element	**Item**	**Staff**	**deadline**	**Notes**	**resolution**	**Date**
Identifiers:						
Full Title	Journal of Transportation Engineering, Part B: Pavements	AC		Cmte approved	Final	4/1/2016
Internal acronym	PV	AC			Final	4/1/2016
ASCE Sponsor	T&DI	AC				4/1/2016
CODEN	JPEODX	AC		Send confirmation of first issue to CAS	Final	4/1/1946
ISSN	see notes	AC		cannot apply until 5 papers published		
DOI Construct		RR				
Accounting Code		AC				
Title abbreviation	J. Transp. Eng., Part B: Pavements	RR			Final	5/11/2016
Aims & Scope	The Journal of Transportation Engineering, Part B: Pavements will contain technical and professional articles on the planning, design, construction, maintenance, and operation of airport, roadway and other pavement systems. Specific topics include pavement design; modeling; analysis approaches, maintenance and performance; pavement evaluation, pavement materials; interaction of pavements and vehicles; and economics and environmental aspects of pavements.	AC		Not yet approved (4/15/16)	Final	
Format:						
Frequency	Quarterly	AC			Final	4/15/2016
1st issue date	March 2017	AC			Final	4/15/2016
Page budget	300	AC			Final	4/15/2016
Medium	Online only	AC			Final	4/15/2016
Design:						
Cover	Thumbnail, standard, SEI color	RR		ordered (4/18/16)		
Interior	Standard	AC			Final	4/15/2016

Critical Information

- The spreadsheet is THE authority file
- Who is responsible?
- When is it due?
- Are there issues to note?
- What is the status?
- When was it completed?

Identifiers

Full Title	Journal of Transportation Engineering, Part B: Pavements	This should be exactly correct and how it should appear everywhere
Internal acronym	PV	
ASCE Sponsor	T&DI	
CODEN	JPEODX	• You must apply to Chemical Abstract Services to get a CODEN ($27- coden@cas.org) • Provisional until first issue sent to CAS
ISSN	see notes	• For a print journal you can request immediately • Online only cannot apply until 5 papers published • Assigned by LOC in US
DOI Construct	10.1061/JPEODX.0000000	We include an identifier (CODEN)
Accounting Code	requested	
Title abbreviation	J. Transp. Eng., Part B: Pavements	If your reference style or platform displays abbreviations, you will need to determine
Aims & Scope	Text, text, text	This should be exactly correct and how it should appear everywhere

Important Links

- ISSN application for US journals: http://loc.gov/issn/form/
  - Two formats (print and online) requires two ISSNs
- CODEN Request: coden@cas.org
  - Include Full Title, Publisher Information, anticipated pub date
  - All formats have only one CODEN

Format & Design

Frequency	Quarterly	
1st issue date	March 2017	This date drives all solicitation and review & production deadlines
Page budget	300	
Medium	Online only	
Cover	Thumbnail, standard, SEI color	Represent any color theme or formatting necessary
Interior	Standard	Represent any variations to design

Submission/Production System Set Up

Set up	http://www.editorialmanager.com/jrnpveng	
Review style	Standard w/ EIC final approval	Single-blind, Open? Will the EIC make final decisions, etc.
Chief Editor	Little, Dallas N. Jr., Ph.D., P.E., Dist. M.ASCE	List exactly how it should appear on the masthead
Editorial Structure	EIC and AEs	
Article Types	Standard	If the editor wants new types of manuscripts, note it
Classifications	Assigned per taxonomy	These are Reviewer and Author terms
Reviewer Clones	Pull from TE	Can we use an existing database of reviewers to start?

Metadata

Indexing	CrossRef and affiliated partners	• Notify all indexing services that you have a new title. • Ensure that the new title is added to the feed once papers are published. • Online only journals will not be indexed by CrossRef until you have an ISSN (after 5 papers published and application approved)
WOS/TR	Add to Feed and Web Crawl	• Send them a frequency chart each year noting changes. • Fill out application form online • You can request new journals be evaluated immediately • Timeliness of issues is important • Request update on status after three issues published • Ensure that TR has access to new journal per your agreements
Scopus/Compendex	Apply in March 2019	• Two separate applications for Scopus and any Compendex databases • Cannot apply until journal is 3 years old.
PubMed/Medline	Apply after 40 papers and 12 months	• For print you must supply copies • Online you must have 12 months of publication AND 40 articles published before applying • Access to online must be made available

Important Links

- Medline: https://www.nlm.nih.gov/pubs/factsheets/j_sel_faq.html
- Scopus: http://suggestor.step.scopus.com/suggestTitle/step1.cfm
- Thomson Reuters: http://wokinfo.com/publisher_relations/journals

Website

Landing Page Created	Coming soon page: cover, editor, A&S, Ed Board, Submission, Alerts	Include what information should be on initial landing page
Journal History Page	Add as off shoot of TE	
Ads	Cross promotion ads needed and placed on GT, CF, CO, MT, TE, UP, IS	
Back end set up	Details added to admin tool	Minimum info required to set up new journal page on platform

Contract Notifications

Typesetter	Vendor TBD; Notification and Contract Amendment
Printer	N/A (online only)
Online platform	Notification and Contract Amendment

Marketing

Model	Subscription Hybrid	
Personify Record	Standard Set-Up, Include in Transportation & T&DI	Internal AMS system
Catalog	Include in 2017 Library catalog	
Renewal	Include on member renewal, Copy provided	
Price	Individual price and package price with JTE, Part A	
Library promotion	Listserve and catalog, SLA and ASEE	
Conference promotion	All T&DI, Forensic, CI, TRB	
Corporate Website	Include on Transportation, Construction, Infrastructure Resilience, Forensic, Geotechnical pages	

Internal Communication

Kick off	Done 4/18/16	
Customer Service	Notify once landing page up	Provide all URLs (landing and submissions), editor name, journal title.
Membership	Notified for member renewal and services brochure	Provide marketing copy, landing page URL and cover thumbnail
WebTeam	Notify once landing pages up	
Accounting	Codes and Royalties: requested	
IT	Mail Tape (n/a), request addition to sales reports from Personify	
Social Media	Pubs social media promotion: LinkedIn heavy, Twitter lite, ASCE Round-Up Interview with Editor	Schedule separate marketing launch meeting for development of marketing plan
Staff assigned	EC assigned (CG)	

Pro Tips

- Be organized
- Send updates out the core stakeholders often
- Always use the spreadsheet (answer questions with the sheet)
- Note when changes have been made
- Follow up on long term things (sending published issues or applying for indexing)

Thank you!

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