

CDRS Journal Requirements

1. Name of journal:
2. Hosting and domain details if already online:

Contacts

3. Three main points of contact: (*name, email, phone*)

Schedule

4. Does this project have a desired launch date?
5. How frequently are new issues published?

Software

6. Describe your review process.
7. How many and what types of users would need access to the content-management tools?
8. Which software is most appropriate for this journal? (*OJS, WP, Wiki, blog*)

Training

9. When can the most people on your team attend training sessions?

Domain

10. Will you want to use a domain that you've purchased for your journal?
11. If yes, will you be able to transfer ownership of your domain to CU Libraries/Julia? (Note the consequences if not)
12. Journals created by CDRS will receive URLs following this structure:
http://journals.cdrs.columbia.edu/journal_name/

However, it may be possible to request a third-level domain for your site (*e.g. cdrs.columbia.edu*). Would you like CDRS to submit a request for one?

Content

13. What type of content do you have (text, images and/or video)?

14. Approximately how big are all the digital files?

Design

15. Do you need/want to have design for your journal or will you provide your own design?

16. Do you have a brand or style guide?

17. Do you have a logo? Can you provide CDRS with an .EPS or TIFF file?

18. Is there a journal you'd like to emulate?

19. Describe design - top and side navigation, home page, blog, footer, etc.

Archives

20. How would you like to organize archives?

21. What format are they in (XML, etc.)?

22. Will you implement your own archives?

Contracts and copyright

23. Are there any copyright, reuse, or rights management issues associated with the journal? Is it open access?

24. Can you provide CDRS with a copy of your author agreements?

25. Any contracts with other vendors such as ProQuest, Heinonline, or others?

Subscriptions

26. How do you manage your subscriptions?

27. Would you like for a PayPal button to be installed on your site?

Print-on-Demand

28. Are you interested in learning about our print-on-demand service?

Academic Commons

29. Would you like to deposit the contents of your journal to Academic Commons, Columbia's institutional repository?