

Digital Commons Journal Setup Form

Version: December 2022 | Available at https://www.bepress.com/reference_guide_dc/journal-setup-form/

Digital Commons journals have several distinctive elements that require your guidance to set up. Please complete both the "Journal Information and Workflow" and "Journal Design" sections and return this document to the Consulting Services team at dc-support@bepress.com. If you have any questions, please don't hesitate to email us for assistance at that address, or call us weekdays at (510) 665-1200, option 2, 6:30 a.m.–7:30 p.m. Pacific Time.

For redesigns, only the journal title is needed in Part 1. You may then skip to Part 2: Journal Design to enter your redesign requests.

Part 1: Journal Information and Workflow

The following fields help us build the journal and customize the peer-review tools to meet your needs.

| General Information | |
|--|--|
| Journal Title: | |
| Desired journal URL label: <i>This is used in the journal's web address and is typically an abbreviation or acronym. Use lowercase letters with no spaces. Underscores or hyphens are optional.</i> | |
| Journal ISSN (Online), if any: | |
| Journal ISSN (Print), if any: | |
| Disciplines: <i>Choose 3-4 disciplines that describe the journal's content. Selections can be revised per submission. List of Disciplines</i> | |
| Document types for each issue: <i>List the document types that will be available in this journal (e.g., articles, book reviews, responses to articles).</i> | |
| Specific launch date, if any: <i>Our team implements journals as quickly as possible in the order that we receive each setup form and approval for any design mock-ups. Leave this field blank, unless</i> | |

Digital Commons Journal Setup Form

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| <p><i>the journal must launch by a certain date, such as for a call for papers.</i></p> | |
| <p>What category best fits this journal? <i>Please enter an "X" next to any that apply. You may select more than one.</i></p> | |
| Archival Journal | <input type="checkbox"/> |
| Law Journal | <input type="checkbox"/> |
| Medical Journal | <input type="checkbox"/> |
| Newsletter or Magazine | <input type="checkbox"/> |
| Peer-Reviewed Journal | <input type="checkbox"/> |
| Practitioner Journal | <input type="checkbox"/> |
| Student Journal | <input type="checkbox"/> |
| Subscription-Based Journal | <input type="checkbox"/> |
| <p>Which best describes the authors in this journal? <i>Please select one; enter an "X" next to your selection.</i></p> | |
| Faculty | <input type="checkbox"/> |
| Undergraduate Student | <input type="checkbox"/> |
| Graduate Student | <input type="checkbox"/> |
| Staff/Researcher | <input type="checkbox"/> |
| Administration | <input type="checkbox"/> |
| <p>Abstracting and Indexing <i>List any abstracting and indexing services that your journal is already included in. Leave blank if not applicable (such as for brand new journals).</i></p> | |
| Editors | |
| <p>Editors/administrators who need access: <i>Please provide the name, email, and title of each editor and administrator.</i></p> | |
| <p>Notification of new submissions: <i>Please either enter each contact person's name and email or indicate that all editors can be notified.</i></p> | |

Digital Commons Journal Setup Form

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| <p>Editorial decision turnaround goal: <i>The system will send editors a reminder email if no decision is registered before this time. Default is 70 days.</i></p> | |
| Formatting and Workflow | |
| <p>Would you like to include automatic PDF cover pages? <i>PDF cover pages will automatically display title, authors, citation information, and hyperlinks back to your journal.</i> <i>We recommend including them to help orient visitors who arrive at PDFs directly from search engines.</i></p> | |
| <p>Should the system automatically add headers and footers to each page of your document? <i>If your documents already contain headers and footers, select "No."</i></p> | |
| <p>Will you use the system to upload back content?</p> | |
| <p>Will you use the system to accept new submissions?</p> | |
| <p>How is the journal organized? <i>Examples: Volumes and Issues; Volumes only; Volumes and Numbers</i></p> | |
| <p>Will you publish individual articles as they are ready or release each full issue at one time?</p> | |
| <p>Do authors need to approve their finalized articles prior to publishing? <i>If yes, each author will need to give approval of the final version of their article online before it can be published by editors.</i></p> | |
| <p>Does the editorial board change frequently (e.g., yearly) or remain relatively constant over time?</p> | |
| Reviewers | |
| <p>Will the system be used for online peer review of submissions? <i>If not, please skip the rest of the Reviewers section.</i></p> | |
| <p>Is the reviewing double-blind?</p> | |

Digital Commons Journal Setup Form

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| Number of reviews desired per article: | |
| Number of days that a reviewer has to do a review: <i>Default is 21 days.</i> | |
| Can reviewers see the full text before committing to do a review? | |
| After how many days should editors be notified of unanswered review requests? <i>Default is 5 days.</i> | |
| Should authors have access to reviewer reports after an editorial decision has been made? | |
| Optional Workflow Notes | |
| Are there any other comments about items specific to your site or workflow that you wish to bring to our attention? | |

Part 2: Journal Design

Each Digital Commons journal is provided with a custom design in order to achieve a unique look and feel. As an alternative, you may choose to inherit the design of the host repository if you are working within specific guidelines or time constraints. When launching with a repository-matching design, you have the option to later request a custom design for the journal when it's more convenient.

Please specify your design preferences on the following pages.

Preparing for the Design Process

If you plan to request a custom design, please start by reviewing the [Digital Commons Design Customization Guide](#) to get acquainted with the design features available for journals.

To help ensure everyone's satisfaction with the final design, and to avoid additional fees and delays, we recommend that you gather feedback from all of the journal's design decision makers prior to returning this document to Consulting Services.

Design Process Overview

When you select one of the custom design options below, we will provide up to three iterations to deliver a polished, professional journal design:

- **First iteration:** Consulting Services works with our design and technical teams to create a mock-up image based on the information you provide with this form. The design team may ask for additional information before preparing the first iteration.
- **Second iteration:** Once you receive your first mock-up, you may want to make changes or provide feedback to hone the design. The design team will incorporate these requests into your second mock-up.
- **Third iteration:** If further changes are necessary, you may request a third iteration. Once this is complete, you may choose from any of the iterations for your final design.
- **Approved design:** When you approve the design, it is considered finalized and applied to a demo site. Please check with stakeholders before approving a mock-up. **Changes requested after the finalized design may incur fees and/or delay the launch of your journal.** If you have questions about this, please contact Consulting Services.

Design Options

Please choose one of the following **three options**:

1. **A design that matches your institutional repository**
The title of the journal and a logo, if you provide one, will appear prominently in the main content area, below the repository branded banner.
If you select this option, skip to the "Logos and Images" section below when finished.
2. **A design based on your repository with a custom banner**
Combines the repository's general look and feel with unique elements in the banner, such as the journal title or logo. *If you select this option, please choose a banner source below, then skip to the "Logos and Images" section.*
We can generate a banner using any of the following sources. Please enter an "X" in the box next to your preferred source(s) for the banner below.
- a. The design of another site.
URL: _____
- b. A banner mock-up you have created following the "Logos and Images" guidelines below, or using the DC Photoshop template (available from Consulting Services upon request).
- c. Attached images and any design notes you've included at the bottom of this form.

3. A unique design independent from your institutional repository

Creates a separate look and feel, optimal for journals with—or seeking—an independent identity.

We can generate a journal design using any of the following sources. Please enter an "X" in the box next to your preferred source(s) for the design below:

- a. The design of another site:
URL: _____
- b. A mock-up you have created using the DC Photoshop template (available from Consulting Services upon request).
- c. Attached images and any design notes you've included at the bottom of this form.

Preferred site layout for option 3:

| Sidebar (select one) | Navigation Tabs * (select one) |
|--|---|
| <input type="checkbox"/> Left-aligned | <input type="checkbox"/> Above header |
| <input type="checkbox"/> Right-aligned | <input type="checkbox"/> Below header |

* Navigation tabs are the Home, About, FAQ, My Account tabs in the upper corner of most DC sites.

Preferred site typography for option 3:

When designing your site, we will use web-safe typefaces that complement your site. If you have any specifications, please list them below.

For more information on site typography, please see the [Customization Guide](#).

Logos and Images

Please include any logos or other graphics when returning the setup form, or indicate here if there is another location where we may retrieve the file(s).

Logos/images URL: _____

If you've included images, please note where you'd like them to appear in the design:

Digital Commons Journal Setup Form

Notes: 1) Please make sure that your logos and images are properly licensed for use with your design. 2) While we can accommodate a range of file types, high resolution (minimum 72 dpi) images in .jpg, .png, or .gif format are preferred, as are logos in .svg or .eps format. 3) We will incorporate your images in the design, but aren't able to provide or create them for you.

Creating a mock-up or header banner: Please request the DC Photoshop template from Consulting Services if you are planning to supply your own mock-up. For complete layout guidelines, refer to the [Customization Guide](#). You can provide a header banner without using the template, but please do not compress the image file for the web or reduce the width to less than 980 pixels. Our design team may need to make some alterations to your design to work within our template parameters and/or they may request additional files to fulfill your request(s).

Journal Cover Art

Choose one.

- The journal will have cover art.
If you have a cover image you'd like to see in the mock-up, please provide one.
Otherwise, we will add a placeholder cover image.
- The journal will **not** have cover art.

Additional Design Notes

Please let us know here if you have any special requests. If you chose design option 2 or 3 above and elected to have our team create a custom design, please provide as much specific detail about your vision as possible, especially any color preferences.