

# Journal Publishing Guide: Starting a journal

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## Planning a new journal

What niche will your journal be filling? How will publishing be funded? Who will be on the editorial board? These and other important questions need to be answered to ensure your journal's smooth launch and long-term success.

We put together this fillable **Worksheet for New and Transitioning Journals** (<https://jps.library.utoronto.ca/index.php/pubguide/libraryFiles/downloadPublic/6>) to help you tackle the essential planning questions prior to the website setup.

If you would like to discuss starting a journal or transitioning to JPS in person, contact the JPS staff (<mailto:jps@library.utoronto.ca>) to schedule an appointment.

### More Resources

- Launching a journal ([https://guides.lib.ku.edu/journal\\_editors/launching](https://guides.lib.ku.edu/journal_editors/launching)) by University of Kansas
- Resources (<https://oaspa.org/information-resources/openaccessresources/>) by Open Access Scholarly Publishers Association
- Developing Open Access Journals ([https://www.uib.no/sites/w3.uib.no/files/attachments/guide\\_to\\_developing\\_oa\\_journals.pdf](https://www.uib.no/sites/w3.uib.no/files/attachments/guide_to_developing_oa_journals.pdf)) by David J. Solomon
- Guides for OA journal publishers ([http://oad.simmons.edu/oadwiki/Guides\\_for\\_OA\\_journal\\_publishers](http://oad.simmons.edu/oadwiki/Guides_for_OA_journal_publishers)) by Open Access Directory
- How to Start an Open Access Journal (<http://hybridpublishing.org/files/2014/07/HOAJ-POSTER-final-web.pdf>) by Hybridpublishing.org
- Best Practice in Scholarly Publishing (<https://doaj.org/bestpractice>) by DOAJ (Directory of Open Access Journals)

## Requesting a new journal website

Follow these steps to request a new JPS website for a new or transitioning journal:

1. **Tell us about your journal.** Fill out the **JPS New Journal Worksheet Section I** (<https://jps.library.utoronto.ca/index.php/pubguide/libraryFiles/downloadPublic/6>) to provide us with the information needed for the website set up, and email it to [jps@library.utoronto.ca](mailto:jps@library.utoronto.ca) (<mailto:jps@library.utoronto.ca>).
2. **Sign the service agreement.** Once the JPS staff have reviewed your application, sign and submit the **JPS Service Agreement** (<https://jps.library.utoronto.ca/index.php/pubguide/libraryFiles/downloadPublic/36>), which outlines both the University of Toronto Libraries' and the Journal Publisher's (the team who creates the journal) responsibilities.
3. **Designate a Journal Manager.** The JPS staff will create a journal shell and provide authorization to the person you designate as the Journal Manager. That person will receive login information and will be able to start setting up and customizing the journal.
4. **Launch your journal.** Upon creation, your journal will be non-public to allow for setup. Contact the JPS staff when you are ready to go live (usually upon the first Call For Papers or publication of the first issue).

## Obtaining an ISSN

An ISSN is a unique 8-digit code used to identify a print or electronic periodical publication.

### Is ISSN mandatory?

ISSN is a voluntary identifier. Canadian journal publishers are not legally obliged to obtain or display an ISSN. But if you want to have your journal indexed for more visibility and impact, you should have an ISSN assigned to your journal.

Canadian journal publishers can obtain ISSN from ISSN Canada (<http://www.bac-lac.gc.ca/eng/services/issn-canada/Pages/issn-canada.aspx#tc1>).

Remember that you need a distinctive ISSN for a print vs electronic version of your journal (the latter sometimes known as e-ISSN) and that you need to obtain a new ISSN if the journal title has changed.

### More Resources

- FAQ about ISSN (<https://www.bac-lac.gc.ca/eng/services/issn-canada/Pages/issn-canada.aspx#tc4>) by Library and Archives Canada
- Understanding ISSN (<http://www.issn.org/understanding-the-issn/what-is-an-issn/#>) by ISSN.org
- ISSN and DOI ([https://www.isj-editors.org/?page\\_id=486](https://www.isj-editors.org/?page_id=486)) by Information Systems Journal

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UTL's Journal Production Services (<https://jps.library.utoronto.ca/index.php/pubguide/hosting>)

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Starting a journal (<https://jps.library.utoronto.ca/index.php/pubguide/starting>)

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Setting up your journal (<https://jps.library.utoronto.ca/index.php/pubguide/setting>)

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Editorial workflow (<https://jps.library.utoronto.ca/index.php/pubguide/editorial>)

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Copyright and licensing (<https://jps.library.utoronto.ca/index.php/pubguide/copyright>)

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Impact and discoverability (<https://jps.library.utoronto.ca/index.php/pubguide/impact>)

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DOI instructions (<https://jps.library.utoronto.ca/index.php/pubguide/DOI>)

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Learning OJS 3 (<https://jps.library.utoronto.ca/index.php/pubguide/learning>)

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Web accessibility (<https://jps.library.utoronto.ca/index.php/pubguide/accessibility>)

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Student Journal Toolkit  
(<https://jps.library.utoronto.ca/index.php/pubguide/studentjournaltoolkit>)

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(<https://jps.library.utoronto.ca/index.php/pubguide/about/aboutThisPublishingSystem>)