

## University Policy for Baylor-Sponsored Academic Journals

### POLICY

Academic journals constitute one of the primary means for disseminating scholarly reflection and exploration. Baylor faculty participate in national and international conversations in various disciplines by publishing in scholarly journals. Baylor can also be represented in a positive way by sponsoring journals. Doing so might be particularly fruitful in cases in which Baylor faculty, by virtue of their specific areas of expertise and/or Baylor's resources and distinctive mission, are positioned to address topics that are not covered well by existing journals.

While pursuing such projects in traditional print journals may—in many cases—be impractical in view of the resources required, online journal publishing systems such as the one available with Baylor's membership in the Texas Digital Library make it viable to produce online, open access journals. These publications could have the added benefit of accommodating discussion in a peer-reviewed context more rapidly than is the case for print journals. However, because these publications would represent Baylor and make use of Baylor's resources such as Baylor's membership in TDL and library staff resources, reasonable care should be taken to ensure that they would manifest high academic standards over an extended period of time. To this end, the following policy applies to all journals (print and online) initiated at Baylor University after January 1, 2010:

1. In this policy, a "journal" is considered to be a peer-reviewed academic publication that presents multiple scholars' work to the wider intellectual community; the policy does not apply to less formal instances of electronic discussion, e.g., blogs and personal websites.
2. All journals that use Baylor's resources must be proposed by one or more sponsoring faculty members and approved by the appropriate department chair(s) and dean(s) and the Provost; and
3. All such journals that have begun publication must report to the appropriate chair(s), dean(s), and Provost annually with respect to the journal's maintenance of and/or revisions to its original founding premises.

### PROCEDURES

#### Initial Proposal

Any faculty member wishing to begin a journal using Baylor resources should submit a proposal to his or her chair (or dean, in a school or college in which the dean acts as the department chair). If the journal is to use Baylor information technology resources, such as electronic storage, institutional affiliations with non-Baylor entities, or staff

support, the faculty member must consult with Electronic Library staff by sending an initial e-mail message to [libraryquestions@baylor.edu](mailto:libraryquestions@baylor.edu) and include information from that consultation in #15 below. A chair who approves such a proposal will submit it with her or his recommendation and any additional observations to the dean. A dean who approves such a proposal will similarly submit it with his or her recommendation and any additional observations to the Provost. Finally, if the Provost approves the proposal, she or he will notify the faculty member(s), chair(s), dean(s), and appropriate Electronic Library staff of approval, and production of the journal may commence.

The proposal will address the following issues:

1. Proposed title of the journal.
2. Topical focus and limits of the journal.
3. Rationale for the journal: the contributions it will make, including the nature of its general field of study and the way that it will be similar to and different from specific existing journals in its field; the nature and size of its anticipated audiences; requirements for subscription or access; anticipated process by which the journal will become known to its audience; any affiliations with scholarly societies or other groups or organizations; and any other relevant information (e.g., Baylor-specific mission, analogous publications in other fields).
4. Rate of publication: how frequently new issues and/or new content will appear
5. Contents of each issue: articles, essays, reviews, letters, editorials, etc.
6. Anticipated constitution of editorial board, including responsibilities for various members, Baylor involvement, credentials of likely participants, length of terms and system of rotation.
7. Anticipated pool of submissions and accepted contributions: how many of each, likely profile of authors, whether submissions will be specifically solicited, etc.
8. Peer-review process: who will play what role(s) in the process, anticipated turnaround times, how many reviewers will be used for each type of contribution, opportunities for revision, how final decisions will be made, what information will be provided to authors of manuscripts that are not accepted.
9. Process for reviewing or moderating discussions and other non-article contents of the journal
10. Copyright policy (who holds copyright to journal and individual articles). Work with staff in the Electronic Library on this issue.
11. Long-term prospects for the journal: anticipated Baylor involvement beyond that of founding faculty, foreseeable evolution of the topical focus.
12. Plans for preservation of the journal, whether electronic or print
13. Anticipated initial and annual expenditures and revenue, including support from Baylor and other revenue (including subscriptions, advertising, etc.)
14. Detailed projection of workload that would need to be committed by Baylor faculty, staff, and students

15. Other resources required: space, equipment, etc., including any information technology resources such as storage space, institutional affiliations with non-Baylor entities, and staff support.

#### Annual Report

Once the original proposal has been approved, it will become Baylor's official statement describing the journal. On or before May 1 of each year, the sponsoring Baylor faculty member(s) will file a report with department chair(s), dean(s), Provost, and Electronic Library staff that describes ways in which the contents of the original proposal have evolved and an explanation of why these changes have taken place, and includes a revision of the official statement that accurately describes the current journal. When the Provost acknowledges and approves these changes, the revised description will become the new official statement.

Approved January 2011

\_\_\_\_\_(signed)\_\_\_\_\_      \_\_\_\_\_ January 19, 2011 \_\_\_\_\_  
Kenneth Winston Starr, President      Date