

# Digital Commons at Loyola Marymount University and Loyola Law School

## New Journal Policy

July 2014

The Digital Commons of Loyola Marymount University and Loyola Law School provides software to manage and publish journals electronically, including the online submission of manuscripts, distribution of manuscripts for anonymous peer review, publication of accepted manuscripts, and archiving of content. The same rigors that apply to the publication of print journals apply to those published in digital format. Starting a new journal on the Digital Commons is subject to the following policies and procedures.

### *Policies*

Journals are by nature a continuing resource and require a demonstrated commitment to long-term sustainability. To this purpose, a request to start a new journal must include the following:

- Proposed name for the journal
- Description of the journal including:
  - Aims and scope
  - Frequency of publication
  - Whether the journal will be peer reviewed
  - Whether the journal will be open access<sup>1</sup>
- Name of the faculty member or staff member who is initiating the request and who will serve as the managing editor
- Signed statement of support by the LMU Department Chair and to provide the necessary resources to maintain the journal
- Signature of approval by the LMU Dean of the school/college

Digital Commons can host research journals and student publications or journals. There is no fee to set up a journal in Digital Commons. Research journals can have their own branding whereas student publications or journals may or may not depending on whether funds are available to cover cost of branding for student publications. There are other options available for publishing student work in Digital Commons which can be discussed with the Digital Program Librarian.

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<sup>1</sup> “By ‘open access’ to this literature, we mean its free availability on the public internet, permitting any users to read, download, copy, distribute, print, search, or link to the full texts of these articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself. The only constraint on reproduction and distribution, and the only role for copyright in this domain, should be to give authors control over the integrity of their work and the right to be properly acknowledged and cited.” (Budapest Open Access Initiative, <http://www.soros.org/openaccess/read.shtml>)

The Library promotes open access publication, which removes price barriers (subscription or other fees) and permission barriers (copyright and licensing restrictions) from the accessibility of information and scholarship. Priority support will be given for journals that are open access immediately upon publication and follow peer-review procedures.

All authors of individual articles retain their copyright to the works submitted; however, articles accepted for publication become a permanent part of the Digital Commons collections. All authors must sign an agreement form prior to publication to deposit their work in Digital Commons for permanent archiving. Removal of content is not allowed from peer reviewed series and journals. However, removal may be legally required, or special circumstances intervene such as factual inaccuracy, plagiarism, or potential copyright infringement.

Peer-reviewed journals should have an editorial board to oversee editorial policies and manage peer review procedures. At least one faculty member must be on the editorial board to help ensure continuity. Editorial board members will be posted on the journal information page.

Advertising and promotion are the responsibility of the publishing department.

The Library will assist with setting up the journal in Digital Commons and provide necessary training to requestor to use the journal interface and manage submission and editorial processes. The Digital Program Librarian at the Library will serve as a liaison between journal editors and BePress Support to address any issues or problems with the software. The Library will submit a request for an ISSN (International Standard Serial Number) to the Library of Congress at [www.loc.gov/issn](http://www.loc.gov/issn). Once the journal has been established, the Library will include the journal title in the library's catalog as well as in WorldCat to create additional access points for the journal.

There will be no Impact Factor for journals published in Digital Commons as they are not indexed in the Web of Science or in Institute for Scientific Information (ISI). There are other ways of measuring impact and information about those can be found on the University of Pittsburgh's [LibGuide](#).

If no new content or issues are produced for two consecutive years, the journal will be considered to have ceased publication. The Digital Commons Coordinator will contact the department chair and confirm that the journal is no longer being published and appropriate notices will be added to the journal information page.

### *Procedures*

Please email [digitalcommons@lmu.edu](mailto:digitalcommons@lmu.edu) to express interest in publishing a peer-reviewed journal in Digital Commons at the Loyola Marymount University and Loyola Law School. The Digital Program Librarian will get in touch with relevant information about setting up a journal. All requests for new journals will be reviewed and approved by the Digital Commons Steering Committee.

Following implementation of the journal and training by Library staff, the journal's editorial board will be responsible for the following:

- Approve design of the journal layout and content in Digital Commons
- Journal staff will be responsible for uploading content to the journal site.
- The journal's editors will be responsible for managing the workflows for their journal from submission to final publication.

### *Acceptable Use*

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