

JOURNAL PROPOSAL GUIDELINES

These guidelines are intended to help you prepare your proposal. **Please follow the sections below in the order outlined to aid the assessors who will be responding to a corresponding form.**

1 Brief synopsis

- Please attach a summary (up to 500 words) of the journal's overall aims and scope, showing the originality of your approach.

2 Editorial aims and policy

- Outline the general aims of the proposed journal and who it is for.
- Outline the subject areas, disciplines and themes to be covered.
- What need will the proposed journal fulfil and are these needs sufficient to support a journal?
- How many issues per annual volume are you planning?
- Explain the submissions policy of the journal (ie, refereed by academic peers).

3 Editorial structure

- Outline the structure for the editorial management of the journal.
- Provide a list of the names and institutions of editor(s) and proposed committee/board members including cv(s) for the editor(s).
- Outline the role of the editor(s) and committee/board.
- Describe the experience or knowledge of the proposed editor(s) which makes them suitable for their proposed role(s).
- Will the editor(s) and committee/board members have an international spread?

4 Content

- Outline the various sections of the journal (for example, peer-reviewed papers, book reviews, diary, debate, digests, editorials) and their purpose in relation to the editorial aims of the journal.
- Provide the estimated number and word length of the peer-reviewed papers and other sections.
- Describe any unusual typographical requirements, including large numbers of figures and tables.
- Generally, will the articles be particularly complicated to edit, for example, due to their highly technical nature?
- What is the balance between theoretical, empirical/research based and 'practice-oriented' papers?
- Discuss the content topics pertinent to the journal.
- Provide ideas for the 1st volume contents of the proposed journal.

5 Readership and market

- Describe the potential market for the journal including as much information as possible about what kind of organisations/networks/groupings/individuals are likely to (a) read the journal, and (b) subscribe to the journal, providing quantitative evidence for each category where possible.

- Describe the core academic and professional associations and societies in this field and the journals linked with these groupings.
- Describe any networks, associations or groups that might be interested in taking the journal as part of their subscription package, including the approximate number of members.

6 International dimension

- Outline the international and comparative dimensions of the proposed journal, particularly in relation to the editorial structure, content, contributors and market.

7 Competition

- What are the closest competitor journals?
- What is distinct about the proposed journal and why would contributors place work with the proposed journal above any competitors?
- Do the editor(s) or committee/board members have links with any of the competing journals?

8 Price sensitivity

- What would you consider is a reasonable subscription rate for organisational subscribers?
- Are there any specific price sensitivities for any customer groupings?

9 Format

- If relevant, discuss how desirable it would be to have electronic delivery of the journal and why.
- What format do you envisage for the journal eg online only?
- Are there any print and online special requirements regarding format?

10 Further details

- Please add any further relevant details that have not been included here.

11 Referees

- Please attach names and addresses (include tel/fax/e-mail) of at least 15 people whom you regard as suitably qualified to comment on the proposal.

Please sign and date the Journal Proposal, and send it to the following address:

The Policy Press
Fourth Floor
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Queen's Road
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Or electronically to tpp-info@bristol.ac.uk