

# Project Data

In order for us to be able to set up your journal in the OJS publication software, we need the following information from you. Fields marked with \* must be completed. All information is preliminary and can be changed by you later in OJS.

## 1. Journal Data

**Journal title\*:**

**Journal Initials<sup>1</sup>:**

**Journal Summary<sup>2</sup>:**

**Languages<sup>3</sup>:**

English

German

Other:

**Publication frequency (as planned)<sup>4</sup>:**

**Date of first release (as planned):**

## 2. Editorial Data<sup>5</sup>

**Editor** (main responsibility for content; please name at least one person)

**Name and office address**

**E-Mail address**

<sup>1</sup> Which abbreviation should your journal receive (will be included in the metadata)?

<sup>2</sup> Briefly (150 words max.) outline the profile and focus of your journal.

<sup>3</sup> This refers to the languages in which OJS should be available to users, not the content.

<sup>4</sup> E. g. annually, semi-annually, quarterly, monthly, quarterly.

<sup>5</sup> Once your journal is set up, you can authorize additional people to access it without any restrictions.

*Name and office address*

*E-Mail address*

**Journal Manager\* and permanent contact person for TUM.University Press** (responsible for journal administration and communication with the publisher)

**Name**

**E-Mail address**

**Additional Journal Managers** (responsible for administration)

*Name*

*E-Mail address*

*Name*

*E-Mail address*

*Name*

*E-Mail address*

**Additional people** who should be given access as editors or in other roles:

*Name*

*E-Mail address*

*Name*

*E-Mail address*

*Name*

*E-Mail address*

## 2. Submit project data

Please send the data sheet to: [tumuniversitypress@tum.de](mailto:tumuniversitypress@tum.de)

After reviewing your information, we will set up your journal in OJS. If we have any questions, we will contact the Journal Manager you provided as the contact person.