

Establishing a Journal – Process

Steps for editors and interested parties

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In the following you can find a short overview on how to establish a digital journal with TUM.University Press. This is a standardized process which may also differ in individual cases. Some process steps may run in parallel.

1. You send us a request via the [request form](#).
2. We get in touch with you and arrange a preliminary meeting.
3. In the preliminary meeting we clarify expectations, requirements and feasibilities.
4. After the preliminary meeting, you will receive a confirmation by TUM.University Press and a form requesting the data for the basic setup of your journal in OJS and the preparation of the editor's contract.
5. You decide to use the journal publication service provided by TUM.University Press and send the form for the basic setup back to us.
6. On the basis of the data form, we will draw up an editor's contract, which will be sent to you by post.
7. You send the editor's contract back to TUM.University Press.
8. The journal is set up in OJS.
9. You get access to the journal in OJS and receive a manual explaining step by step how to set up a new journal.
10. As soon as the imprint, the planned publication date and the publication frequency have been determined, we will apply for an ISSN for the journal.
11. You receive an ISSN for your journal, which will be entered into OJS by TUM.University Press.
12. You set up your journal, in case of any uncertainties you can contact TUM.University Press.
13. After setting up the journal, you notify TUM.University Press, which cross-checks the journal settings again.
14. You receive the 'go' from TUM.University Press and can publish your first issue/articles. For more information on article management, see Part 2 of the OJS manual. If you have any questions, please contact TUM.University Press.
15. After the first article or issue has been published, the journal is entered by the University Library into the Electronic Journals Library (EZB) and Journal Databases and appears on TUM.University Press' website.

16. After one year, TUM.University Press checks whether your journal meets the criteria of the Directory of Open Access Journals and requests inclusion.
17. After two to three years, TUM.University Press checks whether your journal meets the criteria of Scopus and the Web of Science and requests inclusion.