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.UP.

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. You decide to use the journal publication service provided by TUM.UP.
5. You receive an editor’s contract by mail.
6. You receive an e-mail with a questionnaire asking for the data necessary for the basic setup of your journal in OJS (OJS form).
7. You send the editor’s contract and the OJS form back to TUM.UP.
8. The journal is set up in OJS.
9. You receive an ISSN for your journal, which will be entered into OJS by TUM.UP.
10. You get access to the journal in OJS and receive a manual explaining step by step how to set up a new journal.
11. You set up your journal, in case of any uncertainties you can contact TUM.UP.
12. After setting up the journal, you notify TUM.UP, which cross-checks the journal settings again.
13. You receive the 'go' from TUM.UP 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.UP.
14. 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.
15. After one year, TUM.UP checks whether your journal meets the criteria of the Directory of Open Access Journals and requests inclusion.