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TUM.UP-JOURNALS

# Checklist Journal Setup

## Starting a Diamond-Open-Access-Journal with TUM.UP

# Checklist journal setup

## Starting a journal with TUM.University Press

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This checklist is designed to help you through the entire process of starting a journal with TUM.University Press. It helps you to keep track of all key steps for establishing a new journal. The list does not necessarily follow a chronological order. You will find additional information on all the points mentioned in the [glossary](#) below. For more information on OJS and its features, please refer to the [OJS manual](#).

If you have any questions, please do not hesitate to contact TUM.University Press: [tumuniversitypress@tum.de](mailto:tumuniversitypress@tum.de)

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# 1. Content Strategy

You have had an introductory meeting with TUM.University Press to discuss the establishment of a journal.

The journal has a clear [profile](#).

The [title of the journal](#) reflects the profile, is recognizable and is also available in several languages, if required.

You have a recognizable [abbreviation](#) for the journal that is not already in use for other journals.

You have defined the [publication mode](#): in issues or continuous.

In case of issues: You have defined the [publication frequency](#) (monthly, biannual, etc.).

In case of an issue-oriented journal: you have defined the [number of articles](#) for the first issue.

You have defined which [article types](#) will be published as part of your journal (e. g., research papers, case studies, reviews, editorials, etc.).

You have determined in which [file formats](#) the articles and contributions should be made available on the website (e. g. PDF, HTML, etc.).

## 2. Policies and legal framework

You have defined the [licensing terms](#) for your journal.

You have formulated [policies](#) on the following topics:

[Peer-Review](#)-Policy

Open-Access-Policy

[Licensing](#)- and copyright-policy

Instructions for contributors

Definition of [conflicts of interest](#)

Procedures for identifying and dealing with allegations of research misconduct (e.g., plagiarism, falsification of data, etc.)

### 3. Staff

The [editors](#) of the journal have been selected.

It has been decided which [Journal Manager](#) will be the standard contact person for TUM.University Press.

You have established an [editorial board](#).

You have established [peer review](#) procedures for the different types of texts.

It has been decided who will [proofread](#) the submitted and selected contributions.

It has been determined who is responsible for the [design of the contributions](#).

It has been determined who is responsible for [cover design](#).

### 4. Workflow

You have access to your journal through OJS.

You have trained yourself in OJS.

You have defined how new [submissions](#) will be managed (e. g., review and pre-selection, forwarding to the editorial board).

You have defined how submissions will be put into [peer review](#) (e. g., by section of-ficers).

You have developed formal style guidelines for the contributions that can be passed on to the contributors (e. g. guidelines for citation, formatting, etc.).

You have defined the tasks of the [proofreading](#) team.

### 5. Marketing and Distribution

You have received an [ISSN](#) for the journal from TUM.University Press.

You have set up a [website](#) for the journal (via OJS or your own website).

The following information is available on the [website](#):

*Research focus and [journal profile](#)*

*Overview on [editorial board](#) members and [editors](#)*

*Information on the [peer review](#) process*

*Open-Access-Policy*

*[Licensing](#) and copyright policies*

*Notes on the [Publication frequency](#) (or [publication mode](#) in the case of non-issue-based mode of publication)*

*Instructions for contributors*

*Definition [conflicts of interest](#)*

*Legal notice*

*Accessibility statement*

*Privacy statement*

*Funding (if any)*

Initial [marketing methods](#) have been determined.

[Advertising material](#) has been prepared.

## 6. Glossary

### 6.1 Abbreviation

The choice of an adequate abbreviation of the journal title is as crucial as the choice of the title itself, since journals are often referred to only on the basis of the abbreviation. In order for the abbreviation to develop well as a brand, it should ideally not already be used for any other journal. This is often the case, especially with common titles such as “International Journal for x Sciences/Studies”.

### 6.2 Advertising material

Possible advertising material can be:

- PDF flyer with info about the journal
- Posters for conferences
- Editor solicitation cards (small-format cards that editorial board members or editors can use at conferences to invite speakers to submit a paper)

### 6.3 Article types

Your journal can comprise different article types, such as research papers, research reports, case studies, reviews, editorials, etc. Video and audio files can also be embedded in digital manuscripts. The different article types should be defined in advance according to the thematic focus and also set up in OJS.

## 6.4 Conflicts of interest

We recommend that the number of contributions in which at least one contributor/editor is a member of the editorial board of the journal or affiliated with TUM does not exceed 20%.

## 6.5 Design

The journal design is the [editors'](#) responsibility

**Cover design:** A cover is not essential for a digital journal, but it can be attractive for the brand recognition of the journal. You can use the TUM.University Press cover design templates for the cover design.

**Article design:** It is advisable to provide the contributors with article templates. You are welcome to use the TUM.University Press article templates for this purpose.

**Website design:** You can use OJS to set up a website for your journal; design templates for the website are also stored there. If you want more design flexibility, you can also connect a custom-designed website to OJS. For an overview of the mandatory website components, see the [Website](#) section in the glossary.

## 6.6 DOI

A persistent identifier must be assigned to each contribution, ideally a DOI (Digital Object Identifier). This ensures permanent access to the contributions. The DOI is assigned automatically via OJS.

## 6.7 Editor

The main contractual partner and editor is a professor at TUM. The minimum requirement for co-editorship is the status of a doctoral student. The editors must be listed on the website with their names and affiliations to the respective institutions.

The editors structure the collaboration with the Editorial Board by:

- Signing contracts with its members that include the terms of appointment (see [editorial board](#) above).
- Organizing the meetings of the Editorial Board
- Keeping track of the distribution of tasks

## 6.8 Editorial board

For the composition of an academically distinguished editorial board, we recommend at least five members from at least two different institutions.

Editorial board members must be listed on the website with names and affiliations to their respective institutions.

Terms of appointment should be clearly defined and include the following:

- Appointment criteria
- Duties

- Length of term, renewal policies
- Reasons for early termination of membership

## 6.9 File formats

Different file formats can be used for publishing digital journal articles. You should decide in advance which file formats you want to work with. OJS allows you to manage and publish HTML files as well as PDF. HTML documents are optimized for the Web and are interactive, but require much more effort. PDFs are easy to create, but they are also static. To work with HTML as a file format, you need to have some knowledge of HTML.

## 6.10 ISSN

You will receive an ISSN for your journal from TUM.University Press. This ISSN is used to identify continuous publications. This ISSN will also be deposited in OJS.

## 6.11 Journal Manager

Journal Managers are responsible for administrative tasks. A Journal Manager must also be the standard contact person for TUM.University Press.

## 6.12 Journal Policies/Richtlinien

Journal Policies include all legal requirements and basic guidelines that define the framework conditions for the journal. The following policies should be defined and published on the website (see [website](#) below):

- [Peer-Review](#)-Policy
- Open-Access-Policy
- [licensing](#)-and copyright policy
- Instructions for contributors
- Definition of [conflicts of interest](#)
- Procedures for identifying and dealing with allegations of research misconduct (e. g., plagiarism, falsification of data, etc.)

All guidelines must comply with the [Statute](#) of the Technical University of Munich on Safeguarding Good Academic Practice and Procedures in Cases of Academic Misconduct (TUM-SGwP).

## 6.13 Length

The approximate size of an issue should be determined in advance in order to solicit appropriate articles (e. g., an editorial, at least 4 technical papers, and 4 reviews).

## 6.14 Licensing

For scholarly publications, we strongly recommend the use of CC licenses. The license conditions should be mentioned on the website.

If you have any questions about licensing options and conditions, the TUM.University Press team will be happy to advise you.

## 6.15 Marketing

Marketing options are, for example:

- Participation in professional congresses or conferences of the respective professional societies
- Sending announcement e-mails via appropriate distribution lists
- Contacting interested parties
- Social media appearances
- Advertising via the respective universities

## 6.16 Peer review

Each journal is obliged to establish a peer review process for its contributions that complies with the [Statute](#) of the Technical University of Munich on Safeguarding Good Academic Practice and Procedures in Cases of Academic Misconduct (TUM-SGwP).

Typical forms of peer review are:

- Single blind review
- Double blind review
- Open peer review

Regardless of the review type, peer review can be supported by providing review forms or guidelines for peer review via OJS and/or the website.

## 6.17 Profilentwicklung

Developing a clear profile is the crucial starting point for a journal. Any journal that is to be established should ideally respond to a publication shortcoming. Important questions here may be: How can your journal be differentiated from competing journals? How will the new journal enhance information dissemination in your field? Is the focus a more theoretical or practical one?

## 6.18 Proofreading and editing

The editors of the journal are responsible for editing. If necessary, they can pass on the editing to journal managers, external parties, etc.

Proofreading can include corrections of content, language and form. The formal guidelines should be given to the contributors in advance by means of a style sheet, which the contributors can access via the website or OJS.

In order to keep formal revisions to a minimum, we strongly recommend that you work with the article templates provided by TUM.University Press.

## 6.19 Publication cycle



In the case of publication in issues (see [publication mode](#) above), the publication frequency must be specified. Examples are: monthly, bi-monthly, quarterly, semi-annually or annually.

## 6.20 Publication mode

Contributions can be published in issues or continuously as single articles. Issues have the advantage that the work processes and peaks are easier to structure, a continuous publication of single articles enables the fast communication of research results.

## 6.21 Submission

The management of submissions falls under the responsibility of the editors.

Submissions are pre-sorted (usually by journal managers). We recommend developing formal guidelines for this process (e. g. only articles in certain languages are accepted, a minimum length of 100 words must be adhered to, etc.).

## 6.22 Title

The journal's title should outline the profile and have a clear brand recognition value. According to its regional focuses, the title should be available in several languages, if necessary. When considering the options for a title, also consider the topic [Abbreviation](#).

## 6.23 Website

Each journal requires its own website, which is linked to via the TUM.University Press website.

Each article must be available on the website as a single full-text article (HTML or PDF) with its own [persistent identifier](#).

The website must contain the following elements:

- Research focus and journal profile
- Overview of editorial board members and editors
- Information on the peer review process and peer-review-policy
- Open-access-policy
- Licensing- and copyright-policy
- Notes on publication frequency (or mode if publication is not in issues)
- Instructions for contributors
- Definition of conflicts of interest
- Legal notice
- Accessibility statement
- Privacy statement
- funding (if any)

If you have any questions about these guidelines, please feel free to contact TUM.University Press.

## 6.24 Workflow

A workflow should be developed for the management of submissions and represented accordingly in OJS. TUM.University Press will be happy to support you in this.