What publishing a journal in Digital Scholarship@UNLV means:

Digital Scholarship@UNLV is more than a repository - it is also an open access journal publishing platform and conference paper management system.

Digital Scholarship@UNLV provides:
- an open access publishing system for journals published at and directly affiliated with UNLV
- Preservation of your journal's content

Please take a look at our guide to publishing a journal in Digital Scholarship@UNLV and consider whether your journal is a good match for the platform. Guide available at: https://guides.library.unlv.edu/scholarly-publishing/publishingservices.

Your email address (xxx.xx@unlv.edu) will be recorded when you submit this form. Not xxx? Sign out

* Required

Services the Library will deliver:
All journal requests are reviewed by Digital Scholarship@UNLV staff, and upon approval, we will:
- Coordinate journal site development and set up
- Provide training as needed
- Create ISSN (http://www.loc.gov/issn)
- Have journal cataloged when an ISSN is assigned after the first issue of publication
- Assist in creating a document on publication rights and attribution rights
- Migrate back issues into your journal site (including scanning and metadata creation)
- Provide long-term preservation of journal content.

Journal Proposal Form
For UNLV faculty and students and others that are interested in publishing a journal on the Digital Scholarship@UNLV platform.

1. First and Last Name *
   Provide the name of the contact person for the journal.

2. Email Address *
   Provide the email address for the contact person for the journal (if different from person filling out this form).

3. Department/School/College or Organization Name *
   Provide the department, school, or college of the contact person, or the name of sponsoring organization.
4. Telephone Number *
   Provide the phone number for the contact person for the journal.

Journal Information
Please fill in each question as completely as possible. If a question isn’t applicable, or you aren’t sure, please fill in N/A.

5. Journal Name
   Provide the title of the journal. If title is a working title, please specify this.

6. Aim/Scope of Journal
   Provide the aim or scope of the journal, if known.

7. Target Audience
   Provide the target audience for this journal (i.e. History scholars), if known.

8. Who is/Who will be the publisher?
   Digital Scholarship@UNLV will host the journal. An academic or administrative unit of UNLV needs to be designated the publisher (e.g. School of Integrated Health, Office of Undergraduate Research, etc.). Please provide the publisher information.

9. Is this a new or existing journal?
   If journal is new, skip the next question. 
   Mark only one oval.
   - New Journal
   - Existing Journal

10. If existing, please provide the ISSN
11. **Editorial Board and their responsibilities**
   Provide the names of the editorial board, titles if applicable and their responsibilities. If editorial board isn't decided yet, please note this.

12. **If this is a student publication, please provide the Faculty Advisor's name**
   Provide Faculty Advisor's name if journal is a student-sponsored publication. If not a student publication, skip question or type N/A.

13. **Anticipated Launch Date?**
   Provide the anticipated launch date of the first issue for the journal. If launch date isn't known, leave blank.

14. **Anticipated publication schedule and frequency?**
   Provide the anticipated publication schedule and frequency of publication (i.e. monthly), if known.

15. **File formats supported?**
   Provide a list of the file formats that will be supported for submissions. Examples include text documents (.txt or .doc/.docx), tables (.xls/.xlsx or .csv), XML, images (.png, .jpg, .jpeg), Audio (.mp3), or video (.mp4).

16. **What is the editorial/review process?**
   Provide the editorial/review process (e.g. editorial and peer review processes), if known.