

# UKnowledge Journal Proposal Form

Department or Organization:

Contact Information:

Name:

Email Address:

Telephone Number:

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Journal Title:

Aim/Scope of Journal:

Journal's Target Audience:

Is this a New or Existing Journal:

ISSN if Existing Journal:

Journal Editor(s):

Do you have an Editorial Board  
and what are their responsibilities:

Faculty Advisor  
(if student publication):

Anticipated Launch Date:

Publication Schedule  
and Frequency:

What File Formats will be supported (e.g. text, tables, images, graphics, audio, video, etc.):

Process for Submitting Articles:

Review Process:

UKnowledge ([uknowledge.uky.edu](http://uknowledge.uky.edu)) publishes content that adheres to the following policies:

- Open Access
- [UK Publication Rights and UKnowledge Attribution Rights](#)
- Journal publications must have a connection to UK (published/edited here)
- If Journal stops publishing, issues remain in UKnowledge
- Contributions should be scholarly in nature: works in progress or are ephemeral in nature are not recommended for inclusion

UKnowledge/Library Responsibilities:

- All requests will be reviewed by UKnowledge staff. Upon approval UKnowledge will:
  - o Coordinate journal site development and set up
  - o Provide training as needed
  - o ISSN (International Standard Serial Number) --UKnowledge will register the journal with the U.S. ISSN Center (<http://www.loc.gov/issn>) a service of the Library of Congress
  - o Notify cataloging when an ISSN is assigned and after first issued published so that the journal title can be added to our online catalog

OR save and email to [UKnowledge@lsv.uky.edu](mailto:UKnowledge@lsv.uky.edu)