The following checklist is intended as an assessment and planning tool for students interested in starting a new scholarly journal.

1. **Journal Scope**
   - Department name
   - Faculty sponsor
   - Journal type (student-led or faculty/student mix)
   - Is there an existing print or electronic journal in a similar subject?

2. **Goals**
   - Define the purpose of the publication (target audience, content focus)
   - Determine long term plans for the journal, including:
     - Publishing cycle (annual/quarterly/monthly?)
     - Journal retention and archiving

3. **Resources & Initial Set-up**
   - How will the journal be funded?
   - What would you like the journal to look like? Are there examples?
   - Anticipated content (articles, media, special issues)?
   - Print versus electronic format, or both?
     - In print: who is the printer?
     - In electronic format: what software, platform, and hosting options are needed?

4. **Editorial & Production Process**
   - Criteria for article selection?
   - Timeline for review, editing and copyediting?
   - Citation style
   - Graphics (format, copyright)
   - Staffing commitment
     - *Eg: Departmental staff/students*
     - *Skill set of staff/students*
     - *Library support*
   - First issue publication date
   - Call for submissions timelines

The following document has been adapted with permission from the New UTM Journal Checklist developed by Pam King, Coordinator, Digital Initiatives and Scholarly Communication, UTM Library
5. Copyright & Licensing
   - Copyright and licensing
   - Open access considerations (TSpace, JPS, etc.)
   - Define publishing agreement and author’s rights policy

6. Publisher Statements
   - Peer review statement
   - Author’s rights statement (right to repurpose content) or contractual agreement with authors
   - Copyright statement / Creative Commons license
   - Editorial statement (for student journals, the Department Chair may write a statement for first issue)

7. Marketing & Promotions
   - Website (journal site, promote on faculty/department site)
   - Social Media (Facebook, Twitter, Instagram)
   - Print (brochures/flyers, posters)
   - In-person promotion (student events, classes, faculty meetings, etc.)