

Journal Onboarding Checklist

Digital Library Program Services

University Libraries

Washington University in St. Louis

digital@wumail.wustl.edu

Emily Stenberg

Scholarly Publishing / Digital Scholarship Manager

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Journal Information

Journal:

Contact Person:

Date:

1. **Required.** Editors complete and submit the [Journal Proposal Form](#) in Qualtrics to DLPS for discussion.
 - a. This form is also used to submit updates to a journal proposal.
 - b. [Preview the questions in PDF in Box](#)
2. **Required.** Memorandum of Understanding (MOU). Submit signed PDF to emily.stenberg@wustl.edu
 - a. [Preview MOU template in Box](#).
3. **Required.** Platform training
 - a. Editor(s) register for access to the site at <https://journals.library.wustl.edu>
 - i. Click Register in the top right corner.
 - ii. Contact emily.stenberg@wustl.edu when you've registered
 - b. Review Janeway training information
 - i. [Recorded training videos](#)
 - ii. [Official documentation](#)
 - iii. Join Janeway Google Group: janeway-users-group+subscribe@googlegroups.com
 - c. DLPS provided documentation
 - i. [Manager Dashboard details](#)
 - ii. [CSS Template to customize journal colors](#)

4. Journal website set-up.
 - a. DLPS works with Janeway to set up journal's website.
 - b. DLPS provides editors with access to journal website.
5. Design and other services. The Libraries do not provide production services including design, copyediting, or typesetting.
 - a. A list of external production services can be provided. Journals are responsible for selecting and contracting with vendors.
 - b. [Janeway's Adobe InDesign Template for Typesetting](#) is available for reuse
 - c. Cover page for article downloads
 - i. The Janeway template (see 4b) can be adapted to create a cover page template for completed articles.
 - ii. [See a Production Ready PDF](#) (PDF download) from the Journal of Critical Thought and Praxis for an example of a journal's custom cover page.
6. DLPS provides additional set-up information and options
 - a. DOI information
 - b. ISSN requirements (DLPS will submit on behalf when journal is eligible)
 - c. DOAJ application guidelines: <https://doaj.org/apply/guide/>
7. Discuss promotion and marketing for journal launch
 - a. DLPS works with Libraries Communications & Events dept
8. **In the future.** DLPS provided training and/or workshops on recruiting content, accessibility, etc.