

Guide for Editors

The 5 Key Aspects of Starting an Academic Journal

1 The Foundation: Name and Rights

Choose a name for your journal and check its availability:

- If flipping an existing journal:
Verify the ownership and legal rights of the journal title

2 The Editorial Board: Size and Structure

Who will take on the role of Editor-in-Chief?

How would the editorial team be structured?

Will the Editor-in-Chief be:

- elected appointed

Will founding member initially serve as Editor-in-Chief?

- yes no

Will the editorial team be part of a society or institution?

If so, what kind of organisation is it and how was it established?

Does the scientific society have a membership fee?

- yes no

The Editorial Board members will contribute

- voluntarily with some remuneration

Additional editorial roles, e.g.,

- Acquisitions Editor
 Managing Editor
 Review Editor

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3 Funding Options

- Scholarly Society funds the journal
 Donations from external organizations
 Third-party funding (Govt. bodies)
 Funding by a university/institute/department
 Consortia (e.g., KOALA)
 Author-facing APC

4 Establishing an effective peer review process

- Internal reviewers (From editorial board)
 External reviewers

How is the reviewer pool defined?

5 Defining a clear workflow

Example of a functional workflow:

- A Submission accepted by the editorial team or editor
- B Sending the article to a reviewer, which peer review model will be used?
- Open Review: Manuscript will be openly available for commenting; identities of the author and reviewer is known
 - Double-blind: neither author nor reviewers are mentioned
 - Single-Blind: reviewers know the author's identity
- C Decision (accept/reject) based on reviewer's report
- Reviewer may suggest revisions
- D Authors receive feedback, revise, and resubmit
- E Article is forwarded to the publishing, and if necessary to further editing for:
- Language proofreading
 - requesting alternative figures
 - checking references
- F Proofs are sent to the author for final review and approval
- G The article is published!

We are happy to support you in developing a customized concept for your scientific journal.

Place for additional notes:

Additional questions to consider:

- **Which services can be outsourced?** (e.g., proofreading, formatting, etc.)
- **What would be the scope of the journal?**
- **How often will the papers be published?**

Interested in more information on starting a journal?

KIT Scientific Publishing supports you from planning to publication

KIT Scientific Publishing (KSP) offers a flexible pricing model tailored to your needs: from simple hosting solutions to full-service packages.

Benefits for you

- **Personal consultation**
for each of your questions.
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for setting up your journal.
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Depending on the service model, certain costs may be adjusted annually according to inflation (max. 10%).

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Get in touch with us!

We would be happy to advise you personally, answer your individual questions, and provide an assessment of the feasibility of your project.

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