



**THE COLLEGE OF LIBERAL ARTS AND SCIENCES
OFFICE FOR SCHOLARLY JOURNALS**

NEW JOURNAL QUESTIONNAIRE

Name of journal: _____

Sponsoring organization: _____

Prominence within the discipline or interdisciplinary field of interest; please explain:

ASU faculty editor, e-mail, & phone: _____

Department: _____

Frequency of publication: Annual Biannual Quarterly Other _____

Date of your first issue: _____

Typical number of printed pages per issue: _____

Length of special issues, if different: _____

Typical number of articles per issue: _____

Typical length of article MSS: _____

Circulation: _____

Does your publication include: Book reviews Line illustrations/tables/charts

Photography Other _____

Does your journal do any color reproduction: _____

Number of submissions received each month: _____

Number of peer reviewers per article: _____

Name & location of printer: _____

Printer's deadlines: _____

What degree of support, specifically, does the sponsoring organization provide? Please specify financial as well as other kinds of support.

What specific tasks is the editor expected to perform?

What style manual does your publication use? _____

What software do you use for word processing? _____

What software do you use for layout and production? _____

On the next page, please check off the CLAS Journals services you expect to need.

Other comments:

Name of Journal: _____

Department: _____

Contact Person: _____

Editorial

- Content editing
- Copyediting
- Proofreading
- Manuscript formatting in Word
- Indexing
- Coordinating and tracking peer reviews
- Consultation and assistance with editorial, design, and production matters
- Assistance in bringing journals to ASU
- Acquisition or coordination of copyright permissions

Production

- Manage copy flow and deadline schedules
- Advise on design and layout
- Prepare camera-ready copy in digital form
- Obtain bids for printing

Electronic Publication

- Prepare copy in FrontPage or other Web authoring software
- Maintain Web sites

Clerical and Office Management

- Sending and receiving proofs to and from authors
- Mailing list maintenance
- Shipping complimentary copies to authors
- Solicitation of review copies for book reviews
- Mailing reviews to publishers

Publicity and Marketing

- Press releases
- Submitting applications for editorial or design awards

Complementary Consultation

- Referrals to contract book editors and indexers
- Coordination with Scholarly Publishing Program internships and services