

# Application form

## Integration of a new journal

As preamble to the application form, we share with you the criteria that we will take into account when considering your application. The criteria deemed essential to us are identified by the symbol ★.

### Scientific criteria

- ★ The journal is of scientific nature (research, education, innovation), no matter the subject. Knowledge transfer journals and student journals are accepted.
- ★ Journal's articles are assessed by peers or a reading committee.
- The journal has editor(s)-in-chief and scientific bodies (e.g. editorial board, reading committee, scientific committee...).
- ★ The editorial board is assured by a researcher or teacher-researcher from a higher education institution or a research organization.
- ★ The journal publishes or commits to publish a minimum of 6 articles per year.
- The journal applies the 2/3 rule: 2/3 of the members of all the journal's editorial bodies must be external to the publishing entity.

### Open science criteria

- ★ The journal and its content are published in open access, without fees for the authors or the readers.
- The articles are distributed under free license ([Creative Commons](#) licenses CC BY, CC BY-ND... or equivalent license).
- The journal is supported by an association, an academic society or a public institution.
- The financing of the journal is transparent.

### Legal criteria (publishing legal requirements)

- ★ The journal has a publishing entity or a publisher "legal entity publishing the journal" (institution, association, publisher), legally responsible for the content published by the journal.
- The journal uses a non-exclusive rights to transfer contracts or plans to do so.

### Functional criteria

- ★ The journal provides the necessary editorial secretarial services, either through its own resources or through an external service provider.
- The journal provides operating indicators (e.g. article selection rate, publication timeline) to the Open U Journals platform.

All journal applying to Open U Journals commit to comply with open science criteria (criteria of the [Committee on Publication Ethics](#), French National Fund for Open Science [FNSO](#) principles and best practices of open science. The Open U Journals platform will support the journal in this objective.

Date of request:

Project initiator (*First name, Last name, contact details, affiliation*):

*Please only fill in the fields you can answer.*

## Journal's presentation

Title:

Subtitle:

Diffusion:    print    online

Periodicity considered:

monthly

bi-annual

quaterly

annual

continuously

Expected annual volume of articles:

Postal address of the journal:

## Scientific and editorial policy

Short presentation (600 characters maximum). *Indicate the journal's objectives, publication themes, geographical areas...*

Journal's field(s):

Keywords to describe the journal:

Language(s) of publication:

Language(s) of metadata (keywords, abstracts, title):

Are there any existing journal within the scope of your publication? How do you distinguish yourself from the journals? *Precise what makes you distinctive.*

Have you already written author's guidelines?      Yes      No

Peer-reviewed considered:

single-blind

double-blind

other. *Specify:*

Describe the evaluation process (600 characters maximum).

*Indicate the submission, selection and evaluation process.*

Have you already written a code of ethics? (*Scientific integrity, declaration of conflict of interest, anti-plagiarism policy...*)

## Editorial team

Editor(s)-in-chief (editorial director) (*First name, Last name, email address, phone number, affiliation, status*):

Managing editor / editorial assistant / editorial secretary (*First name, Last name, email address, phone number, affiliation, status*):

Editorial bodies (editorial, reviewing, scientific, management committees...). *Indicate the missions of each committee and their composition (names and affiliations of the members):*

## Legal information

Publisher. *It may or may not be the same as the title owner. It may be a university, a research organization, association, learned society, university press or a commercial publisher:*

Publication director. *The publication director is the legal representative of the journal. They assume civil and criminal liability of the published contents (French Press Freedom Act of July 29, 1881). Their role is legal, not editorial:*

Has the journal already registered its title as a trademark with INPI (French National Institute of Intellectual Property)?    Yes    No

Does the journal plan to sign a contract with its authors?    Yes    No

If so, what kind of contract?

Exclusive *(the author may not disposed of their article without the publisher's permission)*

Non-exclusive *(the author retains the right to distribute and exploit their article)*

Articles' distribution license:

CC-BY

CC-BY-SA

CC-BY-ND

Open License Étalab

Other. *Specify:*

## Economic model

Financing method	Source of funding <i>(indicate the names)</i>	Amounts
Subsidies and grants <i>(from the State, an institution, a local authority, a sponsor)</i>		
Other <i>(specify)</i>		

Total of annual expenses:

Total revenues:

Human resources:

Function	FTE	Status	Type of contract ( <i>temporary contract, permanent contract, tenured, service provider...</i> )

## Additional information

*At the journal discretion.*

## Contact Open U Journals

Email address: [doc-journals@u-bordeaux.fr](mailto:doc-journals@u-bordeaux.fr)

Contact: Isabel Izuel Martinez

## Application review

The Open U Journals' committee examines and evaluates the applications.

The journal will be contacted by the Open U Journals' committee to present its project and clarify some points. If the answer is positive, the journal will sign a convention with Open U Journals.

The average integration time of a journal is a minimum of eight months, depending on the complexity of the project, the journal's specific requirements (deadline for going online, wrapping up of issues before the transitions, etc.) and the time required for the journal's team to learn how to use the new editorial tools.