



## Proposal Guidelines for Journals

These guidelines have been developed by the editorial board of the WAC Clearinghouse. In addition to helping editorial board members assess the fit between the proposed journal and the mission of the Clearinghouse, they are designed to provide a framework within which to conceptualize, plan, and take the first steps toward rolling out a new journal. If you have any questions, please contact Mike Palmquist and Michael Pemberton at [Mike.Palmquist@colostate.edu](mailto:Mike.Palmquist@colostate.edu) and [michaelp@georgiasouthern.edu](mailto:michaelp@georgiasouthern.edu).

**Overall Process.** We're happy to talk with you at any point during the process of developing your proposal. In fact, we prefer to have one or more informal conversations prior to submission of a formal proposal. To start a conversation, please contact any member of the editorial board or reach out to Mike Palmquist or Michael Pemberton. Once the process begins, we're happy to provide feedback on drafts of your proposal. The full proposal will be reviewed by the editorial board.

**What to Include and Where to Send Your Materials:** Please send your proposal to us at [Mike.Palmquist@colostate.edu](mailto:Mike.Palmquist@colostate.edu) and [michaelp@georgiasouthern.edu](mailto:michaelp@georgiasouthern.edu). Include your proposal and curriculum vitae for the editor(s) of the journal.

### Preparing the Proposal

The proposal should reflect your considerations of the following.

#### *The Concept*

- **The Journal Name.**
- **A Brief Description of the Journal and Its Focus.** This might include the mission statement or simply serve as an overall description of its goals, area(s) of coverage, and anticipated mode of operation.
- **The Journal's Target Audience.** Ideally, this would involve more than simply "scholars in the field of writing studies" or "STEM instructors who assign writing." We'd like to understand who you think would be most interested in the work your journal will publish and how your journal will address their needs and interests.
- **The Disciplinary Need Filled by the Journal.** This might best be addressed by a review of existing journals, book series, and (potentially) other resources that don't quite fit into those two categories. For example, CompPile is neither a journal nor a book series, but it makes available bibliographies and review essays.
- **The Journal's Fit with the Clearinghouse.** The Clearinghouse began with a strong focus on writing across the curriculum. That focus has broadened over the past two decades, with some of its journals and book series addressing writing studies more generally. Along a spectrum ranging from pure WAC to general writing studies, where does the journal fit and how would it advance the Clearinghouse mission.

## ***Nuts and Bolts***

- **Editorial Team.** Please describe who will work on the journal, how the staff will be organized, and how you will ensure continuity over time. Please describe the experience and academic and/or professional credentials members of the editorial team would bring to the journal.
- **Editorial Board and Reviewers.** Please address whether you will have a working editorial board (all members of the editorial board will review) or an editorial board and reviewers (editorial board members provide guidance but do not review). If possible, identify individuals who have agreed to join the editorial board or whom you plan to approach.
- **Description of and Rationale for the Peer Review Process.** Given the wide variety of ways in which scholarly work can be peer reviewed (e.g., blind, double-blind, open), we'd like to understand how you'll approach this. We do not generally favor one approach over others, but we would like to understand your perspective on this issue.
- **Copyright/Access.** With some exceptions, the Clearinghouse publishes work under a Creative Commons Attribution-Noncommercial-No Derivative Works United States License. Essentially, copyright resides with the authors, the authors provide the Clearinghouse with the right to present their work in perpetuity on the Clearinghouse, and works cannot be revised and republished by others without the permission of the authors. Will your journal follow this approach, or will it take a different one?
- **Volume/Issue Structure.** Please indicate your plans regarding publication of the journal. For example, will it be published twice annually, annually, annually with rolling publication of articles, or in some other manner?
- **Production/Publication Timeline.** Please identify key milestones and associated dates for activities related to the journal (e.g., first call for submissions, first round of reviews, production activities, release of first issue, release of subsequent issues).
- **Call for Submissions / Submission Guidelines.** Please provide a draft (or final) call for submissions.
- **Overview of Contents of the First Two or Three Volumes or Issues.** Please indicate whether you will encourage any established scholars to submit work to the journal. Ideally, indicate who you will approach (or have already approached).
- **Sample Article(s).** Although not required, this could be a useful addition to the proposal (as an appendix) if the journal will use any novel formats.
- **Available Local Resources.** Will a home institution for a member of your editorial team provide any forms of support, such as student assistants or release time? Will a professional organization provide any support? If so, please describe the form(s) of support.
- **Requested Resources from the Clearinghouse.** Please address the following questions:
  - How do you want the Clearinghouse to support the journal?
  - What costs would you like to be borne by the Clearinghouse?
  - Do you have a preliminary operating budget? Many journals operate largely on volunteer time and do not have specific allocated expenses. If you do have a budget, however, please provide it.