

## Editorial Checklist

### Policy and Documentation Review

A journal's editorial board should meet regularly to discuss the journal's written policies, guidelines, and legal documentation. These documents should not be static, but should be updated to match any changes in standards (a new edition of a style and copyediting guide), updates in the journal's website and technology (updating links to bring authors to a new submissions platform), or to propose alterations to existing guidelines (moving from double-anonymous to open peer review). It is especially important for a new board to go over these materials and to familiarize themselves with the journal's policies and standards at the beginning of each academic year.

Have you reviewed the following documents or texts?

	No Change	Changes Proposed
"About"		
Mission, Aim, & Scope	<input type="checkbox"/>	<input type="checkbox"/>
Open Access Policy	<input type="checkbox"/>	<input type="checkbox"/>
Copyright Statement	<input type="checkbox"/>	<input type="checkbox"/>
Ethics and Diversity Statement	<input type="checkbox"/>	<input type="checkbox"/>
Submission Guidelines	<input type="checkbox"/>	<input type="checkbox"/>
Author Agreement	<input type="checkbox"/>	<input type="checkbox"/>
Peer Review Policy	<input type="checkbox"/>	<input type="checkbox"/>
Peer Review Guidelines	<input type="checkbox"/>	<input type="checkbox"/>
Peer Review Form	<input type="checkbox"/>	<input type="checkbox"/>

After reviewing these materials as a board, any changes that you have decided to make should be reflected in the statements and documents published on your website. **If you wish to make any changes to your Author Agreements, please contact the Digital Publishing Librarian ([michelle.wilson@columbia.edu](mailto:michelle.wilson@columbia.edu)) to discuss altering this legal agreement. You may not make changes to this agreement without approval from Columbia University Libraries.**