

# New Journal Partner Onboarding

Welcome to Columbia's Journal Publishing program. To populate your journal website and make important decisions about how your journal will be administered, your board will need to collaboratively draft the following statements, policies, and instructions. For guidance on completing these tasks and to see sample texts, please consult the Journals Editorial Workbook.

Please provide the following drafts by [DATE]:

## About the Journal

- Masthead (a full list of your Editorial Board and Staff)
- Mission Statement
- Aim and Scope
- Open Access Statement including your choice of Creative Commons License

## Policies

- Peer Review Policy
- Policy on Diversity and Inclusion
- Ethics Statement and/or Statement on Conflict of Interest
- Language Policy

## Submissions

- Submissions Checklist
- Submission Instructions

## Guidelines

- Author Guidelines
- Reviewer Guidelines

## Peer Review

- Instructions for Peer Reviewers
- Peer Review Form

## Journal Design

You have the opportunity to customize aspects of your journal's website to create a unique look and feel for your publication. Not all aspects of the journal website can be altered so that applied security and platform upgrades will be compatible with all of the titles on our platform. The aspects of your site that can be customized are enumerated on the [Journal Design Memo](#). To see examples of active journals in the Columbia Libraries' program, please visit [journals.library.columbia.edu](http://journals.library.columbia.edu).