# Sample Journal Policies

## Editorial Policy

A simple, blanket statement about the process for how articles are accepted and reviewed, including the makeup of the editorial board (e.g. all CU staff).

## Peer Review Policy

This section varies from journal to journal, depending on the type of review process followed. Before deciding on a policy, the editorial board should have discussions about the labor and workflows involved in each method. [This guide from Indiana University Bloomington](#) includes some additional information about Peer Review models,

Sample from *[SALT](#)*:

> All research articles in this journal have undergone rigorous peer review, based on initial editor screening and double-anonymous refereeing by at least two anonymous referees that often lead to multiple rounds of revisions.

Sample from *[Current Musicology](#)*:

> All research articles and book reviews in this journal have undergone rigorous peer review. Submissions are screened by the editor, who will then match the submission to anonymous referees (double-anonymous) whose scholarship is similar to the theme of the article. If accepted, submissions often lead to multiple rounds of revisions. All potential authors should read our submission guidelines before uploading their manuscript through our submission platform.

Sample from [CBLR](#):

> All authors' submissions undergo a preliminary screening by the Submissions Editor to determine whether an article meets high standards of quality and its content fits with the journal's scope and mission. Once an article is found to align with the journal's interests, the Editorial Board reads the article, reviews the author's credentials, and makes a collective decision on whether to extend a publication offer. If the author contracts with the journal, the editing process will be carried out by the Articles Editor and journal's staffers in coordination with the author. The EIC reviews the final version and approves it for publication.

Sample from [CJA](#):

> CJA uses a double-anonymous peer review process for research papers. Peer reviewers are graduate students recruited from a range of [Columbia University](#) and [Barnard College](#) departments, including [History](#), [Middle Eastern, South Asian, and African Studies (MESAAS)](#), [East Asian Languages and Cultures (EALAC)](#), and [Women's, Gender, and Sexuality Studies](#). The CJA Editorial Board mediates between peer reviewers and authors during the editorial process, whose identities are not revealed to one another.
>
> CJA does not use peer review for creative submissions, which, if accepted, are directly published in the journal, pending minor edits suggested by the CJA Editorial Board. For creative works that are translations of Asian languages, CJA will provisionally share these submissions with scholars proficient in the original languages to verify the authenticity of the translation.

## Language Policy

The languages in which a journal accepts submissions.

Sample from [CJA](#):

> CJA publishes works that are bilingual and multilingual, but must have an English component. We also accept original translations of works from Asian languages into English; authors should be aware that we consult reviewers proficient in the given language during the editorial process for such submissions. In research papers, all terms from other languages should be transliterated into English pursuant to the [ALA-LC Romanization guidelines](#). In creative works (including translations), authors may choose to include non-English terms in their original script(s), but any English transliterations should still follow the above guidelines.

For journals that have human subjects, this sample policy from [JCEPT](#) may be useful:

Language must be inclusive, respectful to all, and free of bias based on individual characteristics, conveying no stereotypes (e.g. use "chairperson" instead of "chairman"). Use people first language, to place person before characteristic label or adjective (e.g. "person with lower limb loss" instead of "leg amputee"). While submissions to JCEPT are accepted in English only, we encourage authors whose English is not their first language to also submit.

## Open Access Policy

**[Journal title]** is an open access journal which means that all content is freely available to read, download, copy, distribute, print, search for and search within, without asking prior permission from the publisher or the author.

Authors retain their copyright and agree to license their articles with a **[license type with link to full text]**. You can read more about Creative Commons licenses at [creativecommons.org](creativecommons.org).

**[Journal title]** is a no-fee journal. Authors are not charged for the publication of their articles.

## Copyright and Authors' Rights

Sample from *[JGH](JGH)*:

Authors who publish with us retain copyright of their work. Works published in the JGH are licensed under a Creative Commons attribution license. Authors are free to put their content into an institutional repository or personal archive, or share or repurpose their content for other purposes.

## Archiving Policy

**[Journal Title]** is archived in [Columbia University's Academic Commons](). Academic Commons is Columbia University's institutional repository, offering long-term public access to research shared by the Columbia community. A program of the Columbia University Libraries, Academic Commons provides secure, replicated storage for files in multiple formats. Academic Commons assigns a DOI and accurate metadata to each work to enhance discoverability.

## Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

# Ethics Policy

Sample from *openwork*:

> *openwork* expects its members to uphold the highest standards of personal and professional behavior. *openwork's* authors should adhere to the ethical professional standards as defined by:
>
> - Cambridge University Press's [Publishing Ethics Guidelines](#)
>
> It is essential that all who participate in producing the journal, who conduct themselves as authors, reviewers and editors, strictly adhere to the highest level of ethical professional standards. By submitting a manuscript to this journal, each author explicitly confirms that the manuscript meets the highest ethical standards.

Sample from *[CJA](#)*:

> CJA upholds a zero-tolerance policy for plagiarism and the use of unauthorized materials by prospective authors. Any concerns should be directly addressed to the Editors-in-Chief of CJA. In the interest of a fair deliberation process, CJA requires all members of its editorial board and prospective authors to report conflicts of interest.

Sample from *[Consilience](#)*:

> Prospective author(s) represent that their submission is an original manuscript and is an unpublished work that is not under consideration elsewhere. Plagiarism in whole or in part, including duplicate publication of the author's own work, will not be tolerated. Plagiarism includes, but is not limited to:
>
> - The reuse of exact wording or phrases from another published work
> - The improper use of quotation marks
> - A failure to attribute quoted texts and ideas to their original authors
> - Using tables, data visualizations, illustrations, and other elements without proper attribution
> - Reusing one's own previously published words or ideas without attribution
>
> Issues of plagiarism will be evaluated on a case-by-case basis by the editorial board. In the event that the editors are notified of suspected plagiarism in a [submitted manuscript](#) or [published article](#), the editors will follow guidelines suggested by the Committee on Publication Ethics.

# Statement on Conflict of Interest

Sample from *[CICE](#)*:

Authors must report any conflicts of interest, such as financial gain from, or obligation to, their research subjects or expected payment for flattering publication of research findings.

Sample from *[GSJP](#)*:

Any conflicts of interest must be declared by authors, reviewers, and editors. Conflicts of interest are circumstances in which financial or other personal considerations may compromise or appear to compromise the conducting of research, reporting of findings, or the review of research. All authors must declare. If an undisclosed conflict of interest is suspected, the journal editors should be notified at *[GSJP@tc.columbia.edu](mailto:GSJP@tc.columbia.edu)* for editorial inquiry. If misconduct or a breach of ethical considerations (outlined below) are discovered, *GSJP* has reserved the right to revoke acceptance into the journal.

## Policy on Diversity and Inclusion

Sample from *[CICE](#)*:

The editorial board is dedicated to ensuring diversity among its own members and the authors it publishes.

Sample from *[GSJP](#)*:

Diversity refers to the presence of differences among a collective of people such as race, ethnicity, nationality, gender expression, sexual orientation, age, socio-economic status, (dis)ability status, and religious or spiritual beliefs. *GSJP* is committed to publishing research from diverse voices and highlighting research that has inclusive and diverse sampling practices and subject matter.

Sample from *[JCEPT](#)*

JCEPT values initiatives that promote diversity, equity, and inclusion to improve the quality of health education, the healthcare workforce, patient care and the overall health of society. JCEPT supports equity initiatives that promote the creation of opportunities for historically underrepresented populations to have equitable access to professional growth opportunities and resource networks that are capable of closing the demographic disparities that still exist throughout the healthcare industry and in all spheres of institutional societal systems. In order to support the policy on diversity and inclusion JCEPT:
- Operates under a diverse Editorial Board representing various geographic locations, specialty areas, and health care settings
- Provides individuals the option to apply for a waiver for article processing fees
- Provides avenues for other related health professions to submit work that are applicable to physical therapy clinical education

- Encourages authors whose English is not their first language to submit