

# Policies and Procedures

Title: Starting a New Journal  
Code: PUB-001  
Date: September 30, 2011  
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## Submit a Proposal

A new journal proposal should provide information necessary to make a decision by following the process below. The Publications Committee will make a recommendation to the AAA Board of Directors who will make the final decision.

- The proposal must describe the academic need the journal meets (e.g., there is no other journal adequately filling an important academic need) and
- Present a plan for financial viability (i.e., proposed budget)

## Process

### Research

- Have discussions with Section Officers and membership to determine support and desire for a new Section journal
- Survey Section membership on how often and where they currently submit journal articles. Would they submit to the new journal?
- Survey Section membership regarding their preferences on the nature of journal content, including both topics and methods (e.g., commentaries/opinion pieces, empirical research, or both)
- Research whether submissions to the new journal will negatively impact submissions to other existing AAA journals?

### Decisions about the Journal

- Propose possible names for the journal
- Investigate possible editors; are there volunteers for the first team of editor/associate editors? Is there a sufficient supply of potential editors to sustain the journal in future years?
- Decide if the journal will be printed and mailed or online only
- Estimate approximate size (number of articles and number of issues) and frequency of the journal (yearly; semi-annual; etc.)

### Notifications and Support from AAA Staff

- Notify AAA Executive Director, Chief Innovations Officer, Publications Director, Chair of the Publications Committee, and Vice President of Research and Publications of plans/desire to start new journal
- Get preliminary estimated costs for journal production from AAA Headquarters after determining approximate size and frequency. An estimate cannot be given without approximated details
- Contact Publications Director for sample proposals, business plan, and proposed budgets from other recently established journals, to use as models

### Create Proposal and Budget

- Using information gathered during the process, prepare and submit the new journal proposal to the Publications Committee through the Chair of the Publications Committee

**Accompanying Documents:** Proposal for New AAA Journal Outline; Proposed Budget Outline