Shape

Description automatically generated with medium confidence

**New Journal Application Form**

Thank you for your interest in publishing with LSHTM Press. In order for us to assess the suitability of your journal please complete the form below.

Each proposal to publish with LSHTM Press will be considered by our Steering Committee. Each proposal shall be assessed in accordance with the Press’ Aims and strategic objectives: <https://lshtm.press.ubiquity.website/site/about/>.

For more information contact [LSHTMPress@lshtm.ac.uk.](mailto:LSHTMPress@lshtm.ac.uk)

**Journal Title:**

**Editor(s)-in-Chief:**

*This should be the main contact(s) for the journal and the person/people who will sign the publishing agreement.*

Name:  
Title:  
Affiliation/Location:  
Email:  
ORCID:

**Editorial Board:**

*If an Editorial Board is not yet in place, please provide details of how you will go about recruiting members, and those you intend to approach.*

*Where a provisional Editorial Board is in place, please list the members and their affiliation(s). Editorial boards will be expected to include experts from the countries/regions in which the research is primarily conducted,* *particularly where the research is undertaken in low and middle income countries (LMIC).*

**Administrative Structure:**

*Please describe the administrative structure of the journal. Include who will be responsible for practical tasks relating to the daily running of the journal and their affiliation. If you have any funders or collaborators, please provide details and describe how much input they will have into the running of the journal.*

**Background:**

*Please describe the subject area in general, including its current and future development as you see it. Please also let us know your reasons for wanting to publish your journal with LSHTM Press.*

**Aims & Scope:**

*For new journals: please provide an outline of the scope of your journal. Which topics will it cover? How do you propose the articles published in your journal will lead to further development of the research area in general and/or specifically?*

*For existing journals: please provide a description of the aims and scope of your journal and its current impact.*

**Competitors:**

*Please provide details of at least two other journals that could be considered competitors. What aspects of your journal will make it unique?*

**Readership:**

*Please describe the main readership for your journal/who you are intending to reach. Will it have a purely academic audience, or will there be wider interest? Where in the world is it likely to have an impact?*

**Peer Review Process:**

*Please describe how submissions to the journal will be elicited and reviewed and by whom. How will authors and reviewers be found? Provide details of guidelines – either our own and/or COPE.*

**Funding:**

*LSHTM Press is committed to providing a platform where journals can be published at minimal cost, and fees for hosting and maintaining the journal will be covered by the Press, however this does not include production costs (typesetting/copyediting/article production in XML) plus fees related to setting up the journal on the platform. Please describe how these costs will be managed/financed. Contact us if you require advice on how to finance your project.*

**Journal Frequency and Proposed Launch:**

*Please describe when you anticipate being able to release your first issue on the platform. Include here if there are already manuscripts underway, or authors able to commit to this timeline. Please explain any plans you have for soliciting content going forward.*

*What is the proposed frequency of your journal? (we suggest a continuous publishing flow as articles are accepted)*

*How many articles will be included in the first volume? Will these all be original research articles, or will you also be including items such as reviews/commentaries/editorials?*

*Do you have any other requests relating to layout and/or illustrations?*

*How do you intend to publicise the launch of the journal?*

**Licencing:**

*LSHTM Press is a fully open access publisher and all journals are required to use CC BY licencing to maximise dissemination and reuse. More information on CC licences is available here:* [*https://creativecommons.org/*](https://creativecommons.org/)

*Please confirm that you agree with this before submitting your proposal.*

**Equality, Diversity and Inclusion:**

*LSHTM Press is committed to ensuring fair representation with respect to gender, race/ethnicity, and country of origin. Editorial boards will be expected to include experts from the countries/regions in which the research is primarily conducted,* *particularly where the research is undertaken in low and middle income countries (LMIC). Please confirm that you agree with this before submitting your proposal, and let us know how compliance will be achieved.*

*Please explain what steps you will take once the journal has started accepting papers to ensure continued compliance with the EDI strategy, for example how you will approach peer-reviewer selection and your approach to authorship.*