



## DigitalCommons@URI: Periodical Requirements & Request Form

If you wish to publish a periodical through DigitalCommons@URI, please read through the following requirements and return the request form to: Julia Lovett, Digital Initiatives Librarian, University Libraries, [jalovett@uri.edu](mailto:jalovett@uri.edu). The Digital Initiatives Librarian, in consultation with the library's Committee on Digital Initiatives, will review all requests and respond within 14 business days.

### Requirements:

The following requirements are designed to ensure the quality of periodical publications such as magazines, journals, and newsletters on the DigitalCommons@URI platform.

- To qualify as a periodical, the publication must contain a mix of articles, editorials, reviews, columns, short stories, poems, or other short works written by more than one contributor, and be issued generally at regular stated intervals. Content is controlled by an editor or editorial board. Magazines, journals, and newsletters are all periodicals. (See [http://www.abc-clio.com/ODLIS/odlis\\_P.aspx?#periodical](http://www.abc-clio.com/ODLIS/odlis_P.aspx?#periodical))
- All requests to start a periodical must be accompanied by a completed Request Form.
- Periodicals should be considered ongoing in nature.
- Scholarly journals must have an editorial board.
- Scholarly Open Access journals must adhere to the OASPA Code of Conduct: <http://oaspa.org/membership/code-of-conduct/>
- Representatives from the Libraries and the periodical must sign a Memorandum of Understanding.

### Request Form:

Contact information: Name, Email, Telephone

Periodical Title:

Type of publication (scholarly journal, magazine, newsletter, etc.):

Aim/Scope of publication:

Frequency of publication:

Target Audience:

New or existing publication:

ISSN if existing:

Editor(s):

Do you have an Editorial Board and what are their responsibilities:

Faculty Advisor (if student publication):

What file formats will be supported:

Process for submitting articles:

Review process for submissions:

Summary of author rights and responsibilities:

Anticipated Launch Date: