Best Practices in Journal Publishing: Selected Considerations for Potential Contributors
Four Operating Units

- Journals
- Project MUSE
- Hopkins Fulfillment Services
- Books
The Johns Hopkins University Press

Books Division

- 150-160 new books annually
- Plus 40-50 new paperback editions
- Monographs, textbooks, reference books, trade
- Humanities, social sciences, medicine, and science
Journals

- 68 journals and 2 online references
- Publish journals and provide membership services for over 20 scholarly associations
- Distribute 13 additional titles, including all of Penn State’s titles
Project MUSE

- Began as collaboration among JHU Press, MSEL, and Mellon Foundation
- Online access to over 400 journals in social science and humanities
- Journals published by Hopkins and almost 100 other non-profit publishers
Characteristics of Scholarly Journals

- Regular publication frequency
- A formal mission statement or aims and scope
- Editorial leadership such as an executive editor and/or managing editor
Characteristics of Scholarly Journals

- An established and functioning editorial board
- Peer review
- Consistency in editing style and production values
Considerations for Contributors

- Work should be original. Contributors should not submit simultaneously to multiple publication venues or submit work that has been previously published.

- Possible conflicts of interest should be disclosed by the contributors to the editors at time of submission.
Considerations for Contributors

- Proper citation by authors is essential when using either their own, previously published work or that of others.

- Authors are responsible for securing rights for their use of copyrighted material.

- Authors are responsible for checking the accuracy of the final copy editing of their articles carefully and, if allowed, page proofs. This final proofing should be completed within the specified time frame as to not hold up publication.
Choices: Where to Publish?

- Do some homework

- Who has published in the Journal over the past three to five years?

- Review editorial board? Are you familiar with any of the names? Are any members doing work that interests you or relates to your prospective contribution?
Review submission guidelines and perhaps submissions infrastructure. (Web based submissions?)

How is peer review conducted for targeted publication?

Try to determine how the journal is distributed, especially electronically.
What is the rejection rate or for those optimist in the audience, acceptance rate? What is the average time from submission to decision to, if accepted, publication?

Where is the Journal indexed. If ISI, what is the impact factor?

What rights does the publisher’s copyright transfer agreement give to authors? Can author’s retain copyright?
How does the editorial office interact with potential authors? Do they acknowledge receipt of manuscript in a timely manner? If the piece is rejected, what level of explanatory detail is offered to the author? Are there mentorship opportunities available?

What business rules govern the journal? For instance, is the publisher a commercial press or non profit?

Word of mouth considerations. Do your friends or colleagues have any information about the publication or its practices they can offer?