

Proposal Guidelines for a new journal launch at Sage



Welcome to Sage

Thank you for your interest in partnering with Sage to launch a journal. We have a long history of successfully launching new journals and are interested in opportunities to strategically expand our publications program. As a first step, we ask for a proposal for the new journal from you.

We review each proposal very carefully. The process from submission to launch is as follows:

- **Proposal submitted:** a Sage Editor will make an initial assessment. If they believe the proposal to be viable, they will work with the proposer(s) to develop the idea further.
- **External review:** if the concept is approved, the proposal may be sent out for external review with a minimum of 8-10 reviews returned. Further changes may be required and additional reviews of the revised proposal may be requested.
- **Internal review:** final assessment of the revised proposal and/or external reviews, and decision as to whether to proceed.
- **Agreement drafted:** if the proposal receives final approval, a draft agreement is sent to the Editor(s) and/or society.
- **Transmittal:** on signature of the agreement, the journal is transmitted, i.e., all relevant departments are notified, and work begins on the ScholarOne site build, the Editorial Board, the cover design, the aims and scope, manuscript submission guidelines, commissioning of content, and launching on the Sage Journals platform.
- **Timeframes:** from proposal submission to launch of the first issue can take 12-24 months. This is to enable rigorous assessment and development of the idea, alongside a lead-in time to promote the journal once contracted and to commission content for the first issue/ volume.

Key Points

We are looking for a proposal which covers the following:

- Working Title and Proposers
- Journal's Rationale & Related Journals (why is the journal needed?)
- Aims and Scope
- Journal Content and Commissioning Plan
- Peer Review Process and Policies (e.g., single or double anonymized)
- Envisaged Editorial Structure
- Journal's Frequency
- Publication Model (hybrid or Open Access)
- Society or Organizational Affiliation
- Timeline

1. Working Title and Proposers

- 1.1 Working title (subject to discussion): please check if the title exists already here <https://portal.issn.org/> and outline the rationale for choosing the journal title.
- 1.2 Names and addresses of the proposer(s), including email address and telephone number (optional). Introduction to the affiliated society (university, college, research institute, sponsoring organization), if any.
- 1.3 Note, proposers are not necessarily the proposed Editors of the launch journal. You may prefer to nominate preferred Editors and/or Associate Editors.

2. Journal's Rationale & Related Journals

- 2.1 What is the background to the proposal in terms of the current and future development of the field? Why is the journal needed?
- 2.2 Compare your journal with other publications. How will the journal relate to relevant existing journals across the world? Please provide a list of existing journals that may compete for content or readership.

No.	Journal name (in full)	Publisher	Journal website	Your comments on its features, audience, etc.

- 2.3 What will your journal offer, if anything, that these do not?
- 2.4 We are predominantly an English-language publisher, but please let us know if other languages should be considered.

3. Aims & Scope

- 3.1 What are the aims and scope of the journal?
- 3.2 Who is the audience for this journal, e.g., academic, practitioner-focused, other stakeholders?
- 3.3 What disciplines or sub-disciplines will be covered?
 - 3.3.1 *Note, for an interdisciplinary or transdisciplinary journal, please identify the "core" target fields within which the main audiences for the journal will be found.*
- 3.4 How global will the journal be, and how will this be reflected in the editorial objectives? We are keen to encourage broad, diverse, and inclusive international representation
 - 3.4.1 *Regional journals may still be considered, provided there is sound justification for a region-specific focus.*

4. Journal Content & Commissioning Plan

Active commissioning of content in the early years is critical for the long-term success of any launch journal. Please answer the following questions as fully as possible.

- 4.1 Which article types do you plan to publish? Examples include empirical research, review articles and meta-analyses, case reports, special thematic issues, editorials, commentaries, book reviews, etc.
- 4.2 How will you ensure you receive contributions from around the globe, including scholars in the global south?
- 4.3 Please provide a literature review of recent material published in the field across other journals, special issues, books, and conference papers. This is very important for us to assess the long-term viability of this proposed launch.
- 4.4 What's your content commissioning plan for the first 2 years?
 - 4.4.1 *How will you encourage submissions from relevant communities and networks?*
 - 4.4.2 *Which scholarly/professional societies have members likely to submit to this journal? Where possible, please provide indicative number of members for these organizations.*
 - 4.4.3 *Please provide contents of the first volume of the journal and a wish list of authors you would like to see appear in the first volume.*

5. Peer Review Process & Policies

High quality peer review is at the heart of any academic journal. Please see our guidelines on the Editor Gateway for [peer review best practice](#) before providing your preference.

- 5.1 What peer review process do you recommend?
 - 5.1.1 *Single anonymized*
 - 5.1.2 *Double anonymized*
 - 5.1.3 *Triple anonymized*
 - 5.1.4 *All identities visible*
 - 5.1.5 *Transferrable peer review*
 - 5.1.6 *Does the reviewer interact with the Editor/Other reviewers/Authors*
 - 5.1.7 *Should review information be published?*

6. Envisaged Editorial Structure

With editor and editorial board appointments we encourage you to review Sage's guide to [taking action on diversity](#). Editorial boards should be made up of scholars with relevant expertise who represent a broad spectrum of identities, experiences, and perspectives. Diverse editorial boards are essential for improving equity in knowledge production and enhancing innovation and creativity. We are keen to see diverse representation in terms of geography, gender identity, race and ethnicity, disability and neurodiversity, and career stage.

- 6.1 Who will be the journal's Editor(s)-in-Chief?
- 6.2 Please provide a short CV outlining the proposed Editor's editorial experience and related publications. [Do not send full CVs]
- 6.3 Describe your ideal editorial structure and briefly outline the responsibilities of each role you have in mind (Editor(s)-in-Chief, Associate Editors, Managing Editors, Regional Editors, etc.)
- 6.4 What recruitment strategies will you use to build your editorial board?
- 6.5 How do you propose handling the administration of the journal, i.e., supporting the Editor(s)-in-Chief with peer review?

7. Journal's Frequency

- 7.1 What's the intended frequency of publication, for example: monthly, bimonthly, quarterly. Note, we rarely consider journals with fewer than 3 issues per annum.
- 7.2 Anticipated annual volume of articles. Note, we look for a minimum of 5-8 per quarter.

8. Publication Model

- 8.1 What's your preferred publication model?
 - 8.1.1 *Hybrid journal (subscription-based journals that typically include Open Access options via [Sage Choice](#) or [Open Access agreements](#))*
 - 8.1.2 *[Gold Open Access](#) whereby authors pay an Article Processing Charge (APC)*
 - 8.1.3 *Diamond Open Access where the journal is funded by a research institute or sponsoring organization and there are no APCs or subscription fees.*
 - 8.1.3.1 *If proposing a Diamond OA journal, please list the proposed sponsoring organization.*
- 8.2 Please detail any planned or expected financial support from your institution or the publisher necessary to support your work on this journal.

9. Society or Organizational Affiliation

- 9.1 Will the journal be a member benefit?
- 9.2 Will the society financially support the journal?

10. Timeline

- 10.1 What's your ideal launch schedule for this journal?

Thank you for following these guidelines!

Please send your completed proposal to the following:

- **North, South and Central America**
[Eric Moran](#), Vice President, Research
- **UK, Europe, Asia, Middle East and Africa**
[Miranda Nunhofer](#), Vice President, Research

More information on our policies and best practice can be found at Sage's [Journal Editor Gateway](#).