Journal Support Policy
College of Arts and Letters Guidelines

1. All requests for support of journals and journal editors need to be routed through department chairs. The chair must attach a letter that specifies the support to be provided by the department.

2. In general, support for journal editors in CAL will only be provided when the request comes with the support of a national or international organization in the form of subsidies for the operation of the journal.

3. In special cases journals not meeting the above criteria may be considered for limited support according to the following measurements:

   a. Is the journal peer reviewed?
   b. Is it listed in Project MUSE?
   c. What is the editor's standing in the field? Is the selection process competitive? If so, what is the process?
   d. Does the journal offer internships for undergraduate and/or graduate students? What is its relation to academic programs?
   e. What additional evidence is there of the significance of the journal to its field and its standing as a scholarly or creative journal?
   f. What are its subscription and circulation rates?
   g. How frequently is the journal published (quarterly, semi-annual, annual) and the number of pages published in a year?
   h. The number of submissions annually, acceptance rate, and role of editor in the review process.

4. Assessment

   a. All start-up packages for journals should be reviewed every three years.
   b. Reports on the status and activities of the journal should be submitted to the dean and relevant chairs once each year.