

Action Plan for the UOC's scientific journals

The following outlines the basic components that should be taken into account when defining the strategic plan for a scientific journal, both when starting up a new publication and when conducting periodical monitoring.

Record identifying the journal

The following specifies the essential information that should be gathered at the start of a publishing project.

Title of the scientific journal	
Motto (or subtitle) [opt.]	
Director of the journal	
Executive team	
UOC Department/Faculty	
Academic director*	
Name of the co-publishing institution [opt.]	
Economic contribution of the co-publishing institution [opt.]	
Similar journals: identify publications with points of contact to be fostered.	
Target audience	
Frequency	
Publication formats	

* Director of the UOC faculty, research centre or Doctoral School.

Journal objectives

Strategic objectives and proposed actions need to be established to be able to achieve them within a three-year period.

Organization of the editorial team

Information should be provided about the roles and make-up of the editorial bodies needed to drive forwards a scientific journal.

Mention should be made here of the experts, academics, researchers and professors from inside and outside the UOC who have agreed to be a member of the editorial teams. The information that should be provided is: first name and surname(s), and academic affiliation.

Organization of content

Taking into account the institutional framework of action on this point, this document should define the specific sections that the journal will have (if appropriate), with: name, abbreviations, objectives and restrictions (if appropriate).

It is very important that all content also be well-defined: elements (eg for the articles: title, abstract (with an indication of the number of words), keywords (with an indication of the number of keywords), images, image captions, body of the article and approximate number of words it should have, etc), format of tables, etc. It should also state the details of the author or content manager (first name and surname(s), photograph, academic affiliation, contact details, etc).

The table of contents of the first two issues should be presented, and it should state which articles have been obtained and which articles are still to be received.

Scientific review

It is important to consider the validation circuit for content, whether commissioned or coming spontaneously from outside the journal, if these are accepted.

A list of reviewers used should be given, and this should indicate which reviewers have accepted the proposal and which have not, together with their academic affiliation and a link to their CV.

Undertakings and objectives with regard to quality, communication, indexing

It is important to establish the undertaking of fulfilment of 90% of the criteria identified in the quality plan. Similarly, the strategy for the communication and dissemination of the articles and the journal needs to be set out, as does identifying the route to take in terms of visibility and indexing.

Editorial production

The aim is to consider the agents and phases through which all the content will go, from editorial to article.

Budget

The budget is prepared jointly with the management units that are at the service of these areas and must itemize the initial contribution of the UOC, the contributions of the co-publishing institutions and the share-out of the expenses of the services, and also the academic resources devoted to it and the corresponding percentage of time devoted that has to be undertaken.