## Annex D: New Journal Proposal Form

### JOURNAL INFORMATION

#### Proposed Title of the Journal:

*(Working title or official proposed name)*

#### Proposing Unit or Institution:

*(Department, college, center, or collaborative group)*

#### Journal Type:

* + Scholarly / Peer-reviewed
	+ Creative / Literary
	+ Professional / Trade
	+ Interdisciplinary
	+ Other:

#### Target Launch Date (First Issue):

*(Month and Year)*

#### Proposed Publishing Frequency:

* + Annual
	+ Biannual
	+ Quarterly
	+ Other:

### EDITORIAL VISION AND FOCUS

#### Aim of the Journal:

*(Brief statement of the journal’s purpose or mission)*

#### Scope of the Journal:

*(Specify topics, fields, or disciplines the journal will cover. Indicate any regional, national, or global focus.)*

#### Target Contributors:

* + Faculty Researchers
	+ Graduate Students
	+ Undergraduate Students
	+ Creative Writers / Artists
	+ Industry Practitioners
	+ Other:

#### Target Audience / Readership:

*(Who will benefit from or be interested in this journal?)*

#### Types of Articles to Be Accepted:

* + Research Papers
	+ Reviews / Essays
	+ Theoretical Articles
	+ Case Studies
	+ Creative Works (e.g., poetry, short fiction, visual art)
	+ Commentaries / Reports
	+ Other:

### ORGANIZATIONAL AND EDITORIAL STRUCTURE

#### Proposed Editor-in-Chief:

Name:

Affiliation:

Email:

#### Proposed Editorial Board Composition:

*(List of Roles; may be provisional)*

#### Peer Review Policy:

* + Single-blind
	+ Double-blind
	+ Open review
	+ Other:
1. **TECHNICAL AND LOGISTICAL DETAILS**

#### Proposed Mode of Publication:

* + Print
	+ Online (Website or Platform-based)
	+ Both

#### Access Model:

* + Fully Open Access
	+ Subscription-based
	+ Hybrid

#### Preferred Languages of Publication:

* + English
	+ Filipino
	+ Cebuano
	+ Other:

#### Manuscript Management System (if any):

* + Manual (Email-based)
	+ Online Platform (please specify):

#### Proposed Launch Timeline / Milestones:

*(Outline key target dates: editorial setup, call for papers, review, layout, publication)*

### RATIONALE AND SUSTAINABILITY

#### Rationale for Creating This Journal:

*(Why is there a need for this journal? What gap does it fill academically or creatively?)*

#### Plans for Sustainability and Quality Assurance:

*(How will you sustain submissions, maintain editorial quality, and promote the journal?)*

### REQUIRED ATTACHMENTS

Please attach the following to support your proposal:

* + Draft Author Guidelines

I hereby affirm that the information provided in this proposal is accurate and reflects the intent to establish a journal aligned with the academic and ethical standards of the University of San Carlos.

(Name of Proponent & Signature) (Date)

Affiliation/designation:\_\_\_\_\_\_\_\_\_\_\_