

## Sample Journal Policies

### Open Access Policy

[Journal title] is an open access journal which means that all content is freely available without charge to the user or his/her institution. Users are allowed to read, download, copy, distribute, print, search, or link to the full texts of the articles in this journal without asking prior permission from the publisher or the author. Authors retain their copyright and agree to license their articles with a **[license type with link to full text]**. You can read more about Creative Commons licenses at [creativecommons.org](http://creativecommons.org).

[Journal title] is a no-fee journal. Authors are not charged for the publication of their articles.

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### Archiving Policy

[Journal title] is distributed through [Columbia University's Academic Commons](#). Academic Commons is Columbia University's institutional repository, offering long-term public access to research shared by the Columbia community. A program of the Columbia University Libraries, Academic Commons provides secure, replicated storage for files in multiple formats. Academic Commons assigns a DOI and accurate metadata to each work to enhance discoverability.

Files uploaded to Academic Commons are written to an Isilon storage cluster at Columbia University and replicated to an identical system at a secure, offsite facility. The local cluster stores the data in a "best protection possible" policy which provides, at a minimum, guaranteed protection against the loss of any two disks or any one node. When sufficient capacity is available, this is increased automatically. Multiple snapshots are replicated to our disaster recovery site every two hours. The secondary cluster employs the same protections as the primary cluster and both conduct integrity scans to validate that data has not been altered at any point during rebalancing, snapshot, or replication processes.

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### Peer Review Policy

This section varies from journal to journal, depending on the type of review process followed - **make sure to contact the journal's EIC and ask to provide/review the statement** before adding it to the website. Possible templates:

From *SALT*:

All research articles in this journal have undergone rigorous peer review, based on initial editor screening and double-blind refereeing by at least two anonymous referees that often lead to multiple rounds of revisions.

From *Current Musicology*:

All research articles and book reviews in this journal have undergone rigorous peer review. Submissions are screened by the editor, who will then match the submission to anonymous referees (double blind) whose scholarship is similar to the theme of the article. If accepted, submissions often lead to multiple rounds of revisions. All potential authors should read our submission guidelines before uploading their manuscript through our submission platform.

Standard paragraph for *law journals* practicing editorial review:

All authors' submissions undergo a preliminary screening by the Submissions Editor to determine whether an article meets high standards of quality and its content fits with the journal's scope and mission. Once an article is found to align with the journal's interests, the Editorial Board reads the article, reviews the author's credentials, and makes a collective decision on whether to extend a publication offer. If the author contracts with the journal, the editing process will be carried out by the Articles Editor and journal's staffers in coordination with the author. The EIC reviews the final version and approves it for publication.