APUS ePress/PSO
Journal Proposal Guidelines

The ePress welcomes letters of inquiry regarding professional peer-reviewed and student-authored scholarly journals. Our primary intent is to support the university’s curriculum, but the ePress also looks to enhance scholarship with its publishing partner, the Policy Studies Organization/Westphalia Press.

Editors may contact ePress editor Molly Fischer at apusepress@apus.edu to discuss ideas. The publication process begins with the submission of a journal proposal to the Proposal Review Committee. This proposal should contain the following information:

1. Name, affiliation, and contact information of the editor(s). If available, the same for the editorial board.
2. Proposed title—consider terminology as well as the uniqueness of the title and the abbreviation.
3. Project type: professional or student journal.
4. Description of the proposed journal’s content area, scope, and aims.
5. Editorial structure and peer review policy.
6. Content types (articles, reviews, case studies, etc.) and style guide (APA, MLA, Chicago, etc.)
7. Online enhancements: explain intended interactivity, multimedia content, and web connectivity.
8. Explanation of audience and needs: What is your intended audience: the APUS class or program, the scholarly/professional discipline? What unmet needs does this journal fulfill?
9. Confirmation from Program Director and Dean that the project has their approval.
10. Possible affiliations or sponsorships with other organizations or journals.
11. Copyright policy and access model (we recommend open access and Creative Commons BY-NC-SA licensing).
12. Editor(s) CV(s).

The proposal should be no more than 2 single-spaced pages, excluding CVs. Submit via email to apusepress@apus.edu, with a subject line that includes the phrase “journal proposal.”

The proposal will be considered by the Proposal Review Committee, the Associate Dean of Online Libraries, and the Provost. If approved, a publication agreement will be issued.