

San José State University
1 Washington Square
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August 1, 2021

Dr. Hoffstader
Research Professor and Editor
540 Woodruff Hall
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A Memorandum of Understanding (MOU)

The journal proposed by Dr. Hoffstader and his undergraduate team is to be published through our library press under the agreed upon conditions. This agreement becomes effective on August 1, 2021, which is exactly one year prior to publication of the first volume of the journal. In the year prior to publication, the first volume will be prepared according to the arrangements below.

Journal publication details:

This journal will be published online only via our wordpress site. Each volume will contain five articles with text and colored images. Chicago is the determined citation style. No theme will be used for the journal volumes. Its intended audience includes the 6,000 students attending this university. Each article will be subject to post-publication peer review.

Roles:

Dr. Hoffstader will be the editor over each article in the journal, and will be supported by an extensive editing board. Dr. Hoffstader will oversee the creation of the journal, aided by his board.

The library press will provide the site on which these articles and volumes will be released for university reading and downloading. The library press will also freely provide data and user reports on journal usage.

The library press can provide post-publication peer review at the additional cost provided below. Regarding post-publication peer review comments: The library press will delete unwanted comments upon request by the editing board. Dr. Hoffstader, the editing board, and others involved in creating the journal hold the responsibility of determining which comments are unwanted.

Budget:

The university will provide \$1,000 per year in order to create the journal, and will relieve the senior editor of one course requirement. Part of this budget will cover the \$700 yearly journal fee, providing that the journal continues to use post-publication peer review in the form of comments made to each article on the Wordpress site. Should the journal discontinue peer review, then at the start of the next fiscal year the journal fee will change to \$300. As stated above, data on journal usage, as well as reports analyzing said data can be provided at no additional cost.

Timeline:

The anticipated publication date for the first volume is August 1, 2022. At four months, a list of five working titles, one for each article, must be submitted to the library press with the understanding that the final titles may change. At ten months, the volume and its contents must be submitted to the library press. At this point, any necessary changes will be listed for the journal editor and editing board to make prior to mid-July. The two weeks between mid-July and August 1st will ensure enough time for the library press to digitally publish the volume.

Library press executive _____

Journal editor _____