

AIS Administrative Bulletin



Number: 2010.1103.1

Subject Area: Journals

Topic: Approval for affiliated journal status

Last Update: June 1, 2015

Overview

AIS seeks to build the field of information systems through the publishing of its own journals and through affiliation with publishers of like journals. This bulletin describes the current services offered by AIS to assist journal publishers with the dissemination of their publication(s). Additionally, this bulletin outlines the process to follow and provides the form to complete to apply for affiliated journal status with AIS.

If you have any questions about this process, please contact the [AIS Executive Director](#).

Affiliated Journals are defined by the AIS Bylaws as follows:

Section 11.7. *Affiliated Journals.* An AIS Affiliated Journal is a journal not owned by AIS but is one with which AIS wishes to be associated. AIS may charge a fee for such affiliation. An Affiliated Journal is additionally branded as an AIS Affiliated journal with the AIS Affiliation logo. Each affiliated journal must be approved by Council and affiliation will be for a specific period, which may be renewable multiple times by Council. Organizations wishing to be recognized by AIS as an affiliated journal may request an application from the AIS Office and submit said application for consideration. The VP Publications will review requests and decide on their disposition. Council approval is required for requests for affiliated journal status. On recommendation of the Vice President-Publications, the Council may terminate an affiliation at any time. (rev. 6/5/2010)

Benefits: An entity that is approved to have affiliated journal status receives the following benefits from AIS:

- use of the AIS affiliated journal logo
- use of the phrase “An Affiliated Publication of the Association for Information Systems”
- use of the AIS eLibrary to store and promote the group’s publication(s). (Fee involved)
- promotion of the publication(s) in all AIS materials where publications are promoted.
- use of the AIS manuscript review system (currently licensed through ScholarOne; fee involved)

Term: The initial term of affiliation is typically three years from the date affiliation is granted.

Affiliated Journal Application: To begin the process of applying for affiliation, the entity must complete the Affiliated Journal Application (AJA) attached which is included as Exhibit A of this bulletin.

Reporting to AIS: By December 1st of each year, the Editor-in-Chief of the journal will prepare an annual status report to the VP Publications to report on the strategic direction of the journal. The report will include readership statistics and future editorial plans. This will be reviewed by the VP of Publications.

Production and Editorial Costs: All costs of producing and distributing the journal are the responsibility of the entity unless otherwise agreed to by AIS.

Use of AIS eLibrary as repository: AIS offers the entity access to the AIS eLibrary for purposes of uploading and storing the journal. AIS will provide complete information on how to access the eLibrary upon request. The entity is responsible for uploading in a timely manner new content as it becomes available.

Revenue Sharing: At its sole discretion AIS may institute a pay-per-view system in conjunction with managing and marketing its eLibrary. If said system generates revenue based on the sale of articles from the journal, AIS will share those revenues on a 50-50 basis. When the entity's share of those revenues exceeds \$100, AIS will submit payment to the entity in a timely manner but not longer than one month from when the accrued revenues exceed the stated amount.

Use of AIS affiliated journal logo: The entity is required to use the AIS affiliated journal logo on the journal's website, marketing materials, and other media whether printed or electronic. Further, the tagline "An Affiliated Publication of the Association for Information Systems" is required to be used in conjunction with the AIS affiliate journal logo.

Ownership: The journal will remain the property of its publisher who is responsible for securing copyright protection for the journal.

Agreement: See Exhibit B for a sample of the Affiliated Journal Agreement.



Association for Information Systems Application for Affiliated Journal Status

The Association for Information Systems offers affiliated journal status to publications with common interest in the field of information systems. Following approval of this application by the Vice President – Publications, a formal proposal will be submitted for the AIS Council to officially approve the request.

Please complete this form in its entirety. If you have questions about this application please contact Matt Nelson, Associate Executive Director at matt@aisnet.org.

1. Contact Information:

A. Journal name (including any common abbreviations):

B. Editor in Chief: Include complete contact information

2. Bibliographical Information: ISSN #

3. Publisher Information:

A. Name/Contact Information

B. Has the publisher given permission for this publication to apply for AIS Affiliated Journal status?

4. Journal Description – Please describe the purpose of the publication, its history, intended audience, number of issues published annually, average page length, and other factors that distinguish the publication. Include URL.

5. Editorial board – Provide the name and name of institution of all editorial board members.

6. Copyright – Who owns the copyright for this publication?

7. Other information deemed appropriate to make the decision.

8. AIS Services – To become an AIS Affiliated Journal, it is required that you use the AIS eLibrary as your (non-exclusive) repository. There is an annual fee for this service. Additionally, AIS offers access to its manuscript reviewing system licensed through ScholarOne. Please indicate below if you will require use of the review system. If so, additional information about costs and benefits will be provided.

S – A – M – P – L – E



Association for Information Systems Agreement for Affiliated Journal Status

By: Association for Information Systems (AIS)
Click here to
With: enter Publisher. (herein referred to as ‘the publisher’)
Click here to
Re: enter Journal. (herein referred to as ‘the journal’)
Click here to
Date: enter Date.

1. **Term:** This agreement is entered into when duly signed by authorized signers from AIS and the publisher. This agreement is valid for three (3) years from the date of this agreement and will automatically renew for successive three (3) year periods indefinitely until such time either party gives 30 days notice of its intent to discontinue the agreement.
2. **Marketing Benefits:** AIS and the publisher enter into this agreement for the benefit of marketing the journal and the field of information systems. AIS may use the name and logo of the journal for purposes of promoting and marketing the journal.
3. **Use of AIS logo:** The publisher is required to use the AIS affiliated journal logo on the journal’s website, marketing materials, and other media whether printed or electronic. Other use of the AIS Affiliated Journal logo requires permission from AIS.
4. **Journal responsibilities:** The publisher is responsible for providing the materials in appropriate format to be included in the AIS e-library; the publisher must cover major areas of interest to our members; the publisher has no conflict with any of the existing AIS journals in the target area or field; and the publisher has demonstrated quality and has the potential to enhance the eLibrary for AIS members. This may be assessed by the Vice President of Publications and the Editor(s)-in-Chief of AIS journals with similar target audiences to avoid cannibalization.
5. **Ownership:** The journal is the property of the publisher.
6. **Accuracy:** This agreement is based on the information provided in the official application for AIS Affiliated Journal status and is deemed to be accurate based on that application. Should the scope or purpose of this publication substantially change (in the sole opinion of

AIS) then this agreement will be considered null and void and approval to use the AIS name and logo will be withdrawn.

7. **Use of AIS eLibrary as repository:** AIS offers the publisher access to the AIS eLibrary for purposes of uploading and storing the journal. AIS will provide complete information on how to access the eLibrary. The publisher is responsible for uploading in a timely manner new content as it becomes available. The annual fee for use of this repository is \$2,500 and is due within 30 days of invoice from AIS.
8. **Revenue Sharing:** In its sole discretion AIS may institute a pay-per-view system in conjunction with the managing and marketing of its eLibrary. If said system generates revenue based on the sale of articles from the journal, AIS will share those revenues on a 50-50 basis. When the publisher's share of those revenues exceeds \$100, AIS will submit payment to the publisher in a timely manner but not longer than one month from when the accrued revenues exceed the stated amount.
9. **Entire Agreement:** This agreement, and any duly authorized exhibits attached hereto, constitutes the entire agreement between the parties related to the subject matter hereof. It may not be amended or modified except by a written document signed by authorized representatives of the parties.
10. **Jurisdiction:** This agreement is deemed to be made under and shall be governed and construed according to the laws of the State of Georgia, USA. Each party agrees to submit its person and property to the exclusive jurisdiction of the courts of the State of Georgia, USA.

Agreed to:

For AIS	For <u>(the publisher)</u>
Name: Matthew Nelson	Name:
Title: Associate Executive Director	Title
Date:	Date:
Signed:	Signed: