

GSA PUBLICATIONS FUNDING APPLICATION, 2017 – 2018

Funding Cycle: Winter 2018 – July 2019

Registered journals should submit application and associated materials to the **GSA Director of Publications** by email (pubs@gsa.asucla.ucla.edu) or as a hard copy (mailbox # 62 outside of 316 Kerckhoff Hall).

I. PUBLICATION OVERVIEW

A. Publication Identification Information

1. Official title of publication _____

2. Year when the first issue of the journal was or will be published _____

B. Student Organizations Leadership and Engagement Registration Information

Please note that a publication must be registered with SOLE in order for the application to be considered.

1. Name of organization *exactly* as registered with SOLE. The name may differ from that of the journal.

2. Contact information of 2017-2018 signatories registered with SOLE

a. Signatory 1 Name _____

Email _____ Phone _____

b. Signatory 2 Name _____

Email _____ Phone _____

c. Signatory 3 Name _____

Email _____ Phone _____

Please provide at least one signatory email address and, if possible, one phone number. Your contact information will not be shared without your explicit permission.

3. Name of faculty advisor _____

C. Publication Organizational Contact Information

1. Publication snail mail address (department, building, room number, etc.)

2. Campus phone _____ 3. Fax _____

4. Publication email address _____

5. Publication website address _____

D. Publication Target Audience(s) and Mission

1. **Publication's target audience(s):** Please briefly describe your publication's target audience(s).

2. **Publication's mission statement:** Please provide your publication's mission statement as you would like to have it included on your journal's GSA Publications website page, accessible from <http://pubs.gsa.asucla.ucla.edu>. Please attach an additional sheet if necessary or provide a URL to an existing description.

E. Publication Access and Availability

1a. Is your publication's content available _____ in print _____ online _____ both?

1b. Do you charge for access to all or part of your content? Please describe.

2. Online sites where main journal content is published and/or archived. Please check all that apply and provide addresses if possible.

____ a) eScholarship _____

____ b) Internet Archive _____

____ c) Departmental or research unit server _____

____ d) WordPress / Tumblr / Google Sites or other free hosting service(s):

____ e) Third-party commercial server: Please list all services for which you pay (e.g., Dreamhost, GoDaddy).

____ f) Scholarly databases / indexing services: Please list all that apply (e.g., EBSCO, Hein, LexisNexis, JSTOR).

____ g) Other(s): _____

Please complete *h* if you checked *c* or *e* above.

____ h) Do you use a content management system (CMS) such as Drupal, Joomla!?!? Please specify.

3. Social Media Tools

____ a) Twitter _____ b) Facebook _____

____ c) Listserv or email alerts _____

____ d) RSS Feeds _____

____ e) Blogs _____

___ f) Other (YouTube, Vimeo, Instagram, online photo albums, public bibliographic groups, etc.)

F. Publication Production Calendar

1. How frequently is the journal normally published? Once a year? Twice a year? Every two years? Please describe.

2. Most recent Volume ____, Issue / Number ____, and Date published _____

3. Next projected Volume ____, Issue / Number ____, and Date _____

4. Total number of issues to be published with requested funds _____

G. Subscription Accounting: Please check all that apply (required).

___ Subscription monies are kept in an account managed by ASUCLA Student Government Accounting

___ Subscription revenues are kept in account(s) managed by _____

II. BUDGET FOR WINTER 2018 – JULY 2019 FUNDING CYCLE

A. Resources

A1. \$ _____ Total estimated subscription / royalty resources available for funding cycle: Subtract *c* from sum of *a* and *b*.

a. \$ _____ Total current subscription and royalty account balances

b. \$ _____ Total subscription revenues and royalty payments expected during the new (2018 – 2019) funding cycle

c. \$ _____ Total expected encumbrances from the *current* cycle (not the 2018 – 2019 cycle for which you are applying)

A2. \$ _____ Total projected non-GSA funding or other sources of support expected for 2018 – 2019 funding cycle: Please provide a complete list (e.g., your department, a foundation, a research center, etc.), including paid editorial support staff.

A3. \$ _____ Total GSA funding from divisions, councils, or departments other than GSA Publications: Please provide a complete list of expected amounts and sources (e.g., any

GSA Council, Student Bar Association, departmental Graduate Student Association, GSA Discretionary Funding).

A4. \$ _____ Other

A5. \$ _____ Total project resources. Please add *A1* through *A4*.

B. Production Costs

Please address all of the following elements that apply to your journal's situation: Some elements may not apply.

B1. \$ _____ Total editing, layout, and/or design service: Please describe below.

B2. \$ _____ Total equipment lease or purchase: Please list below.

B3. \$ _____ Total design or production software subscription or purchase: Please list all ongoing subscriptions and software upgrades.

B4. \$ _____ Total "traditional" (*not* print-on-demand) printing, shipping (to the journal's office), and/or mailing (to subscribers) for all issues.

B5. \$ _____ Print-on-demand set-up: Note that cost of complimentary copies will be calculated separately below in *DI*. Multiply *a* and *b*.

a. \$ _____ Total ISBN costs: To calculate, multiply the required number of ISBNs by \$27.50.

b. \$ _____ Total proof copy costs: Allow for two copies for each print issue plus shipping for each copy. See the GSA Publications website for more information regarding Lulu production and mailing costs. Note that you will be able to indicate the number of final *approved* copies you wish to purchase in *DI*.

B6. \$ _____ Digital offline publication (e.g., CDs, DVDs, etc.): Please add *a*, *b*, and *c* below.

- a. \$ _____ **Estimated total digital offline production cost:** Multiply the number of units to be purchased by the estimated unit cost and any sales tax.
- b. \$ _____ **Estimated total shipping costs:** Indicate the estimated cost of shipping items from the producer to UCLA.
- c. \$ _____ **Estimated total mailing costs:** Indicate the estimated cost of mailing copies from your journal to recipients. Please be sure to account for domestic and international rates.

B7. \$ _____ Non-eScholarship online publication costs: Please add *a*, *b*, and *c* if applicable.

a. \$ _____ **Total estimated web hosting costs for 2018 – 2019 cycle:** Please describe.

b. \$ _____ **Total estimated digital backup / archiving costs for funding cycle:** Please describe.

c. \$ _____ **Total estimated design / maintenance services for all issues in the upcoming cycle:** Please detail all services below.

B8. \$ _____ Other: Please describe any other expected production costs not accounted for above (e.g., font license purchases, image or other content permissions costs, etc.).

B9. \$ _____ Total production costs: Please add *B1* through *B8*.

C. Operational Costs

C1. \$ _____ Supplies: Please detail anticipated supplies expenses (e.g., file folders, paper, ink).

C2. \$ _____ Services: Please detail anticipated operational services expenses.

C3. \$ _____ Overhead: Please detail anticipated overhead costs (e.g., campus phone bill).

C4. \$ _____ Equipment: Please describe. Note that expensive purchases may require a security plan and verification of secure departmental or research center housing.

C5. \$ _____ **Software:** Please specify operative software subscription or purchase needs. Your department or research unit will probably already have the software you need.

C6. \$ _____ **Operational mailing:** Please describe operational mailing costs (e.g., books to reviewers). Exclude subscription mailing costs and promotional mailing costs.

C7. \$ _____ **Other:** Please detail anticipated other operational costs.

C8. \$ _____ **Total estimated operational costs:** Please add C1 through C7.

D. Marketing and Outreach Costs

D1. \$ _____ **Total estimated costs of complimentary copies:** Complimentary copies are the ones you do not sell. Calculate $ab + c$ below.

a. _____ **Production cost per copy:** averages for multiple issues are acceptable since production cost is apt to vary across issues.

b. _____ **Number of complimentary copies**

c. _____ **Estimated total mailing / shipping cost**

d. **Who will receive complimentary copies?**

D2. \$ _____ **Special print projects:** Please describe.

D3. \$ _____ **Advertising:** Please describe.

D4. \$ _____ **Promotional events:** Please describe.

D5. \$ _____ **Promotional products:** Please describe.

D6. \$ _____ **Other:** Please describe.

D7. \$ _____ **Total marketing and outreach costs:** Please add *D1* through *D6*.

E. Print-to-Digital Transition Costs

E1. \$ _____ **Digitization of back issues:** Please describe corpus to be digitized (e.g., number of issues).

E2. \$ _____ **Purchase of digital copies of back issues:** Vendors such as Hein may have already produced digital files that you may purchase from them.

E3. \$ _____ **Processing of digital back issues:** Processing includes metadata creation, uploading, and archiving.

E4. \$ _____ **Purchase or creation of production templates**

E5. \$ _____ **Design (e.g., logos, book covers)**

E6. \$ _____ **Other (e.g., fonts, announcements to subscribers)**

E7. \$ _____ **Total estimated transition costs:** Please add *E1* through *E6*. (Most journals have already made the transition.)

F. Totals

F1. \$ _____ **Total other resources:** See *A5* of the budget worksheet.

F2. \$ _____ **Total projected expenses for the upcoming funding cycle (Winter 2018 – July 2019):** Add *B9*, *C8*, *D7*, and *E7* of the budget worksheet.

F3. \$ _____ **Total funding requested from GSA Publications (the difference between *F1* and *F2*)**

If you have additional information or documentation to include, please add it below before submitting the form, or include it as an attachment with the application. Please save a copy of your complete application form for your records before submitting it.

III. OPTIONAL ADDITIONAL SUPPORTING MATERIAL OR NARRATIVE