

# GSA PUBLICATIONS FUNDING APPLICATION, 2018 – 2019

## Funding Cycle: Winter 2019 – July 2020

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.)

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## 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**