

## JDC Deposit: Journal/Newsletter Submission Guidelines

Thomas Jefferson University faculty, staff, researchers, and students publish and deposit a variety of journals and newsletters to the Jefferson Digital Commons, the JDC, including departmental newsletters, peer-reviewed journals, alumni magazines, and student-run publications.

### New JDC Journal/Newsletter Collection

To set up a new JDC journal or newsletter collection, please provide the following:

- Your name, department, and Jefferson affiliation
- Are you faculty, staff, or a student?
- Your journal or newsletter name
- Write a brief description (3-5 sentences) about your journal or newsletter
- How frequently will you be depositing your journal or newsletter to the JDC?
  - Annually, bi-annually, quarterly, monthly, or weekly
- Do you intend to publish your journal or newsletter with volume/issue or just volume?
- List the individual members on your Editorial Board
- Provide journal or newsletter cover art (*optional*)



Send this information to: [digitalcommons@jefferson.edu](mailto:digitalcommons@jefferson.edu). The JDC Repository Manager will review your journal or newsletter inquiry and will reach out to schedule a meeting to discuss your journal or newsletter and answer your questions.



**JOURNALS &  
NEWSLETTERS**

### Sharing Files for JDC Deposit

To deposit content to the JDC, each author is required to sign and complete the required [JDC Release Form](#). To streamline the collection of your journal or newsletter article file(s) along with the required completed *JDC Release Form* from the author, we recommend collecting and sharing the files via Box or OneDrive. Create a new folder for each author (Last Name\_First Name, Smith\_Sam).

After you've gathered and collected the files, share the Box/OneDrive folder with the JDC Repository Manager, Anita Lai. If you have any questions, [contact us](#).