

**A. Scopus: <https://www.elsevier.com/solutions/scopus/how-scopus-works/content/content-policy-and-selection>**

Journal selection criteria

To be considered for review, all journal titles should meet all of these minimum criteria:

- Consist of peer-reviewed content and have a publicly available description of the peer review process
- Be published on a regular basis and have an International Standard Serial Number (ISSN) as registered with the ISSN International Centre
- Have content that is relevant for and readable by an international audience, meaning: have references in Roman script and have English language abstracts and titles
- Have a publicly available publication ethics and publication malpractice statement

CSAB members have deep subject matter expertise, and are committed to actively seeking out and selecting literature that meets the needs and standards of the research community that they represent. Journals eligible for review by the CSAB will be evaluated on the following criteria in five categories:

Category	Criteria
Journal Policy	Convincing editorial policy Type of peer review Diversity in geographical distribution of editors Diversity in geographical distribution of authors
Content	Academic contribution to the field Clarity of abstracts

Category	Criteria
	Quality of and conformity to the stated aims and scope of the journal Readability of articles
Journal Standing	Citedness of journal articles in Scopus Editor standing
Publishing Regularity	No delays or interruptions in the publication schedule
Online Availability	Full journal content available online English language journal home page available Quality of journal home page

### Title Re-evaluation

The quality of our content is paramount for Scopus. In addition to journals undergoing a rigorous evaluation and selection processes prior to acceptance into Scopus, they must also demonstrate the ability to maintain their quality status year over year.

To determine journal quality, Scopus runs the annual Re-evaluation program which identifies outlier and underperforming journals in three different ways:

1. Scopus identifies underperforming journals for Re-evaluation by using **six metrics and benchmarks** which all journals in the database must meet year after year. If a journal does not meet any of the six benchmarks for two consecutive

years, the CSAB will re-evaluate the journal based on the Scopus title selection criteria with as potential outcome discontinuation of the journal its forward flow from Scopus.

2. Scopus identifies outlier journals for Re-evaluation by running the data analytics tool '**Radar**' on an annual basis. This tool identifies journals demonstrating outlier behaviors such as sudden and exponential article output growth, unexplainable and sudden changes to affiliation country, or high journal self-citation rates, amongst others. All journals identified by the Radar tool will be re-evaluated by the CSAB in the year of identification. CSAB review is based on the Scopus title selection criteria and may result in discontinuation of the journal's forward flow from Scopus.
3. Journals for which users, buyers or stakeholders have **publication concerns** will be added to Re-evaluation if the claim is identified as legitimate. The journal will be re-evaluated by the CSAB in the year of identification based on the Scopus title selection criteria with as potential outcome discontinuation of the journal its forward flow from Scopus.

### 1. Metrics and benchmarks

Once a year, Scopus analyzes the performance of all journals in the database. All journals must meet the below six metrics and benchmarks:

Metric	Benchmark not met when	Explanation
Self-citation rate	$\geq 200\%$ compared to the average in its subject fields	The journal has a self-citation rate two times higher, or more, when compared to peer journals in its subject field.
Total citation rate	$\leq 50\%$ compared to the average in its subject fields	The journal received half the number of citations, or less, when compared to peer journals in its subject field.

CiteScore	≤50% compared to the average in its subject fields	The journal has a CiteScore half or less than the average CiteScore, when compared to peer journals in its subject field.
Number of articles	≤50% compared to the average in its subject fields	The journal produced half, or less, the number of articles, when compared to peer journals in its subject field.
Number of full-text clicks on Scopus.com	≤50% compared to the average in its subject fields	The journal's full texts are used half as much, or less, when compared to peer journals in its subject field.
Abstract usage on Scopus.com	≤50% compared to the average in its subject fields	The journal's abstracts are used half as much, or less, when compared to peer journals in its subject field.

If a journal does not meet any of the six benchmarks, Scopus will inform the journal of its quality performance and will allow the journal one year to improve at least one metric. If one year later the journal could improve at least one metric, the journal will not be part of Re-evaluation that year. However, if a journal does not meet all of the six benchmarks for two consecutive years, it will be flagged for re-evaluation by the independent Scopus Content Selection and Advisory Board (CSAB).

The review criteria for re-evaluation are identical to the Scopus content selection criteria used for newly suggested titles. Upon completion of the re-evaluation process, the CSAB will decide to either continue a journal's coverage or to discontinue the forward flow of the journal its coverage in Scopus (content covered in Scopus prior to the re-evaluation completion will remain in Scopus).

For more details on the re-evaluation metrics title workflow and timelines, please view: [Scopus Re-evaluation Workflow and Timelines \(pdf 493 kb\)](#).

## **2. Radar**

In 2017 the Radar tool was launched, which is an Elsevier-made data analytics algorithm trained to identify outlier journal behavior in the Scopus database. Outlier journal examples include rapid and unexplainable changes to number of articles published or unexplainable changes in geographical diversity of authors or affiliations. Other features that the algorithm considers are self-citation rate and publication concerns, amongst others. The tool improves continuously by new examples or rules added to it and will initially run once a year checking the full Scopus journal base of around 22,800 titles for outlier behavior.

Journals flagged by the Radar tool will be added to the Re-evaluation process and will be re-evaluated by the CSAB in the year of identification by the Radar tool. The review criteria for re-evaluation are identical to the Scopus content selection criteria used for newly suggested titles. Upon completing the re-evaluation process, the CSAB will decide to either continue a journal's coverage or to discontinue the forward flow of the journal coverage in Scopus (content covered in Scopus prior to the re-evaluation completion will remain in Scopus).

## **3. Publication concerns**

A journal can also be flagged for Re-evaluation based on publication concerns on either publisher or journal level. Concerns for such journals are identified by Scopus, or flagged to Scopus by the research community and are taken seriously. If the concern is legitimate, the title will be added to the Re-evaluation program and re-evaluated by the CSAB in the year of identification of the publication concern. The review criteria for re-evaluation are identical to the Scopus content selection criteria used for newly suggested titles. Upon completing the re-evaluation process, the CSAB will decide to either continue a journal's coverage or to discontinue the forward flow of the journal coverage in Scopus (content covered in Scopus prior to the re-evaluation completion will remain in Scopus).

Titles discontinued from Scopus via the Re-evaluation process can be identified via the [Discontinued Sources List \(XLSX, 101 KB\)](#)

For questions, please contact [re-evaluation@scopus.com](mailto:re-evaluation@scopus.com)

### Publication Ethics and Publication Malpractice Statements

Publication malpractice is an unfortunate occurrence in the world of scholarly literature. It happens in all subject areas and in all jurisdictions; and few journals or books are immune. The prevention of publication malpractice is the responsibility of every author, editor, reviewer, publisher and institution.

Scopus requires that every journal we index has clear and publicly available statements of publication ethics and publication malpractice. Scopus will hold each publisher listed in the database accountable for the performance and compliance with these policies. Scopus does not mandate any specific wording of publication ethics and publication malpractice statements, but notes that:

- Major publishers already publish comprehensive statements of compliance on their websites. See Elsevier for an example.
- A number of industry organizations publish comprehensive guidelines and advice that can be readily adopted by any publisher. Such notable organizations include:
  - Committee on Publication Ethics (COPE)
  - World Association of Medical Editors (WAME)
  - International Committee of Medical Journal Editors (ICMJE)
  - Consolidated Standards of Reporting Trials (CONSORT)
- Guidelines for what a Publication Ethics and Malpractice Statement should adhere to (PEMS)

**B. DOAJ:** <https://doaj.org/publishers#advice>

**Coverage:**

- Subject: all scientific and scholarly subjects are covered in DOAJ. We use the Library of Congress Classification Outline.
- Types of resource: scientific and scholarly periodicals that publish research or review papers in full text.
- Acceptable sources: academic, government, commercial, non-profit and private sources are all acceptable.
- Level: the primary target group should be researchers. If the journal is run by a student body, the journal must have an advisory board of which at least two members have a PhD or equivalent.
- Content: at least a third of the content should consist of peer reviewed original research and/or review papers. All content should be available in full text on the site without embargo. See our policy for journals that publish case reports.
- All languages are accepted.

**Access:**

- The full text of ALL content must be available for free and be Open Access without delay (i.e. no embargo period). *This is a basic requirement for entry into DOAJ.*
- A charge may exist for a print version of the journal.
- User registration is not acceptable and journals requiring users to register to read full text are not accepted into DOAJ.

**One URL per site. One dedicated page to the journal.**

When a journal gets indexed it will have its own record in the Directory. To make our service comprehensible and user-friendly, the link to a journal from the Directory must go straight to a homepage for the journal and not to a collection of journals or any other service. Whether the URL is a dedicated domain or a sub-domain does not matter; but the journal must have an online space dedicated to it only. For example: [www.thisisajournal.com](http://www.thisisajournal.com) or [www.publishersite.com/journals/thisisajournal](http://www.publishersite.com/journals/thisisajournal) or [www.mycllege.org/thisisajournal](http://www.mycllege.org/thisisajournal) are all acceptable. [www.largesearchengine.com](http://www.largesearchengine.com) that includes journal content is not accepted. *This is a basic requirement for entry into DOAJ.*

All the necessary journal business information pages (by 'business information pages', we mean the journal's aims and scope, the editorial board, the instructions for authors, the description of the quality control system, the Open Access statement, the plagiarism policy, and the licensing terms) must be hosted on this same site and not be held centrally on

another web site, or must be prominently linked to from the journal's homepage. *This is a basic requirement for entry into DOAJ.* This applies particularly to multi-journal publishers who may prefer to hold generic information on a corporate website rather than locally on each journal site. Our insistence on this approach makes it easier for visitors to your sites to find specific journal information correctly. Do not assume that visitors to a journal will automatically understand that the journal belongs to a larger group of journals or to a specific publisher, or that important information is held elsewhere. Neither should it be taken for granted that users will search for the necessary information that they need to carry out a full assessment of your journal. It is your responsibility to ensure that the information pages are findable, easily accessible, up to date and relevant.

DOAJ also requests that a journal has its own dedicated website. No other service or product should be present under that URL. All the journal content that the publisher is including in the application must be in one place and not spread over various locations. This includes archive material. *This is a basic requirement for entry into DOAJ.*

### **One unique URL per article. One HTML entry or PDF per article.**

Your content should be available article by article, one URL for each article, and not one URL per issue. This enables direct linking to the articles from DOAJ and 3rd party databases that link to DOAJ, promoting findability and increasing usage of your content. When article metadata is uploaded to DOAJ, every article must have a unique URL otherwise the upload will not work. *This is a basic requirement for entry into DOAJ.*

### **ISSN number(s)**

A journal must have at least one ISSN (International Standard Serial Number) registered at issn.org. *This is a basic requirement for entry into DOAJ.* DOAJ will use the data registered at issn.org to verify the title, country and alternative titles that you enter in your application. They must match. If we find a discrepancy, we will change the application to match what is registered at issn.org. Applications will be automatically rejected where the ISSN provided: is not recognised; is incorrectly formatted; has not yet been confirmed or is listed as provisional; is fake; does not match the title given on the website. Applications will also be rejected if the title on the website does not match what is held at issn.org.

You can double check what information issn.org holds about your ISSN(s) here: <https://portal.issn.org/>. If you wish to update the information held at issn.org about your journal, you should contact your national ISSN centre.

In general, if the journal exists in print and online, it will have both an ISSN for the print version and an ISSN for the electronic version.

### **Archiving and Preservation**

We strongly recommend that your content is preserved in a dedicated, digital archiving and preservation service, sometimes referred to as Long Term Preservation and Archiving (LTPA). You can find a list some of these services here.



We prefer that journals belong to one of these services, although it is not a requirement for entry into DOAJ. We check all preservation statuses in the Keepers' Registry and at PubMed Central. If your journal is hosted on the Open Journal Systems (OJS) software and you have selected to be part of the PKP Private LOCKSS network, we must first see that content has actually been deposited by confirming its preservation status with the Keepers Registry.

### **Organisation of content**

Please pay attention to the fact that having a clear structure when organizing your published material makes it easier for users to navigate between articles, for your content to be indexed in search engines and to be found online.

All articles must have a Publication Date. Also, DOAJ encourages the use of unique article identifiers, such as the DOI.

Preferably articles will be gathered in volumes and issues, with a start and end page number. Some publishers have moved away from this traditional volume/issue/page structure for their content. A publication year is still required.

Articles should be arranged in to Tables of Contents and there should be Search/Browse features to allow users to search and browse for articles.

### **Homepage quality, commercials and ads**

A journal's homepage should be clear, concise and easy to navigate. It must contain visible links to the journal information pages. It must 'demonstrate that care has been taken to ensure high ethical and professional standards.' (From the Principles of Transparency and Best Practice in Scholarly Publishing.) It must contain clear navigation with links to a Current Issue, the Archive or Past Issues, Search, Browse, the About page, the Editorial Board and Contact Us. *This is a basic requirement for entry into DOAJ.*

If the journal web site carries advertising, ensure that the ads are not in any way offensive, irrelevant and that they don't include information that could decrease the credibility of the journal. Blinking and/or moving objects will distract a reader and will make your web site difficult to use and inaccessible to users who access the Internet using non-traditional methods. These types of ads are strongly discouraged.

### **Impact Factors**

DOAJ does not believe in the value of impact factors, does not condone their use on journal web sites, does not recognise partial impact factors, and advocates any official, alternative measure of use, such as article level metrics.

There is only one official, universally recognised impact factor that is generated by Thomson Reuters; it is a proprietary measure run by a profit-making organisation. This runs against the ethics and principles of open access and DOAJ is impact-factor agnostic. DOAJ does not collect metadata on impact factors. Displaying impact factors on a home page is strongly discouraged and DOAJ perceives this as an attempt to lure authors in a dishonest way.

### **Editor(s) and editorial boards**

A journal must have an editor and an editorial board . (Only for Arts and Humanities journals will we accept a form of editorial review using only two editors and no editorial board.) If the journal is run by a student body, the journal must have an advisory board of which at least two members have a PhD or equivalent.

Displaying clear and up-to-date information about the journal's editors and editorial board increases the trustworthiness and credibility of the journal. A site user must be able to find and contact the editor or members of the editorial or advisory board if they need to. A link to the Board must be displayed prominently on the journal's home page. The name and affiliation of the editorial board members must be publicly available on the Editorial Board page. The page must be up-to-date. *These are basic requirements for entry into DOAJ.*

### **Quality control and author guidelines**

It is very important to show that open access journals have the same, rigorous quality control systems in place as traditional printed or subscription-based journals. All articles must go through a quality control system (editorial or peer review) before publication and the exact type of review must be stated clearly on the web site. *This is a basic requirement for entry into DOAJ.*

Having detailed and comprehensive guidelines for authors (Instructions for Authors) is a good way of helping potential contributors. A link to these guidelines must be clearly presented on the journal's homepage. *This is a basic requirement for entry into DOAJ.*

We recommend that author guidelines include the following information:

- A detailed style guide;
- A description of the quality control processes;
- Information about copyright (please note the importance of informing authors about whether the journal will be the copyright holder after publication of an article or if the copyright remains with the author(s). We strongly believe that authors should be informed about your copyright/licensing conditions before they submit their work);
- the plagiarism policy;
- description of how to submit an article;
- a contact email address.

### **Charges, Article processing charges**

Every journal must display clearly on its web site information about any charges for an author to process or publish a paper. This includes article processing charges (APCs), submission charges, page charges, colour charges or any

instance where money is required to complete the publication process. If a journal does not levy any charges then this too must be clearly stated. *These are basic requirements for entry into DOAJ.*

### **Open Access statement**

The journal's Open Access policy must be clearly stated on the journal's web site (not the publisher's own site). It should also be linked to from the home page. The full text of the articles of the journal should be freely available without embargo. *These are basic requirements for entry into DOAJ.*

Here is an example of an Open Access statement, fitting our criteria, that could be published on your website:

This is an open access journal which means that all content is freely available without charge to the user or his/her institution. Users are allowed to read, download, copy, distribute, print, search, or link to the full texts of the articles, or use them for any other lawful purpose, without asking prior permission from the publisher or the author. This is in accordance with the BOAI definition of open access.

DOAJ will accept a short open access statement—even as short as 'This journal is open access.'—but ONLY in combination with a Creative Commons licensing statement, or equivalent licensing statement, on the same page and, preferably, in the same paragraph. If the licensing statement is not on the same page as the open access statement then the extended open access statement complying with BOAI definition will be required.

### **2a) Copyright, Licensing, Publishing Rights**

*Licensing your material with a CC license:* An optimum way of showing exactly *how* a journal is Open Access is by licensing the content with a Creative Commons (CC) license. DOAJ considers the application of a CC license, or its equivalent, as best practice. Such licensing is very beneficial for authors since it shows, for example, if there are any limits in creating derivative works. Read more about applying licenses and copyright on our Copyright and Licensing Help page. In all instances the journal web site must state clearly and precisely the terms of use and reuse that readers and authors have when they submit an article or use the published content, particularly if you are not using a Creative Commons license. This is a way of showing that you are sharing your published material to support a greater global exchange of knowledge. It is also a way of protecting your material from illegal use (for example if you are stating that you prohibit reproduction or commercial use of your articles). *These are basic requirements for entry into DOAJ*

For example, your site might state that: 'users can use, reuse and build upon the material published in the journal but only for non-commercial purposes'. *Use, reuse and build upon* refer specifically to the common definitions of open access, given for example in Wikipedia. 'Use' is downloading or reading and not much more; 're-use' is making more use of the content, for example distributing, making copies, using in presentations; 'building upon' is a special form of re-use in which material is used to produce a new research work and, possibly, a new publication. Publishers may restrict the re-use of open access content (to Non-Commercial or to Share Alike as described in the corresponding Creative Commons license

attributes: NC and SA) and may even prohibit building upon content by not allowing Derivatives (the altering, transformation, or building upon content, as described in the corresponding Creative Commons license attributes: ND) to be made.

***Publishers who restrict the re-use of content in line with any of the Creative Commons licenses are all still eligible for indexing in DOAJ.*** However, DOAJ has a strong preference for the use of Creative Commons licenses, especially the least restrictive: the Creative Commons CC-BY license (Attribution). Under the terms of a CC BY license "you must give appropriate credit, provide a link to the license, and indicate if changes were made". "You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use" (from <http://creativecommons.org/licenses/by/4.0/>).

Read our dedicated Copyright and Licensing Help page for more information.

For more information on embedded licensing information as referred to in Question 45 of the application form, please refer to the Copyright and Licensing Help page, this FAQ and our blog post on this matter.

If you are NOT using a Creative Commons license, you must fill in your application form specifying what other usage terms apply. This is Question 48 in the form, which is revealed if you have selected 'Other' in Question 47. 'Other' might be a contract, publishing agreement, publisher-specific license and these terms must be equivalent to the terms of the Creative Commons licenses that are listed in order to be accepted into DOAJ. When writing their own license, we strongly advise publishers to get legal advice before adopting a standard text or constructing their own. You must make sure that you use the correct legal language. (The information provided here does not constitute legal advice.)

Please note that "Fair Use" is different to Open Access and is interpreted differently in the United States, Europe and in various other countries in the world. Fair use often means allowing limited use for educational purposes without having to ask for permission. Fair use applies irrespective of Open Access and open access licensing conditions. A journal offering only Fair use will always be rejected.

Please take care to identify any possible contradictions between your Open Access policy and your copyright policy, or any incompatibilities between your copyright policy and Creative Commons licensing. Read more about this on our blog.

If licensing old material, please make sure that your journal holds the copyright for the published material. If you do not, you have to ask the original copyright holder for permission before licensing the articles. (More information can be found in the Creative Commons wiki.)

### **Plagiarism**

It is recommended that publishers make use of one of the several plagiarism detection services that are available. Plagiarism is a big problem and plagiarised articles on a web site are often an indicator of a poor quality journal, or a

journal that uses no quality control system. You should publish a plagiarism statement on your site, as well as the name of the piece of software that you use to detect plagiarism.

If a journal is a member of the Committee on Publication Ethics (COPE), this should be stated clearly on the web site.

**DOAJ:** <https://doaj.org/bestpractice>

## **Principles of Transparency**

### **1. Website**

A journal's website, including the text that it contains, shall demonstrate that care has been taken to ensure high ethical and professional standards. It must not contain information that might mislead readers or authors, including any attempt to mimic another journal/publisher's site.

An 'Aims & Scope' statement should be included on the website and the readership clearly defined. There should be a statement on what a journal will consider for publication including authorship criteria (e.g. not considering multiple submissions, redundant publications) to be included. ISSNs should be clearly displayed (separate for print and electronic).

### **2. Name of journal**

The Journal name shall be unique and not be one that is easily confused with another journal or that might mislead potential authors and readers about the Journal's origin or association with other journals.

### **3. Peer review process**

Journal content must be clearly marked as whether peer reviewed or not. Peer review is defined as obtaining advice on individual manuscripts from reviewers expert in the field who are not part of the journal's editorial staff. This process, as well as any policies related to the journal's peer review procedures, shall be clearly described on the journal's Web site, including the method of peer review used. Journal websites should not guarantee manuscript acceptance or very short peer review times.

### **4. Ownership and management**

Information about the ownership and/or management of a journal shall be clearly indicated on the journal's website. Publishers shall not use organizational or journal names that would mislead potential authors and editors about the nature of the journal's owner.

### **5. Governing body**

Journals shall have editorial boards or other governing bodies whose members are recognized experts in the subject

areas included within the journal's scope. The full names and affiliations of the journal's editorial board or other governing body shall be provided on the journal's website.

**6. Editorial team/contact information**

Journals shall provide the full names and affiliations of the journal's editors on the journal's website as well as contact information for the editorial office, including a full address.

**7. Copyright and Licensing**

The policy for copyright shall be clearly stated in the author guidelines and the copyright holder named on all published articles. Likewise, licensing information shall be clearly described in guidelines on the website, and licensing terms shall be indicated on all published articles, both HTML and PDFs. If authors are allowed to publish under a Creative Commons license then any specific license requirements shall be noted. Any policies on posting of final accepted versions or published articles on third party repositories shall be clearly stated.

**8. Author fees**

Any fees or charges that are required for manuscript processing and/or publishing materials in the journal shall be clearly stated in a place that is easy for potential authors to find prior to submitting their manuscripts for review, or explained to authors before they begin preparing their manuscript for submission. If no such fees are charged that should also be clearly stated.

**9. Process for identification of and dealing with allegations of research misconduct**

Publishers and editors shall take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred, including plagiarism, citation manipulation, and data falsification/fabrication, among others. In no case shall a journal or its editors encourage such misconduct, or knowingly allow such misconduct to take place. In the event that a journal's publisher or editors are made aware of any allegation of research misconduct relating to a published article in their journal, the publisher or editor shall follow COPE's guidelines (or equivalent) in dealing with allegations.

**10. Publication Ethics**

A journal shall also have policies on publishing ethics. These should be clearly visible on its website, and should refer to: i) Journal policies on authorship and contributorship; ii) How the journal will handle complaints and appeals; iii) Journal policies on conflicts of interest / competing interests; iv) Journal policies on data sharing and reproducibility; v) Journal's policy on ethical oversight; vi) Journal's policy on intellectual property; and vii) Journal's options for post-publication discussions and corrections.

**11. Publishing schedule**

The periodicity at which a journal publishes shall be clearly indicated.

**12. Access**

The way(s) in which the journal and individual articles are available to readers and whether there are associated subscription or pay per view fees shall be stated.

**13. Archiving**

A journal's plan for electronic backup and preservation of access to the journal content (for example, access to main articles via CLOCKSS or PubMedCentral) in the event a journal is no longer published shall be clearly indicated.

**14. Revenue sources**

Business models or revenue sources (eg, author fees, subscriptions, advertising, reprints, institutional support, and organizational support) shall be clearly stated or otherwise evident on the journal's website. Publishing fees or waiver status should not influence editorial decision making.

**15. Advertising**

Journals shall state their advertising policy if relevant, including what types of adverts will be considered, who makes decisions regarding accepting adverts and whether they are linked to content or reader behavior (online only) or are displayed at random. Advertisements should not be related in any way to editorial decision making and shall be kept separate from the published content.

**16. Direct marketing**

Any direct marketing activities, including solicitation of manuscripts that are conducted on behalf of the journal, shall be appropriate, well targeted, and unobtrusive. Information provided about the publisher or journal is expected to be truthful and not misleading for readers or authors.

In the event that a member organization is found to have violated these best practices, or other specific requirements of the organisation, OASPA/DOAJ/COPE/WAME shall in the first instance try to work with them in order to address any concerns that have been raised. In the event that the member organization is unable or unwilling to address these concerns, their membership in the organization may be suspended or terminated.

OASPA/DOAJ/COPE/WAME have procedures for dealing with concerns raised about members.

*This version published on DOAJ: 15 January 2018*

*Second version published on DOAJ: June 2015*

*First version published on DOAJ: 10 January 2014*

**DOAJ:** <https://doaj.org/application/new>

The qualifiers for the DOAJ Seal

DOAJ promotes best practice in Open Access publishing. To highlight journals that adhere to best practices, we have created the 'DOAJ Seal for Open Access Journals'.

The qualifiers for the Seal highlight features related to accessibility, openness, discoverability, reuse and author rights and have nothing to do with **the scholarly quality of the papers published**.

To qualify for the Seal the journal must:

1. have an archival arrangement in place with an external party (Question 25). 'No policy in place' does not qualify for the Seal.
2. provide permanent identifiers in the papers published (Question 28). 'None' does not qualify for the Seal.
3. provide article level metadata to DOAJ (Question 29). 'No' or failure to provide metadata within 3 months do not qualify for the Seal.
4. embed machine-readable CC licensing information in article level metadata (Question 45). 'No' does not qualify for the Seal.
5. allow reuse and remixing of content in accordance with a CC BY, CC BY-SA or CC BY-NC license (Question 47). If CC BY-ND, CC BY-NC-ND, 'No' or 'Other' is selected the journal will not qualify for the Seal.
6. have a deposit policy registered in a deposit policy directory. (Question 51) 'No' does not qualify for the Seal.
7. allow the author to hold the copyright without restrictions. (Question 52) 'No' does not qualify for the Seal.

One cannot apply for the Seal. The Seal is awarded based on the information provided in the application. If you have any questions about any of the qualifiers, contact us.



C. Web of Science: <https://clarivate.com/essays/journal-selection-process/>

## THE EVALUATION PROCESS FOR SCIE, SSCI AND AHCI<sup>6</sup>

### - Overview of the Process

Many factors are taken into account when evaluating journals for coverage ranging from the qualitative to the quantitative. These include the following:

1. Basic publishing standards
2. Editorial content
3. International focus
4. Citation Analysis

No one factor is considered in isolation, but by combination and interrelation of data, our editors are able to determine the journal's overall strengths and weaknesses.

Once timeliness has been established, we have the **option** to proceed with the other aspects of the evaluation process. This process rarely begins immediately, however, due to the high volume of journal submissions, and the editorial priorities set for *Web of Science Core Collection* coverage. (As mentioned above, many journals under evaluation for SCIE, SSCI or AHCI may be covered initially in ESCI.) For journals evaluated for possible coverage in SCIE, SSCI or AHCI it is important that all issues be received/ posted in a timely manner. (After three consecutive issues have been received/ posted the journal publisher may request an update on the status of the evaluation of that journal. For journals that are not publishing issues but are posting articles individually, a status update may be requested after nine (9) months of content has been published. See below for instructions on requesting a status update for a journal under evaluation.

Please do not request an evaluation status update until after three consecutive issues have been received/ posted, or nine months' content has been posted.)

Journal evaluation is ongoing with journals added to and deleted from the *Web of Science Core Collection* throughout the year. Each year, the Editorial Development staff reviews over 3,500 journal titles for inclusion in SCIE, SSCI and AHCI. Only around 10% of these journals are accepted for coverage. Moreover, existing journal coverage in *Web of Science Core Collection* is constantly under review. Journals now covered are monitored to ensure that they are maintaining high standards and a clear relevance to the products in which they are covered.

The journal selection process described here is applied to all journals evaluated for Science Citation Index Expanded, Social Sciences Citation Index, or Arts & Humanities Citation Index. The application of citation analysis is specific to the subject area or category of the journal's editorial content. For example, citation metrics generated for fast moving biomedical topics would never be applied to a journal dealing with social sciences topics, and in the Arts & Humanities citation analysis plays a very minor role in evaluation. These special considerations are noted further below.

## **PUBLISHING STANDARDS**

### Peer Review

Application of the peer-review process is another indication of journal standards and signifies the overall quality and integrity of the research presented and the completeness of bibliographic elements, especially cited references<sup>6</sup>. Inclusion of Funding

Acknowledgements is also strongly recommended. Not only do they help create a greater context for the journal, they also function as a confirmation of the importance of the research presented.

### Ethical Publishing Practices

Evidence of unethical policies such as predatory publishing practices or editorial instructions leading to excessive, inauthentic journal self-citation or any other fraudulent practices are not acceptable in any journal under evaluation and

result in immediate rejection. When discovered in a journal already covered in *Web of Science Core Collection* they may result in deselection or the suppression of any affected citation metrics.

#### Publishing Format

Journals published in print or electronic formats (XML, PDF) are eligible for evaluation. A technical evaluation is applied to all journals accepted for coverage in their electronic format to assure that access to their content is compatible with our indexing systems.

#### Timeliness

Timeliness of publication is a basic criterion in the evaluation process. As noted above, it is of primary and fundamental importance. A journal must be publishing according to its stated frequency to be considered for inclusion in SCIE, SSCI or AHCI. The ability to publish on time implies a healthy backlog of manuscripts essential for ongoing viability. It is not acceptable for a journal to appear chronically late, weeks or months after its cover date. **To measure timeliness we need to see three consecutive current issues, one after another, as soon as they are published online or in print.**

However, when a journal publishes articles online one at a time rather than collecting articles for release as an 'issue' we take a different approach. In these cases, the editor looks for a steady flow of articles over a nine-month period. The appropriate number of articles for the journal will be determined by the norms for its particular *Web of Science* category.

#### International Editorial Conventions

We also determine if the journal follows international editorial conventions, which are intended to optimize retrievability of source articles. These conventions include informative journal titles, fully descriptive article titles and author abstracts, complete bibliographic information for all cited references, and full address information for every author.

#### Full Text English

English is the universal language of science. For this reason our focus is on journals that publish full text in English or, at the very least, bibliographic information in English. There are many journals covered in *Web of Science Core Collection* that publish articles with bibliographic information in English and full text in another language. However, it is clear that the journals most important to the international research community are publishing full text in English. This is especially true in the natural sciences. There are notable exceptions to this rule in the arts & humanities and in social sciences topics. This

is discussed further below. Nonetheless, full text English is highly desirable, especially if the journal intends to serve an international community of researchers. In addition, all journals must have cited references in the Roman alphabet.

## **EDITORIAL CONTENT**

As mentioned above, an essential core of scientific literature forms the basis for all scholarly disciplines. However, this core is not static — scientific research continues to give rise to specialized fields of studies, and new journals emerge as published research on new topics achieves critical mass. Our editors determine if the content of a journal under evaluation will enrich the database or if the topic is already adequately addressed in existing coverage.

With an enormous amount of citation data readily available to them, combined with their daily observation of virtually every new scholarly journal published, our editors are uniquely well positioned to spot emerging topics and active fields in the literature.

## **INTERNATIONAL FOCUS**

Editors look for international diversity among the journal's contributing authors, editors, and editorial advisory board members at a level that is appropriate for the journal's target audience. If the journal's content is aimed at an international audience then we expect to find an internationally diverse group of authors, editors and editorial advisory board members contributing to it.

We are also interested in excellent regional Journals and are able to include a relatively small proportion of these each year. Regional journals often target a local, rather than an international, audience requiring less emphasis on extensive international diversity. Citation analyses may also play a different role in the evaluation of regional Journals whose citation impact is characteristically modest. Otherwise, the selection criteria for regional journals are the same as for international journals. The importance of a regional journal is measured more in terms of the specificity of its content. Will it enrich our coverage of a particular subject or provide studies with a specific regional perspective? All regional journals selected must be publishing on time, have English-language bibliographic information (title, abstract, keywords), and be peer reviewed. Cited references must be in the Roman alphabet.

## CITATION ANALYSIS

Because *Web of Science Core Collection* is a true Citation Index, all cited references from every item in every journal covered are indexed whether or not the cited work is also covered as a source publication. As a result, the *Web of Science Core Collection* Journal Selection Process is unique in that our editors have a wealth of citation data available to them. Through these data it is possible to measure the citation impact of journals that are still under evaluation.<sup>7</sup>

We use **Citation Analysis** to determine the importance and influence of a journal in the surrounding literature of its subject. Citation analysis takes place on at least two levels. We analyze Total Citation counts to determine the integration of the journal into the surrounding literature over its entire publishing history. We use Impact Factor to determine the recent effect of the journal on the literature of its subject.

We also look at the citation history of contributing authors and editorial board members to determine if the journal is able to attract established scholars in the field of study.

Citation data and metrics are interpreted and understood in the editorial context of the journal under evaluation. Using quantitative citation data to measure impact is meaningful only in the context of journals in the same category. For example, smaller fields like Agricultural Engineering do not generate as many articles or citations as larger fields like Biotechnology or Genetics. In some areas, particularly in the Social Sciences, it may take a relatively long time for an article to attract a meaningful number of citations. But in other areas, such as the Life Sciences, it is not unusual for citations to accrue rapidly and peak after two or three years.<sup>8</sup> These facts must be taken into consideration for the correct use of citation data.

Likewise, established journals that have been rejected in the past may be re-evaluated. These journals can experience new growth in citation impact resulting from changes such as translation into English, change in editorial focus, change in publisher, publishing medium, etc.

Self-citation rates are also taken into consideration. The self-cited rate relates a journal's self-citations to the number of times it is cited by all journals, including itself. For example, journal X was cited 15,000 times by all journals, including the 2,000 times it cited itself. Its self-cited rate is  $2/15$  or 13%.

It is entirely normal for authors to reference the prior work that is most relevant to their current results, regardless of the source journal in which the work was published. However, there are journals where the observed rate of self-citation is a dominant influence in the total level of citation. For these journals, self-citation may distort their true role in the surrounding literature of its subject.<sup>9</sup>

Among all journals listed in the 2014 JCR Science Edition, for example, 85% have self-citation rates of 15% or less. This shows that self-citation is quite normal for most journals. Significant deviation from this normal rate, however, prompts an examination by Editorial Development to determine if excessive self-citations result in an artificial inflation of the impact factor. If we determine that self-citations are causing this effect, the journal's impact factor will be suppressed for at least one year and the journal may be considered for deselection from the *Web of Science Core Collection*.

All social science journals undergo the same thorough evaluation as journals in the natural sciences. Publishing standards, editorial content, international focus, and citation data are all considered. Standard citation metrics, at both journal and author levels, are analyzed while keeping in mind that overall citation rates in the social sciences are generally lower than those in the natural sciences.

Regional studies are often the subject of scholarly research. These studies have special importance in the social sciences as topics of local, rather than global, interest.

Publishing standards, including timeliness, are important in the evaluation of arts and humanities journals. Citation patterns in the arts and humanities, however, do not necessarily follow the same predictable pattern as citations to social

sciences and natural sciences articles. In addition, arts and humanities journal articles frequently reference non-journal sources (e.g., books, musical compositions, works of art, and literature). As a result, citation metrics do not normally play a leading role in the evaluation of arts and humanities journals.

English Language full text is also not always required in some areas of arts and humanities scholarship where the national focus of the study precludes the need for it. An example of this is studies in regional or national literatures.

What is most important in the arts and humanities is novel, well focused content that is well produced and well communicated.

The evaluation criteria for coverage in ESCI are focused on consideration of Publishing Standards and Editorial Content. These include the following:

1. Peer review. Peer review, as an indicator of the integrity of the scholarly content, must be present in all journals accepted for coverage in ESCI.
2. Ethical publishing practices. Evidence of unethical publishing practices (see above) is an obstacle to coverage in ESCI.
3. Electronic format. Only journals publishing in electronic formats (XML, PDF) compatible with our systems are eligible for coverage in ESCI. No print-only journals are eligible.
4. English language bibliographic information is required for all journals seeking coverage in ESCI.
5. Recommendation or request for coverage by Web of Science users. Journals of particular importance to *Web of Science* users are given the highest priority in evaluation and selection for ESCI.

Timeliness is not considered as formal a criterion in the evaluation of ESCI journals as it is in the evaluation of journals for SCIE, SSCI and AHCI. It is of essential importance, however, that any journal under evaluation for ESCI publish actively with current issues and articles posted regularly. Journals that have not published issues or articles for an extended period are not viable candidates for coverage in ESCI.

Many journals that are under evaluation for SCIE, SSCI or AHCI are considered first for coverage in ESCI. If these journals meet the criteria mentioned above they may begin coverage in ESCI with full evaluation for possible coverage in SCIE, SSCI and AHCI occurring at a later date.

Journals that need to be deselected for coverage in SCIE, SSCI or AHCI may continue coverage in ESCI at the discretion of the Editorial Development staff.

Because ESCI is a true Citation Index every issue and every item published in each covered journal will be indexed. All cited references in each ESCI journal will also be captured and indexed. As with all journals covered in *Web of Science Core Collection*, citations to its articles are captured and displayed as Times Cited. These metrics will be visible to *Web of Science* users and will be used by Editorial Development as the basis for the citation analysis aspect of the classic *Web of Science Core Collection* Journal Selection Process if the journal is evaluated subsequently for possible coverage in SCIE, SSCI or AHCI.

An official Journal Impact Factor will not be published for journals covered in ESCI.

### **SOME GUIDELINES FOR ELECTRONIC JOURNALS**

As stated earlier, our basic mission is to provide access to the world's most important and influential journals regardless of the media in which they are published.

The format of electronic journals is extremely important. The following guidelines help to ensure correct citation of articles and reduce the possibility of ambiguity when citing articles.

1. Ensure that it is easy to identify the following elements:
  1. Journal title
  2. Year of publication



3. Volume and/or issue number (if applicable)
  4. Article title
  5. All article identifiers, including page number, article number, DOI and PII (see item #2 below)
  6. Authors names and addresses
  7. A complete table of contents for each issue that includes the page or article number for each article (unless the journal is being published as single articles)
2. Follow these guidelines for article identifiers in both source articles and in citations; this helps ensure their proper use by those referencing the article:
0. Each article must be assigned a unique article number or include continuous pagination (whichever numbering scheme is being used). If the same article numbers are repeated in each issue within a volume, ambiguities will result when citing the original article
  1. If your journal has page numbers and article numbers, list them separately and not merged together (for example: Art. #23, pp. 6-10 and not 23.6-23.10)
  2. Include a DOI. The article number should not be the DOI
3. Instruct authors to include the following information when citing your e-journal:
0. Journal title (use one standard abbreviation for your journal; avoid acronyms that may be confused with other titles)
  1. Volume number (if applicable)
  2. Issue number (if applicable; within parenthesis)
  3. Page number and/or article number (clearly identifying the article number as such)
  4. Year of publication

The editors who perform journal evaluations have educational backgrounds relevant to their areas of responsibility. Because they monitor virtually every new scholarly journal published, they are also experts in the literature of their fields.

**Web of Science:** <https://clarivate.com/essays/evaluation-criteria-web-science-core-collection-journals/>

### **Evaluation criteria for Web of Science Core Collection journals**

*Updated August 2017*

#### **About the Web of Science Core Collection**

The world's leading citation databases provide authoritative, multidisciplinary coverage from high impact research journals worldwide. Cover-to-cover indexing of content is provided in the Emerging Sources Citation Index (ESCI), Science Citation Index Expanded (SCIE), Social Sciences Citation Index (SSCI), and Arts & Humanities Citation Index (AHCI).

#### **About ESCI, the newest Web of Science database**

ESCI was launched in 2015 to complement the breadth of literature available in Web of Science. Journals in ESCI are searchable, discoverable, and citable, allowing Web of Science users to measure a journal's contributions in specific disciplines and to identify potential collaborators for expanded research.

ESCI:

- Expands global and regional coverage across disciplines
- Adds thousands of publishers and journals to the Web of Science
- Captures new and emerging fields before they show influence in the larger scientific community

#### **About selectivity**

Selectivity is the principle upon which the Web of Science Core Collection was founded. The Core Collection is not static; its composition changes constantly, reflecting the evolution of scholarly topics. Our mission is to update journal coverage in the Web of Science Core Collection by identifying and evaluating promising new journals.

### **Submitting a journal**

When a journal is submitted for evaluation, Web of Science editors consider it for all applicable databases. Journals already covered in a Web of Science database can be considered for inclusion in additional databases.

Before submitting a journal for evaluation, ensure that the publication:

- Publishes peer-reviewed content.
- Has an ISSN registered with the ISSN International Centre: [www.issn.org](http://www.issn.org).
- Includes English-language bibliographic information and English-language cited references. (For non-English-language journals, references in Roman script are acceptable.)

Journals that do not meet these minimum criteria will not be evaluated.

### **Beginning a journal evaluation**

Journal evaluation is a process guided by multiple criteria. Subject experts on the Web of Science editorial team conduct these evaluations.

Scheduling for the evaluation is determined by the journal's performance. It is possible for a newly submitted journal to demonstrate exceptional quality and be accepted for SCIE, SSCI, and AHCI directly. Many titles will begin their indexing in ESCI.

If accepted and covered in ESCI, a journal remains eligible for an evaluation that can lead to indexing in SCIE, SSCI, or AHCI. The timeframe for such an evaluation depends on the completeness of data available to the Web of Science editors and the editorial needs and priorities of the Web of Science. Specific timeframes for individual journals will be discussed with the publishers.

Journals accepted for SCIE and SSCI will have a Journal Impact Factor calculated and be ranked in the Journal Citation Reports (JCR).

There is no guarantee that a journal in one database will move to any other database. Journals rejected for SCIE, SSCI, and AHCI can remain indexed in their current databases and be scheduled for a re-evaluation.

If selected, a journal's Web of Science coverage is not static. Covered titles are curated to ensure that they maintain quality and performance, and to confirm that they remain indexed in the appropriate indexes and categories. Other changes to journals, such as title changes, are also considered by the editors to ensure proper coverage.

Journals can be de-selected if they no longer exhibit high standards of quality and publishing ethics, or if they lack a clear relevance to the products in which they are covered.

## **ESCI selection criteria**

### **English-language requirements**

As noted in the "submitting a journal" section above.

### **Electronic format**

Evaluations require access to full-text PDFs on a journal's website.

### **Evidence of peer review**

Publications are expected to adhere to clear and transparent peer review practices and to refrain from making false claims about these practices.

### **Evidence of ethical publishing practices**

These standards include (but are not limited to):

- Refraining from misrepresenting the names, qualifications, or involvement of editorial board members.
- Displaying clear and transparent statements regarding business models, such as whether the publication is subscription based or open access, and whether the publication imposes article processing charges (APCs) or similar fees.
- Refrain from all forms of plagiarism and copyright infringement.

ESCI was created to expand comprehensive discovery of research areas of interest to scholarly communities worldwide, and to deepen regional and domain coverage.

### **Enrichment of Web of Science content**

#### **Editorial evaluation criteria for SCIE, SSCI, and AHCI**

As a journal progresses in its evaluation, the Web of Science editors apply an increasingly selective set of standards, described below. However, no one evaluation factor is considered in isolation, and each journal is evaluated on its own merits with an objective, unbiased approach.

***The following include the minimum criteria required at the time of submission.***

**Appropriate format:** This covers both the physical and editorial aspects of a journal.

- **Content type:** The journal should publish mainly scholarly academic material. Features such as news items, commentaries, bulletins, charts, and advertisements are common, but they are not considered scholarly material.
- **Content delivery:** Electronic format is preferred both for journal evaluation and, if selected, for content indexing. Web of Science will include print-only publications that show evidence of strong content; print-only delivery remains prevalent in the arts and humanities, for example.
- Journals published in print format alone are not eligible for ESCI but can be considered for coverage in other collections.

**Timeliness and publishing regularity:** The journal should publish on time according to its publishing schedule without delays or interruptions. For electronic-only journals that publish continuously, a minimum of 20 articles per year is considered a healthy influx of contributions but does not guarantee acceptance.

**Abstract:** An abstract or author summary should be present for all scholarly academic material.

**English-language abstract:** For non-English-language journals, an English-language summary should be provided for all articles. But for certain disciplines, especially in the arts and humanities, the lack of such abstracts might not prevent acceptance.

**English-language article titles and/or table of contents:** For non-English-language journals, English-language translations of article titles should be provided.

**References in Roman script:** Cited references in Roman-character script or a transliterated non-Roman script (Cyrillic, Chinese, Japanese, Arabic, etc.) are essential for processing and data capture.

**Peer review:** The journal should contain peer-reviewed content as well as clear evidence and description of the peer-review process.

***The following criteria focus on the journal itself, independent of comparison to competing journals.***

**Grant support:** Evidence of grant support is desirable as it helps create a greater context for the journal and functions as a confirmation of the importance of the research presented.

**Journal self-citation:** Defined as the number of times a journal cites itself compared to peer journals in the same research area. Journals with a wide or international scope are expected to receive fewer self-citations than a journal in a focused or narrow subject area. Highly ranked Web of Science journals receive typically 15% or fewer self-citations relative to topic area. In cases of niche topics or emerging scientific fields, a higher than usual self-citation rate may be evident.

**Author and editorial board members self-citations:** Web of Science editors will note if a large percentage of the journal's Web of Science citations originate from:

- the journal's editorial board members
- the authors of the journal's papers citing their own work

Whether deliberate or not, either type of self-citation is undesirable and is considered an indication of low recognition of the journal in the community at large.

**Editorial board diversity:** The geographical distribution and representation of the editorial board is considered in the context of the journal's target audience and scope. For a regional journal, or a journal in a focused subject area, less geographical diversity is expected. In addition, a majority of editors from the same institution is not desirable.

**Author diversity:** Similar to the editorial board evaluation, the geographical distribution of authors is considered in the context of the journal's target audience and scope. International journals and journals in global research areas are expected to publish authors with a wide geographical diversity. A regional journal or a journal in a focused subject area might exhibit less geographical diversity in authorship. As with the standards for an editorial board, a majority of authors from a single institution is undesirable.

***The following criteria focus on the journal in the context of Web of Science and in the scientific and scholarly community as a whole. Editors rely on their expertise and a profound knowledge of Web of Science data to assess the value of each journal in the context of the entire Web of Science platform.***

**Citation Analysis:** Using Web of Science data, editors assess the citation performance of the journal such as total citations, citations to recent years, and trends and patterns within citations. This review provides a sense of the journal's contributions to its particular field of scholarly research.

**Comparative Citation Analysis:** Web of Science editors use the citation analysis to compare the journal to its peers. Editors will estimate the relative performance of the journal and its position in all appropriate categories.

**Subject relevance:** This criterion determines if the journal is highly relevant to its particular topic area. Web of Science subject experts analyse the relationship of the journal under evaluation to journals already covered and determine the relevance of the journal to a particular area or product.



**Author citations:** Using Web of Science, subject experts review the citation activity of authors published in the journal under evaluation to see where else, and how frequently, these authors are cited. The number of citations to the journal's authors is compared to author citation activity from other journals already indexed in the topic area. Differences of citation patterns by discipline are taken into consideration.

**Editorial Board citations:** Web of Science is used to review the citation activity of the journal's editorial board to see where, and how frequently, the board members are cited as authors. The number of citations to the journal's editorial board members is compared to editorial board activity of other journals already indexed in the topic area. Differences of citation patterns by discipline are taken into consideration.

**Editorial content analysis:** If a journal is not a meaningful addition to its Web of Science category or does not provide distinct content or a viewpoint to enhance coverage, it is unlikely to be selected. Web of Science editors are highly interested in journals with a scope in a new scientific discipline or research area; that bolster a topic or region not well covered in Web of Science; or that publish scholarly research from a novel point of view.

**Target audience:** A well-produced journal is configured to present a topic to a specific national, regional, or worldwide audience. This can be seen in the journal's content, and also in the geographic variety (or uniformity) of its authors and editorial board. In this section of the evaluation, Web of Science editors compare like with like. A regional agricultural journal, for example, will be compared against a similar such journal already indexed.

**Content Relevance:** Web of Science editors look for the journal to publish scholarly content consistent with the journal's declared aims and scope. A journal's consistent focus and aim will place the journal in the appropriate product and category. A journal lacking such focus and aim is unlikely to be considered for coverage.

#### **D. Journal Publishing Practices and Standards: <https://www.journalquality.info/en/jpps-criteria/>**

##### JPPS criteria

Journals assessed against the JPPS criteria are given one of six levels: inactive title; new title; no stars; one star; two stars; and three stars.

The criteria developed for the JPPS framework were compiled by looking at the inclusion standards set out by international journal indices and relevant organizations' publishing and editorial guidelines. To ensure relevance to journals publishing from developing countries, INASP and AJOL compiled the framework on the basis of decades of experience of contexts, norms and practices in developing country journal publishing, and also on feedback from journal editors in Africa.

The inclusion criteria and standards set out by the Directory of Open Access Journals (DOAJ) from March 2014, SciELO South Africa, Clarivate (formerly Thomson Reuters), Scopus, the World Association of Medical Editors (WAME), the Forum of African Medical Editors (FAME) Editorial Guidelines, and the Committee on Publishing Ethics (COPE) Principles of Transparency and Best Practice in Scholarly Publishing were used as part of the development of the framework. The new JPPS criteria have been developed this way to aid comparison and interoperability of the frameworks internationally, as well as making sure they are attainable and relevant for journals from the South.

The assessor's internal JPPS report for each journal verifies all the criteria implemented by the journal, as well as whether compulsory criteria (defined for each level) are being attained.

##### **Criteria that journals are assessed against include:**

- Publication of original research
- A functional or well-working editorial board, with members who have been verified as being actively involved with the journal by an assessor; and the majority of whom are based primarily in the area served by each JOL
- Accurate and verified involvement of the editorial board, advisory board and any other committees associated with the journal

- Verification and assessment of an active and accurate description of the peer-review process and quality-control processes, including journal plagiarism checks
- Availability of authors' guidelines, and how well these are implemented, particularly with regard to the information appearing on the first page of each article, and quality of language and layout
- Reviewers' guidelines
- The display of editorial and publishing policies

Part of the assessment process includes an evaluation of whether an Open Access journal might appear to be a fake, or so-called predatory, Open Access journal. If journals appear problematic to the assessor, the report to the journal will enquire whether they are aware of the problems and what their response has been. If the assessor is not satisfied that the issues have been resolved then the journal will not be awarded any JPPS stars.

Inclusion on internationally recognized journal lists is not a requirement nor a guarantee of a journal gaining a particular JPPS star level but this inclusion is noted as part of the assessment. Claims of fake impact factors on journal websites are researched within the JPPS assessment process; it is disadvantageous for a journal to claim inclusion in these fake metrics measures.

In the interests of consistency and impartiality, the initial assessments for all actively publishing journals in each JOL have been conducted by an expert in developing country publishing who is based in the UK.

#### Outputs of the JPPS process

Assessment outputs include:

- An assessment record for each journal to be kept by the JOL
- A report sent to the journal editor on any areas of the journal that need improvement, emphasizing those criteria that need to be met to qualify for a higher level
- A display of the JPPS level for each journal on the JOL website, with a link to a document explaining what that means in terms of the publishing practices and standards that are actually being achieved by the journal at the time of assessment.

Six months to a year after initial assessment, journals will be allowed to apply for re-assessment and to provide verifiable evidence that they are by then attaining the criteria recommended for being assigned a higher JPPS level.

**PLEASE NOTE:** *the JPPS assessment DOES NOT assess the quality of the research content, but rather the publishing and editorial practices of the journal itself.*

**Official JPPS levels are only provided by AJOL and INASP. If in doubt about a JPPS claim, please check the journal's listing via the JPPS webpage ([www.journalquality.info](http://www.journalquality.info)) or an official JOL site.**

**One Star (of a possible three):** <https://www.journalquality.info/en/jpps-criteria/one-star/>

**This journal has been compliant with the JPPS basic (new title) criteria for at least two years:**

1. The journal is published within the JOL country or region (the publishing, peer review management, business development and production is all handled in-country).
2. The journal publishes original research (in addition to other content).
3. The journal has a clearly-stated aim, focus and scope.
4. The masthead ("about the journal" information) includes:
  - The journal title.
  - The ISSN, registered with the ISSN International Centre.
  - The name of the publisher, institution and/or society by which the journal is published (with all relevant contact details, including physical address, phone numbers, email addresses and website address). Journals are encouraged to use official or institutional email addresses rather than Yahoo or gmail email addresses.
  - The copyright statement.
  - The licensing statement (if the journal is Open Access, it needs to have selected an official licensing statement, for example the Creative Commons licence).

- Details of the Editor and an Editorial Board with identifiable members. All details about the Editor and Editorial Board must be up to date and accurate. Names and titles should be written out in full, and all persons listed should be actively and verifiably involved with the journal.
  - Accurate publishing frequency, which is clearly stated (number of issues published per year, or an explanation of the process if the journal is publishing article-by-article).
5. The journal provides clear and comprehensive instructions to authors, including:
    - An explanation of the types of manuscript that a journal will consider.
    - A detailed style guide (that includes referencing style).
    - A description of how to submit an article.
    - A functional and frequently-checked contact email address for the journal.
  6. Basic information displayed on the front page of each article, whether print or online, includes:
    - The article title.
    - The name(s) of author(s).
    - The abstract (or summary, in the case of some humanities journals).
  7. All articles relate to the focus and scope of the journal.
  8. Each article includes complete bibliographic information for all cited references.
  9. The journal sends the JOL (or another appropriate platform in the future) digital, English-language (and any other language, in addition) titles, abstracts, article keywords and PDFs of the full text of each issue in a timely manner, immediately after publication (or loads its own content, if trained to do so).
  10. The journal has an established publishing track record (of at least two years).
  11. The journal publishes at least one issue per year, and/or at least five articles per year, and publishes issues on time, according to the stated publishing frequency.

**Two Stars (of a possible three): <https://www.journalquality.info/en/jpps-criteria/two-stars/>**

**In addition to the criteria for a one-star journal, this journal is compliant with additional JPPS criteria for publishing practice quality:**

1. The journal has an editorial policy statement (including an accurate and detailed explanation of the validity of the peer-review and the quality-control processes applied to all manuscripts or authors' texts submitted for publication).

2. The masthead (“about the journal” information) includes:
  - An eISSN for the online version of the journal registered with the ISSN International Centre.
  - As well as the Editorial Board member information, any other oversight body involved with the journal, for example, an International Advisory Committee, named with up to date and accurate information. Names and titles are written out in full, and all persons listed are actively and verifiably involved with the journal; the list also includes the primary and up to date institutional affiliation (or connection with a larger organization, for example a society or university) of each person listed. NOTE: The JOL requires applicant and partner journals to provide accurate contact details, including institutional (and other) email addresses for ALL persons listed on the masthead, as part of our review process. These contact details will not be made publicly available by the JOL unless we are instructed to do so by the journal/publisher.
3. The journal provides clear and comprehensive instructions to authors, including:
  - Information about copyright (please note the importance of telling authors whether the journal will be the copyright holder after publication of an article, or whether copyright remains with authors).
  - If the journal charges readers subscription fees, or charges authors or authors’ institutions any handling fees, publication fees or similar, the amount/s should be clearly stated and publicly available on the JOL website as well as on the journal’s own website (if it has one) and in the journal’s hard copy (if it has one).
4. Basic information displayed on the front page of each article includes:
  - The journal title; volume and issue number; page numbers.
  - Article keywords.
  - The article DOI (digital object identifier, which is a string or set of numbers that uniquely identifies a published article).
5. The journal publishes at least one issue per year and/or at least eight articles per year, and publishes issues on time, according to the stated publishing frequency.
6. The journal has a publicly-available, accurate and detailed description of its peer-review process on the JOL and on its homepage, if it has one.
7. Language and copy editing provide clarity for readers; layouts are consistent; tables, graphs and images are of good quality; and the same style is consistently used throughout the journal.
8. The cover of the journal looks professional or competent (no clip art or pre-made pictures, or low-quality images).
9. If the journal or publisher has its own website or is included on websites other than the JOL (for example, on a university website), the website quality is good (having a professional and functional or well-working site design with no garish or over-decorated, flashing images), and the journal content is up to date.

## Recommendations

10. The journal is strongly recommended to have clear and comprehensive instructions to peer reviewers, which are also placed on the journal's own website and/or its JOL homepage.

**Three Stars (of a possible three): <https://www.journalquality.info/en/jpps-criteria/three-stars/>**

**In addition to all of the criteria for one-star and two-star journals, the journal also consistently (for at least three years) meets the following criteria:**

1. The journal includes copyright and licensing information on the first page of each article.
2. The journal includes author ORCIDs (for at least the corresponding author, but preferably for all authors). See [orcid.org](https://orcid.org) for more information on ORCIDs.
3. The journal includes funding acknowledgements by authors is displayed on the first page of each article (but may be on the last page).
4. Submission, acceptance and publication dates are included on the first page of each article.
5. The DOIs of referenced articles are included in the bibliographic references of each article.
6. Information about subscription fees, handling fees, publication fees or similar are included in the author instructions. If there are no fees, then this should be stated.
7. If the journal has its own website then the primary institutional affiliations of its full Editorial Board as well as of any other governance committees, such as advisory committees are included.
8. The Editorial Board (and any supporting committees) is institutionally and, geographically diverse (or varied) and ideally with a good gender balance.
9. The journal has a clearly-stated policy on authors' permissions to deposit the article in a personal, institutional, thematic and/or other Open Access repository, including whether the permission is for the post-publication version or pre-publication version of the article.
10. The journal implements, and publicly and transparently shares, its policies on publication ethics (codes of moral and correct publishing conduct) and publishing malpractice (improper publishing conduct) on its own website and on its JOL homepage, including plagiarism, copyright violations, errata, retractions, data sets, gender, racial and language policies.
11. The journal loads its own content onto the JOL platform.
12. The journal has an archival, digital preservation arrangement with an external party, for example CLOCKSS (a joint venture or project between certain publishers and research libraries to create a reliable global archive or place where documents are stored).
13. The journal has a full back file of archival content available online (via the JOL and/or on its own website).

14. At least one issue and/or 10 articles are published per year (preferably more).

#### Recommendations

15. It is recommended that journals include contact email addresses and/or a link to each Board member's primary affiliation (connection to a larger organization, for example a society or university) website, under the JOL's "About the Journal" section and on the journal's own website, if it has one.
16. Membership of COPE (the Committee on Publication Ethics) and/or OASPA (the Open Access Scholarly Publishers Association) (for Open Access journals) is strongly encouraged.
17. For Open Access journals to get a JPPS three-star status, they are strongly encouraged to provide evidence that they meet the DOAJ technical requirements and DOAJ Seal Qualifiers (see [doaj.org/application/new](https://doaj.org/application/new)).

**New Title:** <https://www.journalquality.info/en/jpps-criteria/new-title/>

**A new journal (Volume 1, Issue 1 or similar) may be accepted for inclusion on a JOL platform if it is assessed and found to meet the basic criteria; the journal will however only be assigned a star rating after it has been continuously published in line with these criteria for at least two years.**

*NOTE: It is the journal's responsibility to alert or notify the JOL of the need for it to be given a star status once it has been publishing for at least two years, and provide adequate proof of compliance.*

The basic criteria for inclusion on a JOL are:

1. The journal is published within the JOL country or region (the publishing, peer review management, business development and production is all handled in-country).
2. The journal publishes original research (in addition to other content).
3. The journal has a clearly-stated aim, focus and scope.
4. The masthead ("about the journal" information) includes:
  - The journal title.



- The ISSN, registered with the ISSN International Centre.
  - The name of the publisher, institution and/or society by which the journal is published (with all relevant contact details, including physical address, phone numbers, email addresses and website address). Journals are encouraged to use official or institutional email addresses rather than Yahoo or gmail email addresses.
  - The copyright statement.
  - The licensing statement (if the journal is Open Access, it needs to have selected an official licensing statement, for example the Creative Commons licence).
  - Details of the Editor and an Editorial Board with identifiable members. All details about the Editor and Editorial Board must be up to date and accurate. Names and titles should be written out in full, and all persons listed should be actively and verifiably involved with the journal.
  - Accurate publishing frequency, which is clearly stated (number of issues published per year, or an explanation of the process if the journal is publishing article-by-article).
5. The journal provides clear and comprehensive instructions to authors, including:
    - An explanation of the types of manuscript that a journal will consider.
    - A detailed style guide (that includes referencing style).
    - A description of how to submit an article.
    - A functional and frequently-checked contact email address for the journal.
  6. Basic information displayed on the front page of each article, whether print or online, includes:
    - The article title.
    - The name(s) of the author(s).
    - The abstract (or summary, in the case of some humanities journals).
  7. All articles relate to the focus and scope of the journal.
  8. Each article includes complete bibliographic information for all cited references.
  9. The journal sends the JOL (or another appropriate platform in the future) digital, English-language (and any other language, in addition) titles, abstracts, article keywords and PDFs of the full text of each issue in a timely manner, immediately after publication (or loads its own content, if trained to do so).

**Inactive Title:** <https://www.journalquality.info/en/jpps-criteria/inactive-title/>

This journal is not up to date on the JOL. Only archival content is hosted. This could be due to one or more of the following:

- The journal has been taken over by a publisher outside of area served by the JOL, so no longer qualifies for inclusion.
- The journal has stopped publishing.
- The journal is still publishing, but has stopped sending its content to the JOL, and the JOL has been unable to re-establish contact with the journal.
- The journal is experiencing a long delay in publishing its next issue (one year or more).

**NOTE 1:** *It is the responsibility of the journal to make sure that its JOL entry is accurate and up to date (including all journal contact information, and Editorial Board names and information), and that the most-recently published content is available on the JOL.*

**NOTE 2:** *Even if a journal has stopped publishing altogether or has been taken over by an overseas publisher, archival content could still be of use to the international research community, so past content is usually kept on the JOL.*

**NOTE 3:** *If the journal enters into a co-publishing agreement with an international publisher such that editorial control and the majority of the management of the journal remains in the country, including control of peer reviewing, the journal may stay on the JOL.*

**No Stars:** <https://www.journalquality.info/en/jpps-criteria/no-stars/>

A journal which does not meet the basic requirements of a one-star journal. This might be a legacy journal that was accepted onto the JOL before the implementation of the more rigorous selection criteria or it may be a journal that has not maintained the required basic publishing practices and standards.

No star journals are generally kept online because they are part of the academic record.

**ThinkCheckSubmit:** <https://thinkchecksubmit.org/check/>

Reference this list for your chosen journal to check if it is trusted.

- Do you or your colleagues know the journal?
  - Have you read any articles in the journal before?
  - Is it easy to discover the latest papers in the journal?
- Can you easily identify and contact the publisher?
  - Is the publisher name clearly displayed on the journal website?
  - Can you contact the publisher by telephone, email, and post?
- Is the journal clear about the type of peer review it uses?
- Are articles indexed in services that you use?
- Is it clear what fees will be charged?
  - Does the journal site explain what these fees are for and when they will be charged?
- Do you recognise the editorial board?
  - Have you heard of the editorial board members?
  - Do the editorial board mention the journal on their own websites?
- Is the publisher a member of a recognized industry initiative?
  - Do they belong to the Committee on Publication Ethics (COPE) ?
  - If the journal is open access, is it listed in the Directory of Open Access Journals (DOAJ) ?
  - If the journal is open access, does the publisher belong to the Open Access Scholarly Publishers' Association (OASPA) ?
  - Is the journal hosted on one of INASP's Journals Online platforms (for journals published in Bangladesh, Nepal, Sri

Lanka, Central America and Mongolia) or on African Journals Online (AJOL, for African journals)?  
– Is the publisher a member of another trade association?

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