DOAJ

THE DIRECTORY OF OPEN ACCESS JOURNALS

Complete list of application questions

This is a document to supplement the application process. It includes a preview of DOAJ application questions. **We do not accept PDF applications.**

Please apply online at https://doaj.org/apply

The application form includes six (6) sections:

01 Open Access compliance
02 About
03 Copyright & licensing
04 Editorial
05 Business model
06 Best practice

Unless stated otherwise, all questions are required.

Last updated **4 Jul 2023**
Version 1.2

Open Access compliance

DOAJ only accepts fully open access journals

See DOAJ's definition of open access explained in full.

Open Access is the condition where the copyright holder of a scholarly work grants usage rights to others using an open license (Creative Commons or equivalent) allowing for immediate free access to the work and permitting any user to read, download, copy, distribute, print, search, or link to the full texts of articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose.

Does the journal adhere to DOAJ's definition of open access?

- Yes
- No

The journal website must display its open access statement. Where can we find this information?

Link to the journal's open access statement

Here is an example of a suitable Open Access statement that meets our criteria:

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.

About

Journal title

The journal title must match what is displayed on the website and what is registered at the ISSN Portal.

For translated titles, you may add the translation as an alternative title.

Alternative title (including translation of the title) *(Optional)*

Link to the journal's homepage

ISSN (print)

Must be a valid ISSN, fully registered and confirmed at the ISSN Portal.

The ISSN must match what is given on the journal website.

ISSN (online)

Must be a valid ISSN, fully registered and confirmed at the ISSN Portal.

The ISSN must match what is given on the journal website.

Up to 6 subject keywords in English

Only 6 keywords are allowed. Choose words that describe the subject matter of the journal and not the journal's qualities.

Keywords must be in English and separated by a comma.

Languages in which the journal accepts manuscript

Publisher

Publisher's name

Publisher's country

The country where the publisher carries out its business operations and is registered.

— Society or institution, if applicable

Society or institution's name *(Optional)*

The society or institution responsible for the journal

Some societies or institutions are linked to a journal in some way but are not responsible for publishing it. The publisher can be a separate organisation. If your journal is linked to a society or other type of institution, enter that here.

Publisher's country *(Optional)*

The country in which the society or institution is based

© Copyright & licensing

— Licensing

License(s) permitted by the journal

- CC BY
- CC BY-SA
- CC BY-ND
- CC BY-NC
- CC BY-NC-SA
- CC BY-NC-ND
- CC0
- Public domain
- Publisher's own license

The journal must use some form of licensing to be considered for indexing in DOAJ.

If Creative Commons licensing is not used, then select Publisher's own license and enter more details below.

More information on CC licenses:

CC BY
CC BY-SA
CC BY-ND
CC BY-NC
CC BY-NC-SA
CC BY-NC-ND

What is the difference between CC0 and the Public Domain Mark ("PDM")?

Where can we find this information?

Link to the page where the license terms are stated on your site.

— Embedded licenses

Does the journal embed and/or display licensing information in its articles?

- Yes
- No

It is recommended that licensing information is included in full text articles. Answer Yes if licensing is displayed or embedded in all versions of each article.

— Copyright

For all the licenses you have indicated above, do authors retain the copyright and full publishing rights without restrictions?

- Yes
- No

Answer No if authors transfer copyright or assign exclusive rights to the publisher (including commercial rights).

Answer Yes only if authors publishing under any license allowed by the journal retain all rights.

Where can we find this information?

Link to the journal's copyright terms

Editorial

— Peer review

DOAJ only accepts peer-reviewed journals. Which type(s) of peer review does this journal use?

Enter all types of review used by the journal for research articles. Note that editorial review is only accepted for arts and humanities journals.

- [ ] Editorial review
- [ ] Peer review
- [ ] Anonymous peer review
- [ ] Double anonymous peer review
- [ ] Post-publication peer review
- [ ] Open peer review
- [ ] Other:

Where can we find this information?

Link to the journal's peer review policy

— Plagiarism

Does the journal routinely screen article submissions for plagiarism?

Screening for plagiarism is recommended, but is not a requirement for inclusion in DOAJ. If the journal does screen for plagiarism, state the services(s) used on your website.

- ( ) Yes
- ( ) No

(If you selected Yes) Where can we find this information?

The page should state that the journal actively checks for plagiarism and explain how this is done (including the name of any software or service used).

Link to the journal's plagiarism policy

— Editorial

Link to the journal's **Aims & Scope**

Link to the journal's **Editorial board**

Link to the journal's **Instructions for Authors**

Average number of **weeks** between article submission & publication

$ Business model

— Publication fees

Does the journal charge fees for publishing an article (APCs)?

Publication fees are sometimes called article processing charges (APCs). You should answer Yes if any fee is required from the author for publishing their paper.

- ( ) Yes
- ( ) No

(If you selected Yes) Highest fee charged

If the journal charges a range of fees for publication of an article, enter the highest fee. If the fee can be paid in more than one currency, you may list them here.

Where can we find this information?

Link to the page where this is stated. The page must declare **whether or not** there is a fee to publish an article in the journal.

— Publication fee waivers

Does the journal provide a waiver or discount on publication fees for authors?

Answer Yes if the journal provides publication fee waivers for authors from low-income economies, discounts for authors from lower middle-income economies, and/or waivers and discounts for other authors with demonstrable needs.

- Yes
- No

(If you selected Yes) Where can we find this information?

Link to the journal's waiver information

— Other fees

Does the journal charge any other fees to authors?

Declare all other charges: editorial processing charges, language editing fees, colour charges, submission fees, page charges, membership fees, print subscription costs, other supplementary charges

- Yes
- No

(If you selected Yes) Where can we find this information?

Link to the journal's fees information

Best practice

The best practices in this section adhere to publishing standards based around findability, preserving the content and ethical publishing practices.

We encourage journals to adopt these best practices but they are not mandatory for DOAJ indexing.

— Archiving policy

Long-term preservation service(s) where the journal is currently archived

Only active archiving is accepted; content must be actively deposited in each of the options you choose. If the journal is registered with a service but archiving is not yet active, choose No.

PubMed Central covers PMC U.S.A. and EuropePMC(Wellcome Trust).

- CINES
- CLOCKSS
- LOCKSS
- Internet Archive
- PKP PN
- PubMed Central (PMC)
- Portico
- A national library:
- Other:
- *The journal content isn't archived with a long-term preservation service*

(If you are using a preservation service) Where can we find this information?

Link to the preservation and archiving information

— Repository policy

Does the journal have a policy allowing authors to deposit versions of their work in an institutional or other repository of their choice? Where is this policy recorded?

- Sherpa/Romeo
- Dulcinea
- Héloïse
- Diadorim
- Other (including publisher's own site):
- *The journal has no repository policy*

Many authors wish to deposit a copy of their paper in an institutional or other repository of their choice. What is the journal's policy for this?

You should state your policy with regard to the different versions of the paper:

Submitted version
Accepted version (Author Accepted Manuscript)
Published version (Version of Record)

For a journal to qualify for the DOAJ Seal, it must allow all versions to be deposited in an institutional or other repository of the author's choice without embargo.

(If you have a repository policy) Where can we find this information?

Link to the policy in a directory or on the publisher's site

— Unique identifiers & structured data

Persistent article identifiers used by the journal

Select at least one

- DOIs
- ARKs
- Handles
- PURLs
- Other:
- *The journal does not use persistent article identifiers*

A persistent article identifier (PID) is used to find the article no matter where it is located. The most common type of PID is the digital object identifier (DOI).

Read more about PIDs.

Does the journal allow for ORCID iDs to be present in article metadata?

- Yes
- No

An ORCID (Open Researcher and Contributor) iD is an alphanumeric code to uniquely identify authors.

Does the journal comply with I4OC standards for open citations?

- Yes
- No

The I4OC standards ask that citations are structured, separable, and open.