

Criteria for inclusion and some pre-application checks

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Basic criteria for inclusion in DOAJ

The type of journal that can apply

A journal must be actively publishing scholarly research and should publish at least 5 scholarly articles per year. At least a third of the total content of the journal should consist of peer-reviewed original research and/or review papers.

The primary target audience should be researchers. All research subject areas are accepted.

Journals published in any language may apply. There is no requirement to publish in English.

Journals of all origins are eligible for inclusion: academic, government, commercial, non-profit, private and so on.

ISSN

A journal must have at least one ISSN (International Standard Serial Number) which is current, registered and confirmed at issn.org. The name of the journal should match what is recorded at issn.org.

The type of open access

The full text of ALL content must be available free and open access without delay (no embargo period). However, DOAJ will accept journals that have flipped to open access even if the previous volumes are not freely available.

Requiring users to register to read content is not accepted.

The journal's open access policy must be clearly stated on the journal web site (not just the publisher's own site). Ideally, it will follow the [BOAI definition of open access](#):

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.

A charge for the print version of a journal is permitted.

The journal website

The journal must have its own dedicated URL and homepage.

The website should be clear and easy to navigate. It must demonstrate that care has been taken to ensure high ethical and professional standards as per the [Principles of Transparency and Best Practice in Scholarly Publishing](#).

The following information must be available from the journal site:

- Open Access policy
- Aims and scope
- Editorial board
- Instructions for authors
- Editorial process (peer review)
- Plagiarism policy (if any)
- Copyright and licensing terms
- Author charges
- Contact details

Information on author charges must include all fees that may be charged to the author, from submission to publication, including submission fees, article processing charges (APCs), page charges, colour charges etc. If a journal doesn't levy any charges then this must be clearly stated.

The journal content must be available as individual full-text articles: one unique URL per article. Each article should be available as an HTML file or PDF article as a minimum.

Editorial process

A journal must have an editor and an editorial board. The current editorial board must be listed on the journal site and include the name and affiliation of all editors and board members.

All articles must pass through a quality control system (editorial review or peer review) before publication and the exact type of review must be stated clearly on the website.

(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.

Licensing

The licensing terms for use and re-use of the published content by others must be clearly stated on the website and, preferably, on the full text of every article. DOAJ recommends the use of [Creative Commons](#) licenses for this purpose.

If Creative Commons licensing is not used, similar terms and conditions should be applied and extra care taken to state these terms clearly.

Copyright

The terms of copyright applied to the published content must be clearly stated and separate from the copyright terms applied to the website. Copyright may be retained by the author (best practice) or transferred or licensed to the publisher.

Copyright terms mustn't contradict the licensing terms or the terms of the Open Access policy.

Some pre-application checks

After submission, all applications go through DOAJ Triage. This is a pre-review stage which ensures that only complete and correct applications are assigned to an editor for review.

To ensure an application is not rejected at triage:

- The journal mustn't have had an application rejected within the last 6 months.
- The journal mustn't be in DOAJ already or have another application already in progress. Duplicate applications are rejected immediately.
- Applications that contain information that is inaccurate or wrong, or where answers are missing, are automatically rejected.
- The journal title in the application and on the website must match what is registered at [the ISSN portal](#).
- The ISSN in the application must match the journal title at [the ISSN portal](#).
- The country in the application and on the journal website must be the country where the publisher is registered and carries out its business activities.
- The journal must be 'gold' (non-APC or APC) Open Access.
- The URL for the website must be working.
- The contact details provided in the application form must include a real name and a valid email address.
- The journal must have published at least 5 research articles during the preceding calendar year.
- If the answer to Question 37 about peer review is entered as None, the application is rejected.

- Licensing terms must be available and clearly stated on the journal website.