Before you attend a TSV/DOAJ workshop…

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If you want to submit a live application at the journal workshop, use this checklist to ensure your journal website is "DOAJ-ready".

Licensing

The journal must apply licensing to its content. Question 47 asks: 'Does the journal allow reuse and remixing of content in accordance with a Creative Commons license or another type of license with similar conditions (Select 'Other')?'

1. What type of license will you apply to the content? What will the license allow?
   Creative Commons license chooser
   DOAJ recommends the use of Creative Commons licenses as these are well-known and provide clear information on reuse.

2. What date range of content will you apply the license to?
   a. State this clearly on the website.
   b. Remember that older content may have been published under different copyright conditions.

3. The license terms must be clearly stated and displayed on the website. Think about where these will go. (They often accompany the copyright statement.)

ISSN
Check that the ISSN assigned to your journal is fully registered and confirmed at issn.org.

Check that the name held at issn.org matches the name of your journal on the website.

Open access policy

Check that your journal's open access policy is 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.*

The journal website

Check that the following information is available on the journal site:

Open Access policy
Aims and scope
Editorial board (including institutional affiliations of all members)
Instructions for authors
Editorial process (peer review)
Plagiarism policy (if any)
Copyright and licensing terms
Author charges (must be stated, even if zero)
Contact details