

DOAJ/TSV Journals Workshop

Dom Mitchell, Operations Manager

Judith Barnsby, Senior Managing Editor

Lehdille suunnattu työpaja

Tieteiden talolla, Helsinki - 24th February 2020

AGENDA

- Part 1: Introduction
- Part 2: DOAJ's criteria and understanding the application form
- Part 3: DOAJ Seal Criteria
- Part 4: The application process + live demo of the form
- Part 5: Resources and help
- Part 6: Practical - Submitting an application

Part 1

Introduction



DOAJ/TSV project team

- Judith Barnsby - Senior Managing Editor, DOAJ
- Lars Bjørnshauge - Managing Director, DOAJ
- Dom Mitchell - Operations Manager, DOAJ (Project Lead)

- Lena Lönngren - Publications Assistant, TSV
- Antti-Jussi Nygård - Coordinator, TSV
- Janne Pölönen - Head of Planning, TSV (Project Lead)
- Eeva Savolainen - Senior Planning Officer, TSV
- Sami Syrjämäki - Head of Publications, TSV



Finnish Volunteers

(who will be reviewing the applications)

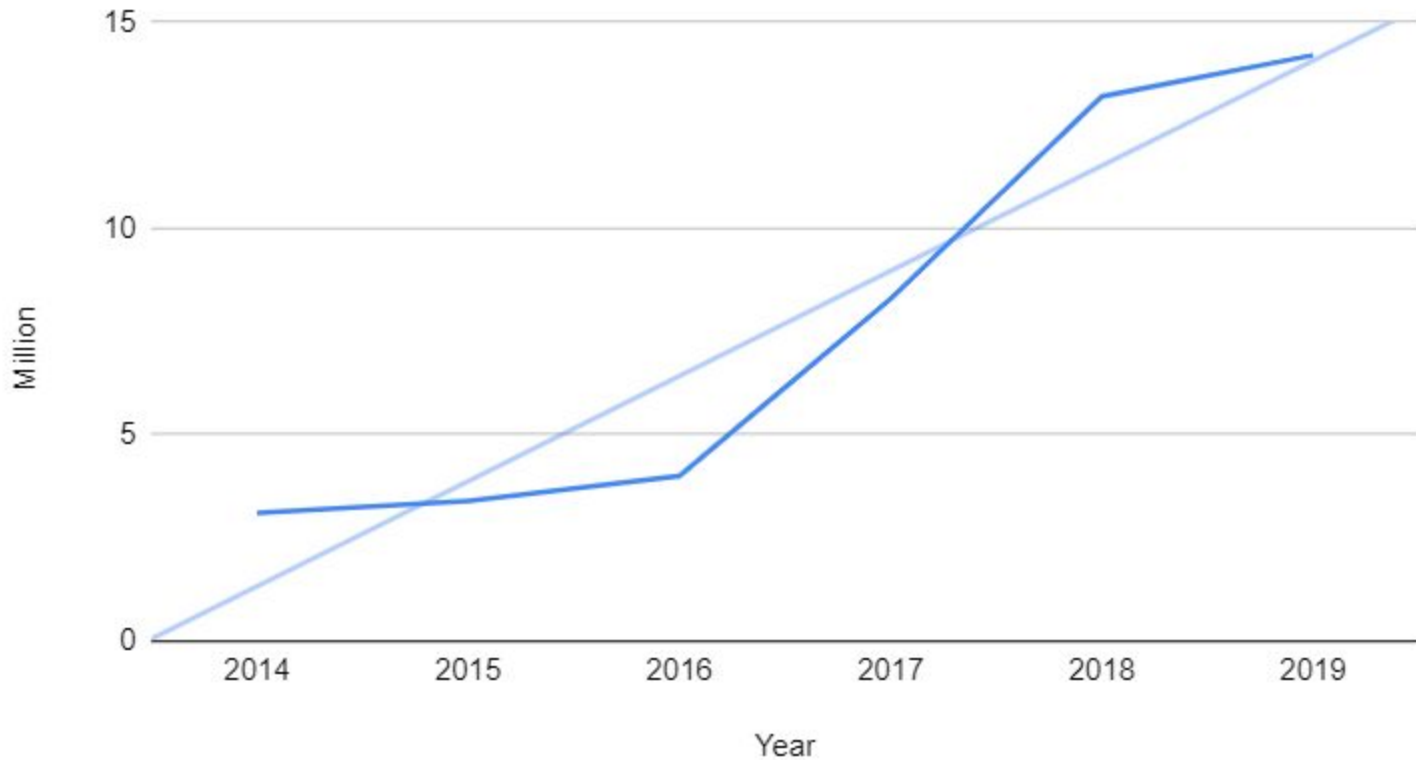
- Johanna Glader, Åbo
- Eeva Henriksson, Helsinki
- Leena Huovinen, Helsinki
- Eva Höglund, Åbo
- Riitta Koikkalainen, Helsinki
- Lena Lönngren, TSV
- Jussi Männistö, Helsinki
- Antti-Jussi Nygård, TSV
- Janne Pölönen, TSV
- Eeva Savolainen, TSV (Editor)
- Sami Syrjämäki, TSV

What is the DOAJ?

- **Community-curated index of peer-reviewed open access journals**
- Small, independent, not-for-profit organisation founded in 2003
- Virtual organisation with team members all over the world
- ~100 volunteers processing applications
- Average 590 applications per month (679 peak in Jan 2020)
- Acceptance rate ~35%
- 38,574 records processed since March 2014

Usage: unique user sessions

Unique User Sessions



DOAJ funding and governance

Funding:

- 500+ universities/libraries = 70% of income
- 10 funders = 8% of income
- 20 publishers (sponsors) = 22% of income
- Turnover 2019: > € 800,000

Governance:

- Advisory Board
- Council
- Editorial Subcommittee

Aims of today

- Understand DOAJ's criteria
- Understand what each of the questions in the DOAJ application form means
- Gather what is needed to submit a complete and correct application
- Understand how the application form works

Benefits of being indexed in DOAJ

1. Certification that journal(s) are quality publications
2. Increased readership
3. Increased scientific impact for the journal(s)
4. Promotion of the journal
5. For integration into discovery services and library catalogues (Primo, Serials Solutions, EBSCO etc)

Source: <https://bit.ly/2XU7Q1B>

Part 2

DOAJ's criteria

DOAJ's criteria

- There is **a set of minimum criteria** which your journal has to meet to be accepted for indexing
(‘Criteria for inclusion’ shared in advance of today)
- There are **extra criteria** which may make the journal eligible for the DOAJ Seal for best practice



What type of journal can apply?

- Your journal must have a dedicated home page
- The journal can cover any research subject area, be in any language and from any country, but the primary target audience should be researchers
- Must be actively publishing scholarly research
 - At least 5 scholarly articles per year*
 - At least 1/3 of the journal content should be peer reviewed original research and/or review papers
- The journal must have at least 1 ISSN fully registered and confirmed at <https://portal.issn.org/>

What type of open access?

- There are many different types and definitions of open access but DOAJ adheres to this:

‘[Literature’s] free availability on the public internet, permitting any users **to read, download, copy, distribute, print, search, or link** to the full texts of these articles, crawl them for indexing, pass them as data to software, or **use them for any other lawful purpose, without financial, legal, or technical barriers** other than those inseparable from gaining access to the internet itself.’

<https://www.budapestopenaccessinitiative.org/read>

- Your journal’s open access statement must be clearly visible on the website
- Content must be available without embargo

What type of information must be displayed?

- Contact details
- OA policy
- Aims and scope of the journal
- Editorial board (and affiliations of board members)
- Instructions for authors
- Editorial process (peer review)
- Details of charges incurred to publish an article, even if there are no charges
- Copyright and licensing terms

A note on the editorial process

- All journals accepted into DOAJ must use a rigorous review process
- “Editorial review” is only accepted for Arts and Humanities journals
- Peer review is required for all other journals
- Student-run journals should have faculty oversight and at least two members of the editorial team with a PhD or equivalent
- The details of the review process used by your journal must be clearly stated on the website
- Plagiarism checking is recommended, but not essential for inclusion in DOAJ



7 Common types of peer review

1 Single Blind Peer Review

Authors don't know who the reviewers are. But the reviewers are aware of the authors' identity when they decide to accept or reject the document for review as well as throughout the review process.



2 Double Blind Peer Review

The journal editor does not reveal the reviewers' credentials to the authors and vice-versa. So both parties are not aware of each other's identity. All indicators of identity such as names, affiliations, etc. are removed.



3 Open Peer Review

The authors and peer reviewers both know each other's identities. This system allows the peer reviewers' comments as well as the authors' responses to be published along with the final manuscript.



4 Collaborative Peer Review

This type of peer review occurs on a platform provided by the journal where authors & reviewers can discuss how the paper can be improved. Often, reviewers' identities are concealed from authors but may be revealed at the time of publication.



5 Third-Party Peer Review

Authors get their manuscripts reviewed by an independent peer review service before they approach any journal. Based on the reviews, they make changes to the paper and then submit it to the journal.



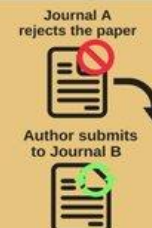
6 Post-Publication Peer Review

The journal provides a platform such as a discussion forum for the post-publication commenting. Once the published paper is available on the platform, anyone who reads it can post their comments or views about the paper.



7 Cascading Peer Review

When a manuscript is rejected after review because it is of low priority for the journal at the moment or because it is not interesting for the journal's target readers, the journal may suggest that the author/s submit the manuscript to an alternate journal along with the reviews. Often, the new journal is part of the publisher's portfolio.



A note on author charges

- Details must be provided of the cost to authors to submit and publish an article
- If different APCs are charged the highest price should be included in the DOAJ application
- **If there are no charges, this must be explicitly stated on the website**

Why is licensing necessary?

- The definition of open access that DOAJ abides by allows users the right to reuse material for any ‘lawful purpose’

<https://www.budapestopenaccessinitiative.org/read>

- Licenses inform readers how they may use the published content (‘read, download, copy, distribute, print, search, link to, crawl, index, pass them as data to software’)
- Licenses inform readers of any reuse that is not allowed
- They protect the journal and the author against unauthorised use
- Use of licensing is mandatory; embedding the licenses is not mandatory.

What type of licensing?

- DOAJ recommends the use of Creative Commons (CC) licensing and will accept any of the 6 CC licenses
- Different licenses can be used within the journal
- If you apply your own license, the terms and conditions of that license must be clearly stated and must deal with attribution, usage, derivatives and sharing
- A journal allowing fair use only will not be accepted

LICENSES

TERMS



Attribution

Others can copy, distribute, display, perform and remix your work if they credit your name as requested by you



No Derivative Works

Others can only copy, distribute, display or perform verbatim copies of your work



Share Alike

Others can distribute your work only under a license identical to the one you have chosen for your work



Non-Commercial

Others can copy, distribute, display, perform or remix your work but for non-commercial purposes only.

Copyright

- On journal websites, copyright can apply to two distinct areas:
 - to the published scholarly content
 - to the website as an entity
- It must be clear to the user who owns the copyright of the published papers
- Copyright may be retained by the author or transferred to the publisher
- DOAJ prefers that all rights are retained by the author but we will accept journals that require transfer of copyright

Copyright and licensing confusion

- Copyright and licensing are two separate things!
- Be careful to avoid copyright/licensing clashes
 - Copyright statements should not contradict licensing terms
 - Copyright agreements should not contravene rights expected for Open Access content
- Don't use statements such as 'All rights reserved'

Why does DOAJ have strict rules?

You are asked to display this information for **your users**.

Information about **your journal's policies, practices, business processes** must be easy to find, easy to read, and easy to understand by users.

Users must be able to **quickly understand** what content is available to them, who is making it available and what they can do with that content.

The same information must be **available in all of the languages** you use on your website.

Common misconceptions

- Journals must charge an APC
- Article metadata must be supplied to DOAJ
- Digital archiving of articles is required
- Plagiarism screening is required
- DOIs are required
- DOAJ favours established and scientific journals
- A journal must have the Seal to be indexed.
- **These statements are all untrue!**

Part 3

DOAJ Seal criteria



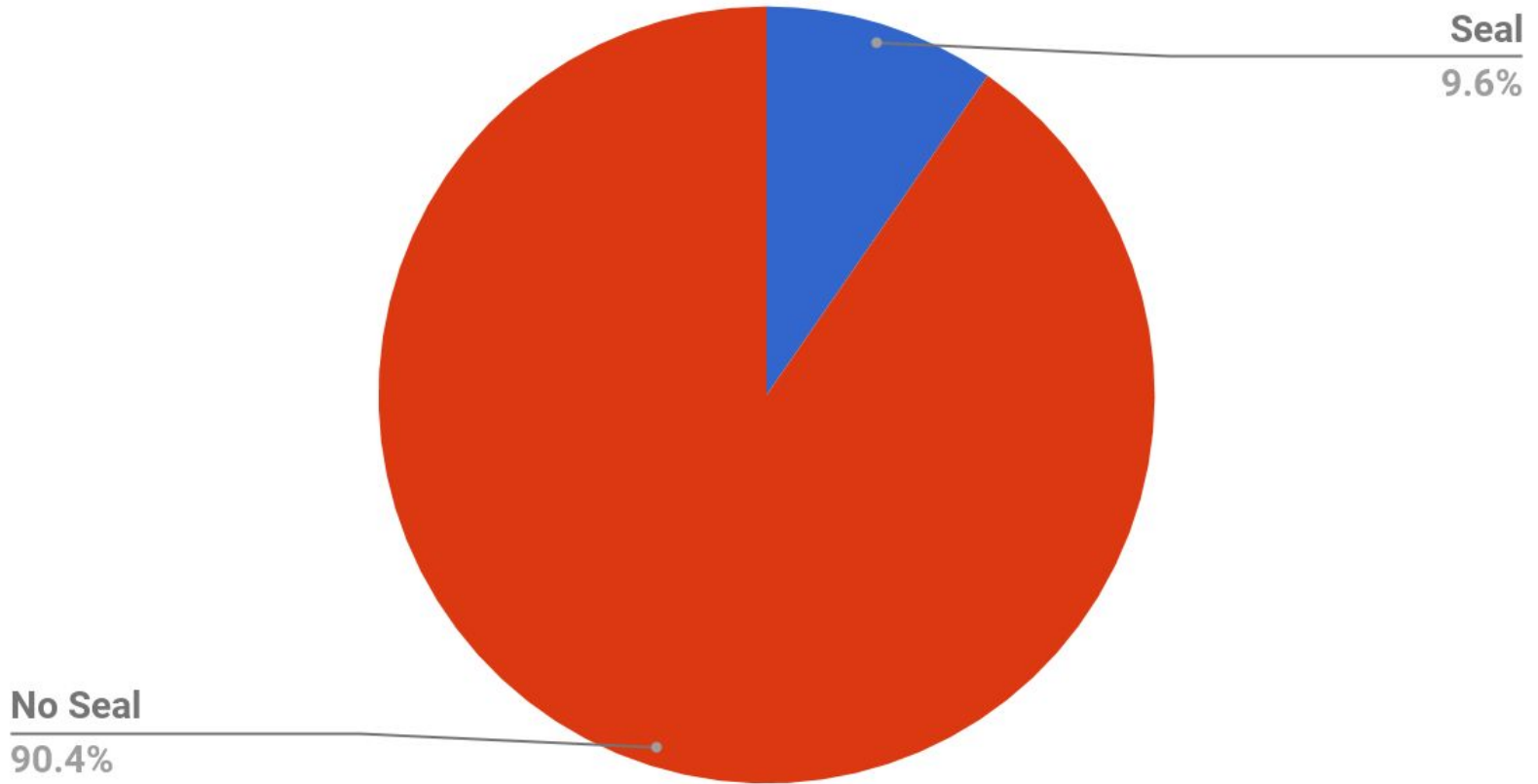
DOAJ Seal for Open Access Journals

- Awarded to journals that meet **additional best practice** recommendations
- Based on seven criteria relating to accessibility, openness, discoverability, reuse, and authors rights

<https://doaj.org/application/new#seal>

- All criteria must be met to be awarded the Seal
- Remember: journals do **not** need to meet Seal criteria to be accepted into DOAJ

How many journals have been awarded the DOAJ Seal?





DOAJ Seal criteria

- Digital archiving and preservation
- Permanent identifiers, e.g. DOI, ARK, Handle
- Metadata supply to DOAJ
- Embedded CC license information in full text articles
- CC BY, CC BY-SA or CC BY-NC license, allowing creation of derivative products
- Deposit policy recorded at SHERPA/RoMEO or similar service
- Authors retain unrestricted copyright and publishing rights

Part 4

The application process

 journals articles[\[Advanced Search\]](#)

14,301 Journals
11,350 searchable at Article level
133 Countries
4,652,665 Articles

Select Language ▼

[Download metadata](#)

[FAQs](#)

[New Journals Feed](#)

[OAI-PMH, XML, Widgets](#)

[Open Access Resources](#)

[Transparency & Best Practice](#)

DOAJ (Directory of Open Access Journals)

DOAJ is a community-curated online directory that indexes and provides access to high quality, open access, peer-reviewed journals. DOAJ is independent. All funding is via donations, 22% of which comes from [sponsors](#) and 78% from [members and publisher members](#). All DOAJ services are free of charge including being indexed in DOAJ. All data is freely available.

DOAJ operates an education and outreach program across the globe, focussing on improving the quality of applications submitted.

[Why index your journal in DOAJ?](#)

Latest News

Announcement: New DOAJ Ambassadors for 2020

We are excited to announce that we have appointed four new DOAJ ambassadors in Latin America, North America and Africa. Gimena del Rio Riande from Argentina will be our second ambassador for Latin America sharing this role with Ivonne Lujano from Mexico. Gimena is a researcher at IIBICRIT, the institute for Bibliographic Research and Textual [...] [Read More...](#)

Published Fri, 21 Feb 2020 at 09:28

DOAJ's global activities in 2019: the year in review

In 2019, DOAJ's Ambassadors and Editorial Team took part in almost 40 international events across the globe. In this post, we are highlighting the wonderful and varied work of our Ambassadors and illustrating just how much DOAJ is in demand. Last year was especially prolific in the Latin American region, as both our Ambassador, Ivonne Lujano, and our [...] [Read More...](#)



SUPPORT DOAJ

Stages of the application process

1. Pre-application checks
2. Submission of your application
3. DOAJ review and decision

Pre-application work

When an application is submitted we “triage” it to check for immediate problems

(See ‘Some pre-application checks’ shared in advance of today)

It is important that your journal:

- has not had an application rejected within the last 6 months
- does not have another application in progress
- is not already indexed in DOAJ
- has a working website dedicated to the journal
- has published at least 5 research articles in the last year

Reasons for immediate rejection

- Journal is not open access
- ISSN not fully registered at issn.org
- Journal name is different from that registered at issn.org
- Same URL entered in every box on application form
- No contact name provided
- No peer review
- No content licensing

Demonstration

The DOAJ application form

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

Part 5

Resources and Help

Marketing resources

- Flyer explaining the benefits of DOAJ to publishers:
 - [Finnish](#)
 - [English](#)
- Flyer explaining the benefits of DOAJ for libraries:
 - [English](#)

Application Help

Principles of Transparency and Best Practice in Scholarly Publishing:

- [Finnish](#)
- [English](#)

Guide for completing application form:

- [Finnish](#)
- [English](#)

Resources for publishers

[Directory of Open Access Journals \(DOAJ\) -tietokanta ja Journal.fi](#) - for journals on [journal.fi](#)

Public Knowledge Project (PKP):

- [DOAJ Application guide for OJS journals](#)

Library Publishing Coalition:

- [How-to Guide: DOAJ Application](#)

Further information

- [How and where to get a DOI](#), provided by doi.org
- [How to choose](#) and [how to apply](#) a Creative Commons license
- [Uploading XML to DOAJ](#):
 - [format XML](#)
 - [validate XML](#)

Questions?

- Judith is available throughout the project for editorial/application help: judith@doaj.org
- Dom is available for all other enquiries: dom@doaj.org
- General DOAJ enquiries: feedback@doaj.org
- General TSV enquiries: julkaisuforum@tsv.fi

Part 6 Practical

<https://testdoaj.cottagelabs.com/application/new>

Submit an application on our test site

Thank you!

Our Gold Sponsor

