DOAJ Application Template

Journal Application Form

Basic Journal Information

1) Journal Title

The title of your journal. *Settings > Journal >Masthead: "Journal Name"*

2) URL

List the URL for the homepage of your journal.

3) Alternative Title

This can include names your journal has gone by in the past, abbreviations, or initials. *Settings > Journal >Masthead: "Journal initials" OR "Journal Abbreviation"*

4) Journal ISSN (print version)

Only provide the print ISSN (also known as PISSN) if your journal has one, otherwise leave this field blank. Write the ISSN with the hyphen "-" e.g. 1234-4321. *Settings > Journal >Masthead: "ISSN" (Print ISSN)*

5) Journal ISSN (online version)

Cannot be the same as the print ISSN above. Write the online ISSN (also known as EISSN) with the hyphen "-" e.g. 1234-4321. *Settings > Journal >Masthead: "ISSN" (Online ISSN)*

6) Publisher

The answer for this will vary on your status as an OSP or IU Open Journal. For OSP journals, list "Indiana University Office of Scholarly Publishing". For IU Open, list "Indiana Universities Libraries".

7) Society or Institution

The name of the Society or Institution that the journal is associated with- list all of your non-IU affiliations here. *Settings > Journal >Masthead: "About the Journal"* (potentially under "Sponsors").

8) Platform, Host or Aggregator

Open Journal Systems (OJS) 3.

9) Name of contact for this journal

This should be your primary/lead/managing editor. *Settings > Journal >Contact: "Principal Contact"*

10) Contact's email address

The same email as the principal contact. *Settings > Journal >Contact: "Principal Contact"*

11) Confirm contact's email address

Confirm the above email.

12) In which country is the publisher of the journal based?

USA. Even if your editors are primarily based in another location, since OSP and IU Libraries are the publishers, this answer will always be the United States.

13) Does the journal have article processing charges (APCs)?

No. We currently do not support journals that charge for submission or editing.

14) Enter the URL where this information can be found:

Link to your journal's "About the Journal" page, available under the "About" tab on your journal's navigation bar. You can edit the information on a digital archiving policy here: *Settings > Journal > Masthead:* "About the Journal". If this section does not already clearly state that you do not charge any fees for processing/submission, draft a quick statement. For example: "(Journal Name) charges no author processing or submission fees"

17) Does the journal have article submission charges?

No. We currently do not support journals that charge for submission or editing.

18) Enter the URL where this information can be found:

Link to your journal's "About the Journal" page, available under the "About" tab on your journal's navigation bar. You can edit the information on a digital archiving policy here: *Settings > Journal > Masthead:* "About the Journal". If this section does not already clearly state that you do not charge any fees for processing/submission, draft a quick statement. For example: "(Journal Name) charges no author processing or submission fees"

21) How many research and review articles did the journal publish in the last calendar year?

A journal must publish at least 5 articles per year to stay in the DOAJ.

22) Enter the URL where this information can be found:

Link to your "Archives" page, as this will list the articles you have published in the last year.

23) Does the journal have a waiver policy (for developing country authors etc)?

This refers to an APC waiver policy. Since no journals affiliated with IU Libraries charge APCs, answer **No**.

25) What digital archiving policy does the journal use?

CLOCKSS. This is default across IU Libraries publications and embedded in OJS 3.

26) Enter the URL where this information can be found:

Link to your journal's "About the Journal" page, available under the "About" tab on your journal's navigation bar. You can edit the information on a digital archiving policy here: *Settings > Journal > Masthead:* "About the Journal". If this section does not already contain a quick summary of your journal's archiving policy, draft a quick statement.

27) Does the journal allow software/spiders to automatically crawl the journal content (also known as text mining)?

Yes.

28) Which article identifiers does the journal use?

DOIs. OJS 3 ultimately enables DOIs for all of your articles.

29) Does the journal provide, or intend to provide, article level metadata to DOAJ?

Consult with ScholComm staff at iusw@indiana.edu for help harvesting your article level metadata.

30) Does the journal provide article download statistics?

Yes.

32) What was the first calendar year in which a complete volume of the journal provided online Open Access content to the Full Text of all articles? (Full Text may be provided as PDFs. Does not apply for new journals.)

Use 4 digits for the year, i.e. YYYY format.

33) Please indicate which formats of full text are available.

Does your journal consider PDFs, Word files, or any other formats? Be sure to this matches with whatever format you enable in your Submission Guidelines. *Settings > Workflow > Submission:* "Submission Guidelines"

34) Add keyword(s) that best describe the journal (comma delimited)

Maximum 6. Keywords must be in English. *Settings > Distribution > Indexing: "Custom tags"* (select only the content in the "keyword" field)

35) Select the language(s) that the Full Text of the articles is published in:

English. We currently do not support journals or articles in other languages.

Quality and Transparency of the Editorial Process

36) What is the URL for the Editorial Board page?

A journal must have an editor and an editorial board. Only in the case of Arts and Humanities journals we will accept a form of editorial review using only two editors and no editorial board. Where an editorial board is present, members must be clearly identifiable with their names and affiliation information. Link to your editorial team page under "About". Information on this page can also be found at *Settings > Journal >Masthead:* "##manager.masthead.title##"

37) Please select the review process for papers.

OJS 3 limits you to these review processes as well, so you will definitely have one of these methods of review. To double check what your workflow is called, check *Settings > Workflow > Review: "Review Options"*

38) Enter the URL where this information can be found:

This field is optional if you have selected "None" above.

39) What is the URL for the journal's Aims & Scope:

Link to your journal's "About the Journal" page, available under the "About" tab on your journal's navigation bar. You can edit the information on Aims & Scope here: *Settings > Journal > Masthead:* "About the Journal"

40) What is the URL for the journal's instructions for authors?

Link to your journal's "Submissions" page, available under the "About" tab on your journal's navigation bar. Ideally, this page will include a short Submissions Preparation Checklist and more detailed set of Submissions Guidelines, both of which can be edited in *Settings > Workflow > Submission.*

41) Does the journal have a policy of screening for plagiarism?

This refers to your journal's Competing Interest Statement. The statement can be found and edited here: *Settings > Workflow > Review:* "Competing Interests".

42) Enter the URL where this information can be found:

Link to your journal's "About the Journal" page, available under the "About" tab on your journal's navigation bar. You can edit the information on a digital archiving policy here: *Settings > Journal > Masthead:* "About the Journal". If this section does not already a plagiarism policy, draft a quick statement.

43) What is the average number of weeks between submission and publication?

This will depend on your journal's editorial workflow.

How Open is the Journal?

Please remember that **all** the content of the journal you are applying about **must** be available **immediately** upon publication.

44) What is the URL for the journal's Open Access statement?

Link to your journal's "About the Journal" page, available under the "About" tab on your journal's navigation bar. The information will be found under "Open Access Policy".

Content Licensing

45) Does the journal embed or display licensing information in its articles?

Your journal may attach Creative Commons Licenses to articles. Under *Settings > Distribution > Permissions:* "License", you can view what licenses, if any, your journal attaches to articles and answer this question accordingly.

46) Please provide a URL to an example page with embedded licensing information:

Here, if your journal attach licenses to articles, you should link an article with a visible, linked license.

47) Does the journal allow reuse and remixing of content in accordance with a Creative Commons license or *other* type of license with similar conditions (Select 'Other')?

The answer to this will depend on the Creative Commons license attached. Some licenses have terms for reuse, such as ensuring noncommercial purpose or sharing content under the same license. A Non-Derivative license will allow for reuse, but will not allow any new users to remix the content. Check the Creative Commons Licenses website for the details on the exact terms of your license.

49) Enter the URL on your site where your license terms are stated

Licensing information will be available on the article level as well as listed out in your Copyright Notice. Your Copyright Notice is located on your journal's "Submissions" page, available under the "About" tab on your journal's navigation bar. It is towards the bottom of the page and can be edited under *Settings > Distribution > Permissions:* "Copyright Notice".

50) Does the journal allow readers to read, download, copy, distribute, print, search, or link to the full texts of its articles and allow readers to use them for any other lawful purpose?

Yes (this should be enabled by your Open Access Policy and Copyright Notice).

51) With which deposit policy directory does the journal have a registered deposit policy?

Most likely none, unless your journal has been established for many years with a registered ISSN. SHERPA/RoMEO is the only potential deposit policy directory on this list for our journals, as the others are exclusively for non-English publications.

Copyright and Permissions

Here is the DOAJ resource for Copyright & Licensing help. If you need help drafting a more open copyright policy to comply with DOAJ standards, consult with IU Libraries' Copyright Program.

52) Does the journal allow the author(s) to hold the copyright without restrictions?

Yes (this should be enabled by your Open Access Policy and Copyright Notice). Under *Settings > Distribution > Permissions:* "Copyright Holder", "Author" should be the selected option.

53) Enter the URL where this information can be found:

Your Copyright Notice is located on your journal's "Submissions" page, available under the "About" tab on your journal's navigation bar. It is towards the bottom of the page and can be edited under *Settings > Distribution > Permissions:* "Copyright Notice".

54) Will the journal allow the author(s) to retain publishing rights without restrictions?

Yes (this should be enabled by your Open Access Policy and Copyright Notice). Under *Settings > Distribution > Permissions:* "Copyright Holder", "Author" should be the selected option.

55) Enter the URL where this information can be found:

Your Copyright Notice is located on your journal's "Submissions" page, available under the "About" tab on your journal's navigation bar. It is towards the bottom of the page and can be edited under *Settings > Distribution > Permissions:* "Copyright Notice".