

## EQSIP V2 FOR OPEN CONSULTATION



The EQSIP v2 is the second and final version of the Extensible Quality Standard in Institutional Publishing, being developed within the framework of the DIAMAS Project.

This standard, defining a set of optimal guidelines for diamond open access publishers, will be improved based on community input.

This insight will be collected through this survey responses <https://forms.gle/m7cd673WLFf8VnZE8> or by providing feedback to the document via email: [diamas@fecyt.es](mailto:diamas@fecyt.es)



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the European Union**

# **Extensible Quality Standard in Institutional Publishing (EQSIP) V2.0**



## Document overview

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## Version history

Version	Created/Modified	Comments
0.0	Created by WP3 Leaders	Under review of WP3
0.1	Updated version following an internal review	
1.0	Final version (under the European Commission review)	
1.1	Updated version after EC review	

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## Acronyms

AAM	Author Accepted Manuscript
APCs	Article Processing Charges
API	Application Programming Interface
BPCs	Book Processing Charges
CC	Creative Commons
CC0	Public Domain Dedication
CC-BY	Creative Commons Attribution licence
CC-BY-SA	Creative Commons Attribution - ShareAlike licence
COPE	Committee on Publication Ethics
CRedit	Contributor Roles Taxonomy
CSV	Comma-separated values
DIAMAS	Developing Institutional Open Access Publishing Models to Advance Scholarly Communication
DINI	Deutsche Initiative für Netzwerkinformation
DOI	Digital Object Identifier
EDIB	Equity, Diversity, Inclusion and Belonging
eISSN	Electronic International Standard Serial Number
ePub	Electronic Publication
EQSIP	Extensible Quality Standard for Institutional Publishing
EOSC	European Open Science Cloud
FAIR	Findable, Accessible, Interoperable, Reusable
GDPR	General Data Protection Regulation
GEP	Gender Equity Plan
HTML	HyperText Markup Language
I4OA	Initiative for Open Abstracts
I4OC	Initiative for Open Citations
IPR	Intellectual Property Rights
IPSP	Institutional Publishing and/or Service Provider
IP	Institutional Publishing
ISBN	International Standard Book Number
ISMN	International Standard Music Number
ISSN	International Standard Serial Number
JATS	Journal Article Tag Suite
JSON	JavaScript Object Notation
KBART	Knowledge Bases and Related Tools
LOCKSS	Lots of Copies Keep Stuff Safe
MARC	MACHine-Readable Cataloging
OA	Open Access
OAI-PMH	Open Archives Initiative Protocol for Metadata Harvesting

OpenAIRE	Open Access Infrastructure for Research in Europe
ORCID	Open Researcher and Contributor ID
OS	Open Science
PCR	Publish, Review, Curate
PDF	Portable Document Format
PID	Persistent Identifier
ROR	Research Organisation Registry
RSS	Really Simple Syndication
TEI	Text Encoding Initiative
SP	Service Provider
URL	Uniform Resource Locator
VAC	Voluntary Author Contributions
VoR	Version of Record
WCAG	W3C Web Content Accessibility Guidelines
XML	Extensible Markup Language

## Introduction

The *Extensible Quality Standard in Institutional Publishing* (EQSIP) is one of the main outputs of the [DIAMAS](https://diamasproject.eu/)<sup>1</sup> project. The object of the EQSIP are the Institutional Publishing Service Providers (IPSPs) in the broadest sense, with a special focus on those publishing initiatives that do not charge fees to authors or readers. The DIAMAS project distinguishes two types of IPSPs: Institutional Publishers (IPs) and/or Service Providers (SPs). IPs have (at least) ownership of publishing titles/assets, decide on governance of these titles/ assets, or have editorial responsibility for their publishing titles. In other words, IPs have legal, ethical, or scientific responsibility for academic publishing, irrespective of whether they also have editorial control over what is published. SPs are commercial or noncommercial entities inside or outside the institution that provide specific services to IPs. SPs have limited responsibility for specific activities in the publishing process, and do not have final responsibility for the publishing titles.

The objective of EQSIP is to set a common quality standard for IPs based on the seven core components of scholarly publishing outlined in the [Action Plan for Diamond Open Access](https://www.scienceeurope.org/media/t3jqyo3u/202203-diamond-oa-action-plan.pdf)<sup>2</sup> (Ancion et al. 2022, 4), which were subsequently revised and modified by the DIAMAS project team. These are: (1) funding; (2) legal ownership, mission and governance; (3) open science practices; (4) editorial management, editorial quality and research integrity; (5) technical service efficiency; (6) visibility, communication, marketing and impact; and (7) equity, diversity, inclusion and belonging (EDIB), gender and multilingualism. EQSIP's underlying goal is to set a common quality standard as a public good, i.e. defined and controlled by the public, that guarantees that academic literature is also a public good.

'No fee' publishing models are collectively known as Diamond OA. A vast majority of IPs in the European Research Area (ERA) are already fully in line with the Diamond model, which is considered as the ideal, most equitable, end state of institutional publishing. At the same time, the current institutional publishing landscape also includes a varied subset of IPs who are not yet fully Diamond OA, and partly rely on subscriptions, print sales, and, marginally, Article Processing Charges (APCs) for their diverse revenue streams. Some publishing initiatives may also restrict publication for authors, for instance to authors funded by a specific funder. The scope of the DIAMAS project extends to all such IPs as well. We coin the term 'diamondisation' for journals that are moving towards fully Diamond OA.

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<sup>1</sup> <https://diamasproject.eu/>

<sup>2</sup> <https://www.scienceeurope.org/media/t3jqyo3u/202203-diamond-oa-action-plan.pdf>

## Methodology

The EQSIP has been developed in two stages. Its first version, the [\*Extensible Quality Standard in Institutional Publishing V1.0\*](#)<sup>3</sup>, was written in April 2023 based on the [\*IPSP Best Practices: Quality evaluation criteria, best practices, and assessment systems for Institutional Publishing Service Providers\*](#)<sup>4</sup>. The latter is an intense analysis conducted over the existing standards, best practices, evaluation criteria, guidelines and recommendations that have been identified as relevant for institutional publishing. These included 71 documents<sup>5</sup> from Europe and beyond, ranging from high-level recommendations and principles, through indexation criteria, to specific assessment guidelines used on the national and institutional levels. Despite the fact that the analysed documents were heterogeneous and they offered uneven coverage of the seven core components, the analysis showed that a broad consensus exists worldwide in the understanding and the definition of editorial quality, and that journals hold a dominant position within the academic publishing landscape over other research outputs like books, data sets, preprints, etc. that were misrepresented in the analysed quality standards. EQSIP V1.0 was created with a selection of those standards and best practices that were identified as relevant for institutional publishers and applicable to all research outputs, classified around the seven core components.

EQSIP V1.0 content was tested through a GAP analysis published in the [\*Report on the gap analysis results\*](#)<sup>6</sup>. This piece of work aimed to understand the differences between EQSIP V1.0 and current IP practices. Data was collected through three sources: First, the [\*OA Diamond and Institutional Publishing Landscape Survey\*](#)<sup>7</sup>; second, a specific and intense web coding operation to systematically complement the information missing in the survey data; finally, EQSIP V1.0 was validated through eight focus groups conducted with a representative sample of IPs selected among the landscape survey respondents.

EQSIP V2.0 maintains EQSIP V1.0 structure, refines and adapts its content based on the feedback and the recommendations from the GAP analysis, and includes a co-creation methodology in which IPs from different scholarly disciplines, regions, languages and communication practices around Europe have participated.

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<sup>3</sup> <https://zenodo.org/records/10406062>

<sup>4</sup> <https://zenodo.org/records/10407498>

<sup>5</sup> <https://zenodo.org/records/7859247>

<sup>6</sup> <https://zenodo.org/records/10083615>

<sup>7</sup> <https://zenodo.org/records/10406016>



## How to use EQSIP

The EQSIP will ensure the quality and transparency of governance, processes and workflows in institutional publishing. It represents an ideal quality level that IPs would adhere to, with a special focus on Diamond Open Access scholarly publishing venues. This emphatically does not imply that IPs are currently expected to fully conform to this standard. EQSIP should be seen as an *aspirational benchmark*: a measure of quality that IPs strive to meet, and that serves as a point of reference against which current IPs may be compared, and that they can hopefully conform to in good time and with appropriate support. To facilitate this, three levels of compliance have been differentiated: basic, medium and advanced, and specific resources have been made available for the IPs community to improve their performance rate.

The EQSIP deployment will be supported by a self assessment tool, a web based service through which each IP will be able to check its level of compliance with this standard and see what are its strengths and weaknesses.



## EQSIP components

### 1 Funding

Although Diamond OA is free to the author and reader, it has a cost. Quality criteria in this area are necessary to ensure that more equitable publishing can be financially sustained and developed in the short, medium and long term.

- Diamond OA business model. The IP publishes its journals without charging fees to either authors or readers. If the IP publishes books, at least the electronic version of those books must be available without charging fees to either authors or readers.
- Clarity on the OA business model. The IP provides explicit information in its web page that no fees are charged to either authors or readers.
- Clarity on revenues. Formal, explicit, written details about the IP's funding streams are available on the IP web page.
- Editorial independence. Editorial operations related to content and peer review are independent and free from influence from the bodies that financially support the IP.
- Costs. Costs are tracked year-on-year and an IPSP plans its annual costs and balances it with expected incomes and in-kind contributions with ideally a budget.
- Financial support. The IP is directly or indirectly funded by public funds, donations or other revenue streams to enable free access to the author and reader, ideally covering all costs.
- Additional revenue streams. Revenue streams are in line with the values, expectations and traditions in the disciplines the IP is serving. They do not have an impact on editorial independence. Any conflicts of interest between additional revenue streams (including commercial activity) and authors, reviewers or editors is clearly indicated.
- Sustainability plan. The IP has a strategy to guarantee the medium-term economic viability of its Diamond OA business model. It has a clear overview of available funding sources and other relevant external and internal (in-kind) resources, aligned with set expectations of future maintenance and developmental costs. In achieving its goals, an IPSP preferably deploys collaborative strategies and uses common open infrastructures, in order to cut costs and raise efficiency.

## 2 Legal Ownership, Mission and Governance

### 2.1. Ownership structure and mission

- Scholarly community driven ownership. The IP is owned by the scholarly community, i.e. a scholarly organisation, and not by a commercial publisher.
- Clarity on ownership. The IP offers information about its ownership structure on its web page.
- Ownership structure. The IP has a defined policy about the ownership of the individual journals and books it publishes. It includes the legal parameters governing the relationship between the IP and its published journals and books, the determination of ownership for each title, and the explicit definition of the rights/duties afforded to editors within the IP in a precise and unambiguous articulation. This also includes details about the closure of the individual journal, and the transfer and preservation of its assets.
- Non transferable ownership. The IP or a scholarly organisation, not a commercial publisher, owns individual journal titles. A change of the service provider can be achieved without changing the journal title, based on the premise that the ownership of the journal title always remains vested in the IP.
- Mission. All journals published by the IP must have a mission statement, aims and scope publicly available on the website.

### 2.2. Governance and organisation

- Strategic governance. The IP governance has mechanisms to liaise with scholarly community stakeholders and to allow their inputs on its strategic direction and decision-making.
- Clarity on the strategic governance structure. The IP offers information about its strategic governance structure on its web page.
- Policy for the relation between the IP and its SPs (service providers). IPs might have commercial and non-commercial relations with various SPs that are responsible for distinct technical and non-technical aspects of the workflow (e.g. ownership of infrastructure, copy-editing and typesetting services used, etc.). The IP is clear about the workflow and the use of SPs and relationships with them. These policies might be different for each SP and for different journals.
- Policy for the relation between IP's individual journals and books and its SPs (service providers). The IP has transparent protocols guiding relations with all SPs involved in the production of individual journals and/or published books
- Clarity on the indication of the various SPs that work with / for the IP. This information is offered on the IP's web page.

- Editorial board selection. The IP must have a policy applicable to all its journals and books for the selection of members of editorial bodies that should include details of their mandate's length, the regular renewal process, and clearly defined procedures for the dissolution of the board.
- Clarity on the policy for the selection of members of editorial bodies. The IP must offer information about the editorial board selection protocol on its web page.
- Editorial board roles and responsibilities. All journals of the IP must have a clear definition of the roles and responsibilities of the editorial board towards authors, reviewers, readers and the scientific community, journal and platform owners, IP, and the public. At the very least, editor roles include the selection of reviewers for the papers assigned to them, providing authors with advice on how to improve their papers, and negotiating disagreements between authors and reviewers. These crucial aspects of the peer review process cannot be left to publication technicians or AI.
- Editorial freedom. Editors-in-chief and/or Editorial Teams must have full authority over the entire editorial content of each journal published by the IP and the publication timing of that content.

## 3 Open Science Practices

### 3.1. Publications

- Open Access journals. The IP publishes its journals in open access.
- Open Access books. The IP has an Open Access plan for its published book.
- Open Science policy. The IP has an Open Science policy that shows it is aware of the value of the OS and understands what it entails.
- Open Access policies compliance. The IP ensures that authors can comply with their funding agencies, institutional, and/or national OA policies regarding both journal articles and books.
- Repository deposits of published articles. The IP allows dissemination of the article preprint version, the Author Accepted Manuscript (AAM) version, or the Version of Record (VoR) in an Open Access repository of the authors' choice after publication.
- Repository deposits of preprints. The IP accepts the submission of unreviewed preprints that are already available on preprint servers or in open repositories.
- Repository deposits of books. The IP has a clear policy regarding depositing of published books in Open Access repositories. The IP offers an archiving plan for books.
- Text mining. The IP ensures that all articles published by its journals and all books are in human as well as in machine-readable form and that text mining is allowed.

- Publication and sharing of negative scientific results. IPs encourages the publication of negative or unexpected scientific results and data that do not confirm the initial hypotheses and experimental designs of the authors in all its journals when applicable in the respective disciplinary and epistemic domain. Such results also contribute to the advancement of science and scholarship.
- Open peer review. The IP allows reviewers of all its journals and books with the possibility of signing and / or publishing their reviews (either with their identity only visible to the editor, author, and the other reviewers, or with their identity visible to all readers), and/or the IP makes reviews publicly available to a broader community for providing comments and participating in the assessment process.
- Acknowledgment. The IP guarantees that all its journals publish the list of reviewers (with their consent) on a regular basis, at least once per year.
- Incentives and rewards. The IP has an incentives and rewards policy available to all its journals that guarantees reviewers get proper acknowledgement and reward editorial work as an academic activity by the institution employing the editor.

### **3.2. Other research outputs**

- Research data. The IP has an output-level policy on research data availability for all its data journals.
- Research data policy content. The IP policy on research data availability requires the *FAIRification* of research data through repositories, persistent identifiers (PIDs) and publicly available metadata. Exceptions to data sharing are accepted when it comes to personal and sensitive data, when no consent has been obtained for sharing, for reasons of protection of intellectual property, or to avoid revealing endangered areas, groups, or species. In these cases, it is possible to share the data in an anonymised manner, or under conditions of controlled and regulated access.
- Clarity on research data policy. The IP offers the information about research data policy for its data journals on its web page.
- Underlying research data. The IP has an output-level policy on underlying data availability for all its journals. This policy can be different for different journals.
- Underlying research data policy content. The IP policy encourages the submission of supporting data for publications to be available to editors and reviewers during the manuscript review process. Additionally, it stipulates that this data will be accessible to all individuals by the time of publication. It requires the *FAIRification* of publications' underlying research data through repositories, persistent identifiers (PIDs) and publicly available metadata. For a sustainable connection between article and data, the PID connection is being made in both directions (from the publication to the data and from the data to the publication). Exceptions to data

sharing are accepted when it comes to personal and sensitive data, when no consent has been obtained for sharing, for reasons of protection of intellectual property, or to avoid revealing endangered areas, groups, or species. In these cases, it is possible to share the data in an anonymised manner, or under conditions of controlled and regulated access.

- Clarity on underlying research data. The IP offers the information about its policy for all its journals on underlying research data availability on its web page.
- Research protocols and methods. The IP has an output-level policy on research protocols and methods availability for all its journals. It encourages sharing them in public repositories, using PIDs for making the relevant connections. This is a good open science practice that allows others to replicate and build on published work.
- Clarity on protocols and methods availability. The IP offers the information about its policy for all its journals on research protocols and methods on its web page.
- Open research software. The IP has an output-level policy on research software availability for all its journals. It encourages sharing of research software in a similar way to research data using free software licences. The IP asks for a software and code availability statement. Authors are encouraged to provide access to software and make code available in suitable repositories to enable reproducibility by facilitating access and reuse.
- Clarity on research software availability. The IP offers the information about its policy for all its journals on research software availability on its web page.

### **3.3. Authors' rights, Intellectual Property Rights and licensing**

- Rights retention publication policy. The IP guarantees that authors retain exploitation rights for their publications in all its journals. All contributions are published under a Creative Commons (preferably CC-BY for journal articles and any CC licences for books) licence to ensure further reuse without restrictions.
- Clarity on rights retention publication policy. Publishing agreements, or terms of use, describe the content ownership and reuse rights. This information is publicly available on the IP web page.
- Other contributors' copyright. The IP has a clear policy on reusing third-party materials and how to deal with all the complexities that arise from combining elements with different usage rights. It guarantees that reviewers retain copyright of their reviews, and that editorial bodies and institutions retain ownership of all correspondence and mailing lists compiled on the electronic submission system put at their disposal by the IP for all its journals.
- User's rights. The IP provides their users with complete and reliable information about the terms of use of all its journals and books content and services through its web page. Users' rights, conditions of reuse, and redistribution of content and

metadata are clearly described and labelled in human and computer-readable form, using standardised systems of open licences and rights statements.

## 4 Editorial Management, Editorial Quality and Research Integrity

### 4.1. Editorial Management

- Editorial board transparency. All journals of the IP have a clearly defined and publicly displayed composition and constitution of its editorial bodies including: the names of the members of the editorial team; their current functions and roles; the names of the members of the Editorial Board and their current affiliations; their PIDs and links to their institutional profiles to unambiguously specify the identity and affiliation of individual editorial Team and Board members.
- Editorial board workflow. There are established workflows to facilitate communication channels between the editorial teams of each individual journal/book and the IP. These workflows aim to discuss political, commercial, or other incidents that might compromise the scientific credibility of the publication. They also facilitate the agreement on collaborative measures to ensure that such incidents do not influence the editor's decisions.

### 4.2. Editorial Quality

- Peer review. The IP guarantees that all submitted manuscripts undergo a rigorous evaluation process before and/or after publication that is in line with accepted practices in the relevant discipline. This evaluation process can involve peer review, or another type of evaluation by more than one person who has no conflict of interest with the author(s).
- Clarity on peer review. The IP guarantees that all its journals and books offer clear and detailed information on their web pages about the type of manuscript's evaluation process. Evaluation can take place before or after publication, depending on the review model adopted (pre-publication peer review, post-publication peer review (*Publish, Review, Curate* (PRC) models), overlay journals, etc).
- Endogeny. The IP guarantees that manuscripts being reviewed by a closed circle of people who are well acquainted with each other or work in the same institution is minimised. The IP is also proactively highlighting when an editorial board member publishes in their own journal or book and how they recused themselves from the usual editorial and peer review process, providing this information at the article level for relevant articles. A formal recusal process is also described in the editorial policy to help manage a potential Conflict of Interest of an editor or reviewer and avoid receiving preferential treatment.

- Author(s) guidelines. The IP guarantees that all its journals and books have clear guidelines for authors on its web page. These guidelines must contain information on: how to send manuscripts; type of accepted files; supplementary materials and accepted data files; style guidelines and manuscript writing requirements for the correct preparation of titles, abstracts, keywords, professional affiliation, and bibliographic references; the editorial process followed by submissions: criteria for acceptance or editorial flow, review process, proofreading, estimated time between each part of the process, review protocols, and selection and publication criteria.
- Languages. The IP guarantees that all its journals and books clearly indicate the languages in which manuscripts can be submitted in their web pages.
- Publishing timelines. The IP guarantees that all its journals state and comply with their publishing timelines or the declaration of continuous publication. The publication date declared on the publication is the actual date when the publication became available online.

#### **4.3. Research integrity**

- Conflict of interest. The IP guarantees that all its journals and books have consistent workflows requiring authors, editors and reviewers to disclose general and financial conflicts of interest (i.e. in the Conflict-of-Interest statement).
- Ethics. The IP guarantees that all its journals and books adhere to international standards and codes of ethics (such as the Code of Conduct and the Best Practices Guidelines for Journals Editors of the Committee on Publication Ethics – COPE, or the recommendations of the International Committee of Medical Journal Editors – ICJME) or have their own publicly accessible code of ethics.
- Misconduct. The IP guarantees that all its journals and books have a policy on how plagiarism, complaints and appeals/allegations of research misconduct, and corrections and retractions are handled. This policy must be publicly available on its website.
- Artificial Intelligence. The IP guarantees that all its journals and books have a policy on chatbots and other writing assistance tools, referring to industry-agreed best practices in this area (such as COPE) to inform authors and help them understand the responsibility they have regarding the accuracy and originality of their work and the transparency of the writing process.



## 5 Technical Service Efficiency

### 5.1 Publishing infrastructure or platform

- Platform. The IP guarantees that a digital publishing platform supports online submission, editorial, and publishing workflows of all its journals and books.
- Use of the infrastructure or platform. The IP guarantees that all its journals and books are supplied with user instructions and documentation for editorial staff and end users, and have a General Terms and Conditions of the use of the publishing infrastructure or platform. This information is displayed on their web pages.
- Open source. The IP strives to use free and open-source software as much as possible in its editorial and publishing workflows. The publishing infrastructures or platforms of all its journals should be preferably based on free and open-source software, with publicly available code.
- Navigation. The IP guarantees that all its publishing platforms offer tables of contents or structures that allow direct access to articles/chapters in as few clicks as possible must be guaranteed for all its journals and books.
- Basic functionalities. The IP guarantees that all its publishing platforms have basic functionalities (searching, browsing, navigation) and a user-friendly interface adjusted to a low bandwidth, as well as alerting services, sharing to social networks.
- Advanced functionalities. The IP guarantees that all its publishing platforms offer advanced functionalities like post-publication evaluation and commenting, support for multimedia and open peer review (where relevant).
- Interoperability. The IP guarantees that all its publishing platforms support widely adopted metadata formats for harvesting and metadata exchange protocols (OAI-PMH, APIs), and indicate in its web page which interoperability protocols are used and how to access them. Its publishing platforms also support massive metadata export.
- Metadata sharing with libraries. The IP guarantees that all its publishing platforms provide metadata records to public libraries.
- Text and data mining. The IP guarantees that all its publishing platform supports automatic downloading, extraction and indexing of the full texts and the associated metadata.
- Basic maintenance. The IP guarantees that all its publishing platforms are well maintained, updated, regularly backed up and protected from viruses and malware.
- Advanced maintenance. The IP guarantees that all its publishing platforms are developed and regularly updated to conform to current international interoperability standards, accessibility guidelines, and open science principles.

## 5.2. Metadata

- Metadata. The IP guarantees that all its journals and books provide the following metadata for each published item, in human and machine-readable formats: title, full names and institutional affiliations – including country/region – of all contributing authors, abstracts and keywords, funding information (as a minimum the name of the funder and the grant number/identifier), and information about the open access status, copyright holder and licensing.
- Persistent identifiers. The IP guarantees that all its journals and books provide a dedicated unique URL (landing page) and a persistent identifier for each published item (article, chapter, book, etc.). Standard numbers (ISSN, eISSN, ISBN, ISMN etc.) and other persistent identifiers for contributors, author affiliations, and funding organisations as well as other relevant persistent identifiers are also provided in human and machine-readable formats.
- Authorship. The IP guarantees that all its journals and books use the CRediT tags to indicate the contributions of the authors.
- Citations. The IP guarantees that all its journals and books specify how to reference published articles (how to cite), and offer different options for different standards (APA, Harvard, ISO, Vancouver or other).
- Bibliographies. The IP guarantees that complete metadata about publications, including bibliographic references, are regularly deposited in a registration agency in line with the [Initiative for Open Citations \(I4OC\)](#) and the [Initiative for Open Abstracts \(I4OA\)](#).

## 5.3. Content formats and preservation

- Formats. The IP guarantees that all its journals and books tag their full-text content in interoperable formats and provide access in multiple digital formats (PDF, HTML, XML, ePub, etc.), at least one of which is suitable for preservation.
- Long term preservation. The IP has a publicly displayed archival and a digital preservation policy, which is consistently implemented. The published content must be deposited in a digital preservation service.
- Personal Data Protection. The IP guarantees that all its journals and books comply with the General Data Protection Regulation (GDPR) as well as all relevant personal data regulations. This must be clearly stated in its web page and ensured.

## 6 Visibility, Communication, Marketing and Impact

- **Visibility.** The IP makes sure that reasonable technical measures are taken towards improving the visibility of all its journals and books in search engines (general and academic) and aggregators (e.g. using search engine optimization techniques and facilitating metadata exchange).
- **Discoverability.** The IP works to increase the visibility of its published content by registering its platform for harvesting by relevant discovery services and aggregator databases, and by submitting its journals and books to abstraction and indexing databases and citation indexes.
- **Communication.** The IP provides all its journals and books unhindered and reliable channels for communication and dissemination of their content to academia and society at large. The use of social media and social networking, collaboration with the media and the use of traditional and modern dissemination methods, help spread the content to a broader audience.
- **Information.** The community of users of the IP services is regularly informed (e.g. through newsletters, blogs, social media, direct emails, mailing lists, content alerts, notifications, RSS/Atom feed or other mechanism) of developments, policy changes, updates, new features and functionalities, as well as about new publications. Active use and regular updates of social media or social networking help to reach out to academia and society. All the information provided by the IP is accurate, reliable, regularly updated and not misleading in any way.
- **Marketing.** The IP engages in appropriate and well-targeted marketing activities (including solicitation of manuscripts for their publications). It must support the promotion of all its journals and books published content (e.g. by inviting post-publication reviews of outputs, inviting and moderating post-publication online comments, organising events like book promotions, sending out copies, writing press releases, working with the media) in order to reach broader sectors of society.
- **Branding.** The IP provides to all its journals and books with a common branding (e.g. by logos, corporate images, colours, etc.).
- **Metrics.** The IP guarantees that all its journals and books offer comprehensive, accurate and reliable metric indicators detailing content usage, e.g. article/chapter-level metrics (visits, views, downloads, citations), along with publication-level metrics, altmetric indicators, and geographical distribution of visitors.
- **Analytical tools.** The IP is clear on the analytical tools, algorithms, methodologies and/or external service providers that are employed for data generation and

collection. This requirement is aligned with the principles of responsible research assessment.

## 7 Equity, Diversity, Inclusion and Belonging (EDIB), Gender and Multilingualism

IPs raise awareness among authors, members of editorial boards (and any supporting committees), peer reviewers, and journal staff on the diversity and pluralism of the stakeholders' linguistic, cultural, gender, academic, geographical, institutional, economic backgrounds, and accessibility.

### 7.1. EDIB and Gender

- EDIB policy at the IP level. The IP has a policy that sets principles, commitments and actions for promoting EDIB in terms of linguistic, gender, cultural, academic, geographical, institutional, economic backgrounds and disabilities within its governing and management bodies, its editorial staff and boards, as well as reviewer pools and authors pool. It includes a Gender Equity Plan (GEP).
- Clarity on the IP EDIB policy. The EDIB policy is published on IP's web page.
- EDIB policy at the journal and book level. The IP guarantees that all its journals and books have a policy that sets principles, commitments and actions for promoting EDIB in terms of linguistic, gender, cultural, academic, geographical, institutional, economic backgrounds and disabilities within its governing and management bodies, its editorial staff and boards, its reviewer pool and its author pool. It includes a Gender Equity Plan (GEP).
- Clarity on the journals and books EDIB policies. The IP guarantees that all its journals and books publish their EDIB policy on its web page.
- EDIB monitoring. The IP monitors progress in its journals' and books' EDIB policies and GEP. For that purpose, it collects and make available data on gender balance, on country precedence, on organisational affiliation, and on the proportion of early career researchers' (1-7 years from degree) among the members of the governing and management bodies, of the editorial staff and boards, of the reviewer pools and of the authors pool. This is done without detracting from individuals' rights to not report some of this data if they don't wish to.
- Equity. The IP guarantees that all their journals and books accept submission of manuscripts within their thematic scope and language from all potential authors and that decision-making concerning content acceptance is without regard to authors' language, race, gender, age, sexual orientation, religious belief, ethnic origin, geographic location, or political philosophy.

- Bias-free language in communication at the IP level. The IP uses bias-free language related to age, disability, gender, racial and ethnic identity, sexual orientation, and socioeconomic status in all its communications and public information.
- Bias-free language in communication at the journal / book level. The IP guarantees that all its journals and books use bias-free language related to age, disability, gender, racial and ethnic identity, sexual orientation, and socioeconomic status in all their communications and public information.
- Bias-free language in publications. The IP guarantees that all its journals and books have editorial control over the use of bias-free language related to age, disability, gender, racial and ethnic identity, sexual orientation, and socioeconomic status of their published content.
- Research data sensitiveness. The IP guarantees that all its journals and books require authors to inform whether the underlying research data of their publications are sensitive to age, disability status, sex, gender identity, racial and ethnic identity, sexual orientation, and /or socioeconomic status.

## **7.2. Inclusive/Accessible website, content and metadata**

- Accessibility statement. The IP has a policy for all their journals and books displaying a common accessibility statement on their websites. It is a public information page that describes organisational policies and accessibility goals, shortcomings concerning accessibility standards, and provides information on feedback channels. It contains at least the following: a commitment to accessibility for people with disabilities; the WCAG accessibility standard and version applied; contact information in case users encounter problems; any known limitations, to avoid the frustration of users; measures taken by the organisation to ensure accessibility; technical prerequisites, such as supported web browsers; environments in which the content has been tested to work; references to applicable national or local laws and policies.
- Accessibility of the content. The IP must guarantee that all images and tables in its journals and books and on the website have a description for the visually impaired.
- Accessibility monitoring: The IP collects and makes available data on the amount of feedback received relating to shortcomings in all their journals and books accessibility standards.

## **7.3. Multilingualism**

- Abstracts. The IP guarantees that all its journals contain machine-translation friendly abstracts, and that abstracts are published in at least two languages, where relevant.
- Plain language summary. The IP guarantees that all its journals provide a plain language summary alongside the traditional scientific abstract.

- Full text. The IP enables in all its journals the publishing of full texts in more than one language, either simultaneously as separate documents in the same journal, or sequentially in other journals.
- Translation. The IP guarantees that all its journals and books provide support for human translation and language-check services to authors.
- Multilingual website and content. The IP guarantees that all its journals' and books' websites offer multilingual content with a minimum of 2 languages included. The information given on the site must be the same in all languages.
- Tools. The IP encourages all its journals and books to integrate a machine translation tool/solution on the website where relevant in good time, when tools that can provide sufficiently good translations are available.
- Metadata. The IP guarantees that all its journals and books offer metadata in English if the language of the text is not English.

## Consortium overview

AMU	AIX MARSEILLE UNIVERSITÉ	FR
PVM	PROTISVALOR MEDITERRANEE SAS	FR
OPERAS	OPEN ACCESS IN THE EUROPEAN RESEARCH AREA THROUGH SCHOLARLY COMMUNICATION	BE
CNRS	CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE CNRS	FR
EIFL	STICHTING EIFL.NET	NL
FECYT	FUNDACIÓN ESPAÑOLA PARA LA CIENCIA Y LA TECNOLOGIA, F.S.P., FECYT	ES
TSV	TIETEELLISTEN SEURAIN VALTUUSKUNNASTA	FI
LIBER	STICHTING LIBER	NL
UB	UNIVERSITAT DE BARCELONA	ES
UniZD	SVEUČILIŠTE U ZADRU	HR
FFZG	SVEUČILIŠTE U ZAGREBU FILOZOFSKI FAKULTET	HR
Science Europe	SCIENCE EUROPE	BE
EUA	ASSOCIATION EUROPÉENNE DE L'UNIVERSITÉ	BE
OASPA	STICHTING OPEN ACCESS SCHOLARLY PUBLISHERS ASSOCIATION	NL
UiT	UNIVERSITETET I TROMSØ - NORGES ARKTISKE UNIVERSITET	NO
CNR	CONSIGLIO NAZIONALE DELLE RICERCHE	IT
UGOE	GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN STIFTUNG ÖFFENTLICHEN RECHTS	DE
SPE	STICHTING SPARC EUROPE	NL
UU	UNIVERSITEIT UTRECHT	NL
EKT	ETHNIKO KENTRO TEKMIROSIS KAI ILEKTRONIKOU PERIECHOMENOU	EL
IBL PAN	INSTYTUT BADAŃ LITERACKICH POLSKIEJ AKADEMII NAUK	PL
ESF	FONDATION EUROPÉENNE DE LA SCIENCE	FR
JISC	JISC LBG	UK
DOAJ	INFRASTRUCTURE SERVICES FOR OPEN ACCESS C I C	UK