



How-To Guide for Library Publishers: Directory of Open Access Journals Application

Originally created by

Library Publishing Coalition DOAJ Task Force (2017-18)

Monica Westin, Ian Caswell, Liza Hagerman, Emma Molls, David Scherer, Janet Swatscheno
With many thanks to Judith Barnsby, Senior Editor at DOAJ

Last updated May 2021, Reflects current DOAJ Application

About this guide

This how-to guide is a step-by-step guide to the Directory of Open Access journals application, created specifically for library publishers by the 2017-18 Library Publishing Coalition DOAJ Task Force. The task force was charged by the Library Publishing Coalition to evaluate the needs of the LPC community related to the Directory of Open Access Journals (DOAJ), mentor LPC member institutions through the DOAJ application process, and recommend any necessary ongoing support. This how-to guide is the major written resource we have created for member institutions.

For each question in the [DOAJ application](#), we have provided context, guidance, and information that we believe will be particularly helpful for library publishing programs. Unless otherwise stated, or indicated with “*optional”, all questions in the first five sections are required for inclusion. Questions in section six of the application, “Best Practices”, are not required for inclusion, but library publishers may consider these as areas for future development.

We want to hear from you!

If you have suggestions as to how we could make this guide more helpful, please email us at contact@librarypublishing.org.

Table of Contents

[Open Access Compliance](#)

[About](#)

[Copyright & licensing](#)

[Editorial](#)

[Business Model](#)

[Best Practice](#)

[The qualifiers for the DOAJ Seal](#)

Open Access Compliance

Does the journal adhere to DOAJ's definition of open access?

For journals to be included in DOAJ they must meet the DOAJ definition of open access, This means that the digital content is freely available online AND user rights and the terms of copyright are defined. DOAJ will accept journals where copyright is transferred fully to, or in part to, the publisher, as long as articles are licensed using an open license.

The journal website must display its open access statement. Where can we find this information?

We recommend including an Open Access statement on the journal's policy page, or wherever information is included about licensing and copyright.

An example OA statement is: "This is an open access journal which means that all content is freely available without charge to the user or their 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."

About

Journal Title

Spell out the entire journal title. DOAJ will check it against the ISSN Portal. For translated titles, you may add the translation as an alternative title.

Alternative title (including translation of the title) *optional

Other titles for the journal, including those not associated with the ISSN, such as an acronym or abbreviated title.

Link to the journal's homepage

Paste in journal's URL

ISSN (print)

Only provide the print ISSN if your journal has one, otherwise leave this field blank. Write the ISSN with the hyphen "-" e.g. 1234-4321.

If your journal does not have an ISSN, you can request one [here](#).
Do not apply to DOAJ until the ISSN is fully registered and confirmed.

ISSN (online version)

Cannot be the same as the print ISSN. Write the EISSN with the hyphen "-" e.g. 1234-4321.

If your journal is primarily available online but also in print in small quantities or print on demand (POD), and you're not sure if the journal has a print ISSN, you can search and find your journal's ISSN(s) [here](#).

Up to 6 subject keywords in English

Choose words that describe the subject matter of the journal. Keywords or short phrases must be in English.

Languages in which the journal accepts manuscripts

Indicate which languages authors may submit manuscripts in. Languages are selected from a drop down and multiple languages can be selected by using the "Add" button.

Publisher's name

Include full, official publisher name, and be specific. When a journal is not published by a traditional publisher (e.g., a university press), determining the correct publisher name can be confusing. The publisher of your journal could be a university library (e.g., Purdue University Libraries), official library publishing program (e.g., Michigan Publishing), other departmental sponsor (e.g., Purdue University School of Engineering Education), etc. Do your best--communicating with others involved with the journal if need be--to determine the most accurate publisher/host/sponsor name, and ensure the nomenclature used is consistent for all journals under that entity's purview.

Publisher's country

List the publisher's primary location.

Society or institution, if applicable

If a society or institution sponsors the journal but is not deemed the official publisher of it, please include said sponsor here and ensure the listed publisher name is different. This field can be left blank.

Society or institution's name *optional**Society or institution's country *optional**

Copyright & licensing

License(s) permitted by the journal

- ☐ CC BY
- ☐ CC BY-SA
- ☐ CC BY-ND
- ☐ CC BY-NC
- ☐ CC BY-NC-SA
- ☐ CC BY-NC-ND
- ☐ CC0
- ☐ Public domain
- ☐ Publisher's own license

Select all the licenses that an author may publish under for the journal. It is possible to be indexed in the DOAJ without a CC license, but to do so, a journal essentially has to list terms that match CC licensing. This is very odd legally without the CC license itself, but it's conceivable that a journal would want to go this route in order to retain some rights. Here is an example of one journal that has been indexed in the DOAJ without a CC license:

[Analytical Approaches to World Music](#)

Where can we find this information?

Add URL where journal's licensing is documented.

Does the journal embed and/or display licensing information in its articles?

To ensure readers (users) know and understand what they are permitted to do with the content, license information should be embedded into each published article, in all its outputs - e.g. on the HTML article webpage, in the XML/metadata and PDF version.

This is recommended--but **not** currently required for inclusion in DOAJ.

For all the licenses you have indicated above, do authors retain the copyright and full publishing rights without restrictions?

In other words: does the author (not the journal) retain copyright when published?

The journal should state clearly if the author (or their employer, if appropriate) retains copyright of their published article. An example copyright line of this in an article may look like “© 2018, The Authors” or “© 2018, Joe Blogs”.

Journals may request the author to transfer copyright to the journal - usually using a copyright transfer agreement. In this case answer No.

If the author retains copyright but is required to give an exclusive license to the journal, answer No.

If the journal is published under a non-commercial license, but the author is required to transfer commercial rights to the journal, answer No.

Note: where journals have flipped to an open access publication model, possible conflicts may appear between back content and new publications. Journals should clearly make users aware of the change of model and date in effect, and what the rights are of back content authors compared to new authors, or what policy is being applied retrospectively (for example, if all back content is now being made OA under the same Creative Commons license).

Where can we find this information?

Add URL where journal's copyright policy is documented.

Editorial

DOAJ only accepts peer-reviewed journals. Which type(s) of peer review does this journal use?

- ☐ **Editorial review**
- ☐ **Peer review**
- ☐ **Blind peer review**
- ☐ **Double blind peer review**
- ☐ **Post-publication peer review**
- ☐ **Open peer review**
- ☐ **Other**

The type of review must be clearly labeled and described. “Editorial Review” is only valid for journals in Arts and Humanities. Non-humanities journals may not use this option with the DOAJ.

Where can we find this information?

Add URL where journal's review process is documented.

Does the journal routinely screen article submissions for plagiarism?

If yes, the journal must clearly state that they scan for plagiarism before publication. The journal must list how this screening is accomplished. Stating “We scan for plagiarism” is not a sufficient policy.

Plagiarism screening is **not** currently required for entry into DOAJ.

Link to the journal’s Aims & Scope

Link must take you to a clearly labeled section describing the journal’s Aims & Scope.

Link to the journal’s Editorial Board

Editorial board information must be clearly displayed. The journal must have an editor and an editorial board with at least 5 clearly identifiable members and their affiliation information. 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.

Link to the journal’s Instructions for Authors

Link must take you to a clearly labeled section describing the journal’s instructions for authors.

Average number of weeks between article submission & publication

This field should have a number listing the average number of weeks. This can be based on actual figures or estimated.

Business Model

Does the journal charge fees for publishing an article (APCs)?

If authors are charged a fee to make their work available open access, please include language on the journal website that transparently provides this information. Please also state if no fees are charged.

Where can we find this information?

Link to the page where this is stated. The page must declare whether or not there is a fee to publish an article in the journal.

Does the journal provide a waiver or discount on publication fees for authors?

Indicate here if the journal waives author submission or processing charges. Journals do not need to have a waiver policy to get indexed in the DOAJ. If no fees are charged, answer No.

Does the journal charge any other fees to authors?

Declare all other charges: editorial processing charges, language editing fees, colour charges, submission fees, page charges, membership fees, print subscription costs, other supplementary charges. If yes, link to the page that declares these fees.

Best Practice

*The best practices in this section adhere to publishing standards based around findability, preserving the content and ethical publishing practices. We encourage journals to adopt these best practices but they are **not** mandatory for DOAJ indexing.*

Long-term preservation service(s) where the journal is currently archived

- ☐ CINES
- ☐ CLOCKSS
- ☐ LOCKSS
- ☐ Internet Archive
- ☐ PKP PN
- ☐ PubMed Central (PMC)
- ☐ Portico
- ☐ A national library
- ☐ Other
- ☐ The journal content isn't archived with a long-term preservation service

Select all that are actively archiving journal content. Institutional archives and publishers' own online archives are not valid. Journals are not required to digitally archive their articles in order to be included in the directory. DOAJ does require journals transparently to state their archiving policy if they have one in place.

Does the journal have a policy allowing authors to deposit versions of their work in an institutional or other repository of their choice? Where is this policy recorded?

- ☐ Sherpa/Romeo
- ☐ Dulcinea
- ☐ Héloïse
- ☐ Diadorim
- ☐ Other (including publisher's own site)
- ☐ The journal has no repository policy

To provide information on authors' self-archiving rights. A statement clarifying to authors what their rights are for self-archiving, covering their rights to self-archive preprint, accepted, final publisher versions of the article, usually in places like their own website or institutional repository.

If the journal's policy is recorded in one of the services listed, provide a URL for the journal entry in that service. Alternatively you may indicate "Other" and provide a link to the policy

listed on the journal or publisher website. You should state your policy with regard to the different versions of the paper:

Submitted version

Accepted version (Author Accepted Manuscript)

Published version (Version of Record)

Persistent article identifiers used by the journal

- ☐ **DOIs**
- ☐ **ARKs**
- ☐ **Handles**
- ☐ **PURLs**
- ☐ **Other**
- ☐ **The journal does not use persistent article identifiers**

Persistent article identifiers are long-lasting references to digital articles, commonly provided by the publisher. Journals are not required to provide article identifiers to be indexed by DOAJ.

Does the journal allow for ORCID iDs to be present in article metadata?

An [ORCID](#) (Open Researcher and Contributor) iD is an alphanumeric code to uniquely identify authors.

Does the journal comply with I4OC standards for open citations?

The [I4OC standards](#) ask that citations are structured, separable, and open.

The qualifiers for the DOAJ Seal

What is the DOAJ Seal?

The DOAJ Seal is awarded to journals that demonstrate best practice in open access publishing. There are seven criteria that a journal must meet to be eligible for the Seal. These relate to best practice in long-term preservation, use of persistent identifiers, discoverability, reuse policies and author rights.

Journals do not need to meet the Seal criteria to be accepted into DOAJ.

Around 10% of journals indexed in DOAJ have been awarded the Seal.

1. Digital preservation

To ensure the long term availability of published content for the future.

Preservation programs are provided by services such as LOCKSS, CLOCKSS, Portico, Internet Archive and PubMed Central, as well as some national libraries, e.g. British Library, Library of Congress. Please note that institutional servers and repositories do not qualify as long term archival preservation.

You can check if your journal has any current archiving arrangements by checking the The Keepers Registry <https://keepers.issn.org>

2. Persistent article identifiers

To ensure that articles may continue to be found even when URLs change--for example, when journals change platform/website/publisher.

The most common form of persistent identifier is the Digital Object Identifier (DOI - see <https://dx.doi.org/>), but there may be others in use for a journal. Each published article must have a unique persistent identifier assigned to it and it is the responsibility of the current publisher to ensure these are active and current.

3. Metadata supply to DOAJ

To provide greater visibility and discoverability of journal content.

By providing DOAJ with article-level metadata and links to the full text you ensure that the journal data is supplied to the major aggregators and many other indexing services. Various services collect metadata via the DOAJ API (<https://doaj.org/api/v1/docs>), for inclusion in their services - e.g. university library catalogues. Metadata must be provided to the DOAJ within 3 months, via article-level xml file or by the DOAJ API. There is also a free plugin available for OJS.

4. License type

To allow for generous reuse and remixing of the content.

The journal must permit the use of a Creative Commons license that allows the creation of derivative products: CC-BY, CC-BY-SA, CC-BY-NC, CC-BY-NC-SA.

A journal cannot be awarded the Seal if it permits the use of any license that restricts the creation of derivative products: CC-BY-ND, CC-BY-NC-ND.

5. License information in articles

To ensure readers (users) know and understand what they are permitted to do with the content.

Creative Commons license information must be embedded into each published article, in all its outputs - e.g. on the HTML article webpage, in the XML/metadata and PDF version.

6. Copyright and publishing rights

To allow authors to hold copyright and publishing rights without restrictions.

Authors must retain unrestricted copyright and all publishing rights when published under any license permitted by the journal. To be awarded the Seal, copyright cannot be transferred or exclusively licensed to the journal or publisher. The terms of any license agreement should be made freely available to clarify author rights and what, if anything, authors are required to sign when submitting to the journal.

7. Self-archiving policy

To provide information on authors self-archiving rights.

Authors must be permitted to deposit all versions of their paper in an institutional or subject repository. This includes preprints, author's accepted manuscript and published article (Version of Record). An embargo may not be applied.

A statement of these rights should be listed on the journal or publisher website and, ideally, listed in a directory such as SHERPA/RoMEO

<http://www.sherpa.ac.uk/romeo/index.php>.