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## Action I.2.1

# “Improvement of publishing capacities – – increasing the international outreach of UW journals”

Questions and answers

### 1. Journal standards

The list of general requirements and standards was prepared based on the evaluation guidelines and regulations of international databases: Scopus, Web of Science and DOAJ.

The list consists of the basic requirements that any journal applying for indexation in the given indexing database should meet otherwise will be rejected during the initial- ‘technical’ evaluation before the content evaluation. This stage can be compared to the “**desk reject**” decision in the journal.

**Introducing the requirements listed in the Action I.2.1 are equal to meeting the requirements of the 3 indexing databases.**

### 2. Embargo

Failure to meet "technical standards" results in the rejection of the journal application and the imposition of a ban (embargo) on re-application to the database. Depending on the database, this period ranges from **6 months to 5 years**.

### 3. Basic standards

#### ISSN

*Criterion: a journal operates on the basis of a clearly defined legal status, i.e., have the ISSN number (e-ISSN for electronic version)*

Each of the versions of a journal need to have its separate ISSN number such as printed version, online version, CD version etc.

The ISSN number needs to be registered in the International ISSN Office (via Polish office) and be searchable for anyone on the Office web site (<https://www.issn.org/>).

The ISSN number needs to be displayed on the journal web page in the visible place (e.g., page header/footer).

**The ISSN is one of the basic criteria for Scopus, Web of Science and DOAJ.**



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## Register of Journals and Magazines (Rejestr Dzienników i Czasopism)

*Criterion: a journal is correctly registered in the Register of Journals and Magazines (Rejestr Dzienników i Czasopism)*

According to Polish law, any journal needs to be registered in the Register (more information: <https://bip.warszawa.so.gov.pl/arttykul/232/79>) **otherwise it cannot be legally published.**

The registration/any changes can be done via the Office of Research Administration (contact: Ewa Łuczynska, phone: 22 55 20 886, e-mail: [ewa.luczynska@adm.uw.edu.pl](mailto:ewa.luczynska@adm.uw.edu.pl))

## National Library of Poland

*Criterion: a journal it has a regulated status in the National Library of Poland*

As per the law any published issue needs to be delivered to the National Library of Poland electronically or in a printed version. The printed version needs to be delivered to 2 or 10 Polish libraries (more information available on <https://www.bn.org.pl/dla-wydawcow/egzemplarz-obowiazkowy/liczba-egzemplarzy-obowiazkowych/>)

## University ownership

*Criterion: a journal is owned by the University of Warsaw*

The journal that applies for the funding needs to be owned i.e., registered in the court (see **Register of Journals and Magazines**) by the University of Warsaw and the University in the registry needs to be indicated as the owner of the periodical.

**This information has to be displayed on the journal web page.**

## % of published papers

*Criterion: a journal publishes at least 60% of scientific papers yearly as defined in the guidelines of indexing databases*

Editors applying for the funding need to make sure that at least **60%** of the published content is of scientific nature i.e., are peer-reviewed publications.

The list of publication types that are recognized as scientific can be found at:

**Scopus** - Content Coverage Guide:

[https://www.elsevier.com/\\_data/assets/pdf\\_file/0007/69451/Scopus\\_ContentCoverage\\_Guide\\_WEB.pdf](https://www.elsevier.com/_data/assets/pdf_file/0007/69451/Scopus_ContentCoverage_Guide_WEB.pdf);

**Web of Science** - Document Type Descriptions:

[https://images.webofknowledge.com/images/help/WOS/hs\\_document\\_type.html](https://images.webofknowledge.com/images/help/WOS/hs_document_type.html)

As per the common **error** journals pages often states that 'review paper' is **not a scientific publication** and thus is not reviewed. In an international environment 'review paper' is treated as **highly- valued peer-reviewed publication**. The mistake is often done due to misleading translation of the word 'review'



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which is often translated as 'recenzja' and in reality, it should be translated as 'artykuł przeglądowy' or 'artykuł poglądowy'.

**Review = Artykuł przeglądowy/  
poglądowy**

## Delays

*Criterion: a journal had no publishing delays longer than 6 months in the last 2 years*

**Delays are one of the basic criterion evaluated by the indexing databases.**

As per the funding regulation, journal has to be published regularly without any delays longer than 6 months during last 2 years as per the **schedule stated on the journal web page**.

## 4. International Standards

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***The international standards listed on the Action I.2.1 web site are the selected evaluation criteria of international indexing databases (Scopus, Web of Science, DOAJ).***

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The list was prepared based on the evaluation criteria of indexing databases. All requirements are ones that are listed on Scopus, Web of Science and DOAJ but are not limited only to the three indexing databases as the criteria are also common (majority of them) for other similar international services.

The was prepared based on web pages, evaluation forms, pre-evaluation report, self-evaluation services and manuals available online for the 3 indexing databases.

## 5. Be aware of

1. Journals that want to be indexed in international indexing databases needs to **comply** with **all requirements** to be eligible for further evaluation stages, i.e., all the below information needs to be **available, easily findable and provided in an understandable way in ENGLISH (for Scopus and Web of Science) on the journal web page**.
2. You are **not permitted** to **reuse or copy** any of the **statement** or **examples** without **written permission** of the owner.
3. In order to fulfil the criterion, the **full description** of a requirement needs to be provided.



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4. Statements like ‘**Journal follows COPE regulations**’ are **not allowed** and will be **treated** by indexing database as **lack of a statement**. At least short description of a given case needs to be available and then you can refer to third parties’ resources.
5. The list consists of ‘**TECHNICAL’ CRITERIA ONLY**. Individual databases have their own ‘**QUALITY**’ criteria to be met which **are NOT part of the list**.
6. The list consists of **CURRENT requirements**.

## 6. International criteria

The list of criteria was created based on the **guidelines of Scopus, Web of Science and DOAJ** databases.

**Meeting the listed criterion** means **fulfilling** the **criterion** of a given **database**.

Criteria	Scopus	Web of Science	DOAJ
<b>General requirements</b>			
Journal web page in English	obligatory	obligatory	the information provided must be the same in all languages
Archiving (backup and long-term preservation in <a href="https://keepers.issn.org/keepers">https://keepers.issn.org/keepers</a> )	obligatory		obligatory
Journal owner	obligatory	obligatory	obligatory
Publishing schedule on web page	obligatory	obligatory	obligatory
Roles (Board, Editorial Office, Section Editors, language editors etc.)	obligatory	obligatory	obligatory
Detailed contact to Editorial Office	obligatory	obligatory	obligatory
Publisher details	obligatory	obligatory	obligatory
Aims and scope	obligatory	obligatory	obligatory
Editorial Board (institution+country)	obligatory	obligatory	obligatory
Instruction for authors (technical details)	obligatory	obligatory	obligatory
Individual article requirements:			
correctness and clarity of English language	obligatory	obligatory	
metadata in <b>English</b> :			
<i>title</i>	obligatory	obligatory	Each article must be available as an individual, full-text article (one unique URL per article, HTML or PDF, as a minimum)



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Criteria	Scopus	Web of Science	DOAJ
<i>abstract</i>	obligatory	obligatory	
<i>keywords</i>	obligatory		
<i>affiliations</i>	obligatory (there are some exceptions)		
<i>DOI</i>	recommended	recommended	recommended
metadata in <b>Roman</b> script			
<i>author' name and surname</i>	obligatory		
<i>references</i>	recommended	obligatory	
additional information (conflict of interest, funfing)		obligatory for fields where common	
Additional requirements by databases:			
<i>Journal title in an article</i>		obligatory	
<i>Copyright/CC license in each article</i>	obligatory	obligatory	obligatory
<b>Best Practices for Journal Editors</b>			
Peer review (detailed description):	obligatory	obligatory	obligatory
<i>detailed description including the type pf review (single-, double- blind peer review, editorial review etc.)</i>	obligatory	obligatory	obligatory
<i>impartiality</i>	obligatory	obligatory	obligatory
<i>special/sponsored issues or lack of such publications</i>	obligatory	obligatory	obligatory
<i>types of publications reviewed and non-reviewed</i>	obligatory	obligatory	obligatory
Transparency policy:			
<i>statement on origin of non-scientific parts</i>	obligatory		obligatory
<i>impartiality of decisions (review of: own papers, editors, board members, employees of the same institute etc.)</i>	obligatory		obligatory
<i>guest and ghost authorship</i>	obligatory		obligatory
<i>plagiarism policy</i>	obligatory		obligatory
<i>defined policy for the protection of personal data, patients, research participants, respondents, authors, reviewers, etc.</i>	obligatory		obligatory



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Criteria	Scopus	Web of Science	DOAJ
<i>funding</i> (of the journal and individual articles if apply- policy available on web site)	obligatory	obligatory	obligatory
Authors rights	obligatory		Obligatory (Open Access only)
Conflict of interest list at least once a year (financial, academic)	recommended		recommended
<b>COPE</b>			
Ethics and malpractice statements <a href="https://publicationethics.org/misconduct">https://publicationethics.org/misconduct</a> :	obligatory		obligatory
<a href="#"><i>authorship and contributorship</i></a>	obligatory		obligatory
<a href="#"><i>complaints and appeals.</i></a>	obligatory		obligatory
<a href="#"><i>conflicts of interest</i></a>	obligatory		obligatory
<a href="#"><i>data sharing and reproducibility</i></a>	obligatory		obligatory
<a href="#"><i>ethical oversight</i></a>	obligatory		obligatory
<a href="#"><i>intellectual property</i></a>	obligatory		obligatory
<a href="#"><i>post-publication discussions</i></a>	obligatory		obligatory
<a href="#"><i>corrections and retractions</i></a>	obligatory		obligatory
Fees (APC, figure charges, subscription, pay- per-view etc.) or lack of fees	obligatory		obligatory
Author obligations	obligatory		obligatory