Complete list of application questions

This is a document to supplement the application process. It includes a preview of DOAJ application questions. **We do not accept PDF applications.**

Please apply online at [https://doaj.org/apply](https://doaj.org/apply)

The application form includes six (6) sections:

01 Open Access compliance  
02 About  
03 Copyright & licensing  
04 Editorial  
05 Business model  
06 Best practice

Unless stated otherwise, all questions are required.
## Open Access compliance

DOAJ only accepts fully open access journals

Open Access is the condition where the copyright holder of a scholarly work grants usage rights to others using an open license (Creative Commons or equivalent) allowing for immediate free access to the work and permitting any user to read, download, copy, distribute, print, search, or link to the full texts of articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose.

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

- Yes  
- No

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

- Link to the journal’s open access statement

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## About

### Journal title

The journal title must match what is displayed on the website and what is registered at the ISSN Portal.

For translated titles, you may add the translation as an alternative title.

### Alternative title (including translation of the title) (Optional)

### Link to the journal’s homepage

### ISSN (print)

Must be a valid ISSN, fully registered and confirmed at the ISSN Portal.

The ISSN must match what is given on the journal website.

### ISSN (online)

Must be a valid ISSN, fully registered and confirmed at the ISSN Portal.

The ISSN must match what is given on the journal website.

### Up to 6 subject keywords in English

Only 6 keywords are allowed. Choose words that describe the subject matter of the journal and not the journal’s qualities.

Keywords must be in English and separated by a comma.

### Languages in which the journal accepts manuscript

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## Publisher

Publisher’s name

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Publisher's country

Society or institution, if applicable

Society or institution's name (Optional)
The society or institution responsible for the journal

Publisher's country (Optional)
The country in which the society or institution is based

© Copyright & licensing

— Licensing

License(s) permitted by the journal
- CC BY
- CC BY-NC
- CCO
- CC BY-SA
- CC BY-NC-SA
- CC BY-ND
- CC BY-NC-ND
- Publisher's own license

The journal must use some form of licensing to be considered for indexing in DOAJ.

More Information on CC licenses:
CC BY
CC BY-SA
CC BY-NC
CC BY-NC-SA
CC BY-ND

What is the difference between CCO and the Public Domain Mark (PDM)?

Where can we find this information?
Link to the page where the license terms are stated on your site.

— Embedded licenses

Does the journal embed and/or display licensing information in its articles?
- Yes
- No

It is recommended that licensing information is included in full text articles. Answer Yes if licensing is displayed or embedded in all versions of each article.

— Copyright

For all the licenses you have indicated above, do authors retain the copyright and full publishing rights without restrictions?
- Yes
- No

Answer No if authors transfer copyright or assign exclusive rights to the publisher (including commercial rights).

Answer Yes only if authors publishing under any license allowed by the journal retain all rights.

Where can we find this information?
Link to the journal’s copyright terms
Editorial

Peer review

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

- Editorial review
- Double anonymous peer review
- Peer review
- Post-publication peer review
- Anonymous peer review
- Open peer review
- Other: 

Where can we find this information?

Link to the journal's peer review policy

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Plagiarism

Does the journal routinely screen article submissions for plagiarism?

- Yes
- No

(If you selected Yes) Where can we find this information?

Link to the journal's plagiarism policy

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Editorial

Link to the journal's Aims & Scope

Link to the journal's Editorial board

Link to the journal's Instructions for Authors

Average number of weeks between article submission & publication

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Business model

Publication fees

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

- Yes
- No

Publication fees are sometimes called article processing charges (APCs). You should answer Yes if any fee is required from the author for publishing their paper.
(If you selected Yes) Highest fee 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.

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**Publication fee waivers**

Does the journal provide a waiver or discount on publication fees for authors?
- Yes
- No

(If you selected Yes) Where can we find this information?
Link to the journal’s waiver information

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**Other fees**

Does the journal charge any other fees to authors?
- Yes
- No

(If you selected Yes) Where can we find this information?
Link to the journal’s fees information

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**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.

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**Archiving policy**

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

Only active archiving is accepted; content must be actively deposited in each of the options you choose. If the journal is registered with a service but archiving is not yet active, choose No.

PubMed Central covers PMC U.S.A. and Europe/PMC(Wellcome Trust).

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(If you are using a preservation service) Where can we find this information?

Link to the preservation and archiving information

— Repository policy

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

(If you have a repository policy) Where can we find this information?

Link to the policy in a directory or on the publisher's site

— Unique identifiers & structured data

Persistent article identifiers used by the journal

Select at least one

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

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

- Yes
- No

Does the journal comply with I4OC standards for open citations?

- Yes
- No

A persistent article identifier (PID) is used to find the article no matter where it is located. The most common type of PID is the digital object identifier (DOI).

An ORCID (Open Researcher and Contributor) ID is an alphanumeric code to uniquely identify authors.

The I4OC standards ask that citations are structured, separable, and open.