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# Essential information you must include when applying to DOAJ

*The Aspect of Copyrights in Developing Open Access*  
September 25, Lithuania

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DOAJ

# About myself

- I have been a Managing Editor of DOAJ since 2005.
- I am responsible for journals and applications from the Russian Federation and the so-called “Cyrillic” editorial group (Ukrainian, Belarusian and Bulgarian).
- After the presentation we will introduce the managing editor for Lithuania, Iemima Ploscariu, who is responsible for applications and journals from Lithuania, among others.

# About DOAJ - [doaj.org](https://doaj.org)

- **Community-curated index of peer-reviewed open access journals**
- Small, independent, not-for-profit organisation founded in 2003
- Virtual organisation with team members all over the world, including India, China, Russia, North America, Africa, Latin America and more.
- ~100 volunteers processing applications
- Average 700 applications per month (940 peak in June 2020)
- Acceptance rate ~35%
- Over 43 500 records processed since March 2014

# What type of journal can apply?

- Open access journals published in any language.
- The journal must be actively publishing scholarly research
  - All research subject areas are accepted
  - Should publish at least 5 research articles per year
- The primary target audience should be researchers or practitioners

# The journal website

- The journal must have its own dedicated URL and homepage that is accessible from any location
- The website must be clear and easy to navigate
- The journal should adhere to the guidelines described in the [Principles of Transparency and Best Practice in Scholarly Publishing](#) (available in 20 different languages)

# The articles

- Each article must be available as an individual, full-text article
  - one unique URL per article
  - HTML or PDF, as a minimum

# Startpoint: the application form

- Before you fill in an application, please read the Basic criteria [[Lithuanian](#)] [[English](#)]
- Before you apply, make sure that the basic criteria are fulfilled.
  - We, the associate editors and managing editors, check all URLs.
- We check both language sites.
  - The information in both languages must be the same
- [Additional criteria](#) for special types of journals are also available.

# Open access statement

- The journal must display an open access statement indicating that it fulfills the DOAJ definition of open access.
- The full text of all content must be available for free and open access without delay
  - No embargo period
- Requiring users to register to read content is not accepted



# Example from *Taikomoji kalbotyra*

[Home](#) / [Taikomoji kalbotyra](#) / [Journal Policy](#)

## Taikomoji kalbotyra

### Journal Policy

Our periodical is an open access journal. All content is freely available without charge to users or their institutions. Users are allowed to read, download, copy, distribute, print, search, or link to the full texts of the articles in this journal without asking prior permission of the publisher or the author. The journal does not charge fees for article processing or submission. Articles published in the journal are distributed under a [Creative Commons Attribution 4.0 \(CC BY 4.0\)](#) license.

# Licensing

- The licensing terms for use and re-use of the published content must be clearly stated on the website.
- DOAJ recommends the use of [Creative Commons](#) licenses for this purpose.
- If you choose to build your own licence, it must contain the same information as a Creative Commons licence

# Publisher's own license example

## **Copyright Notice**

The copyrights for articles in this journal are retained by the author(s), with first publication rights granted to the journal. By virtue of their appearance in this open-access journal, articles are free to use with proper attribution in educational and other non-commercial settings.

# Copyright

- The copyright terms applied to ***the published content*** must be clearly stated and separate from the copyright terms applied ***to the website***.
- Copyright terms must not contradict the licensing terms or the terms of the open access policy.
- “All rights reserved” is never appropriate for open access content.
- Shared copyright is not accepted.

# Other criteria

- **Aims and scope:** must be present
  - It is OK if that information is on the homepage
- **Editorial board:** members must have affiliations, ie it must be stated where the member works.
  - It is OK to use an ORCID as long as there is a proper and clear link to the institution
- **Peer review:** All articles must pass through a quality control system (peer review) before publication.
  - The type and details of the peer review process must be stated clearly on the website

# Other criteria

- **Instructions for Authors:** must be present.
  - Sometimes in instructions for reviewers, we see the sentence: ‘The article must have a letter from supervisor attached.’ This is absolutely not acceptable because:
    - There is a risk for censure.
    - There is a risk that author can not be open and honest
- **Charges** All charges must be stated
  - The highest charge.
  - If you have no charges, there must be information about that on the website too.
  - All charges, (colour, page charges etc) must be displayed on the website.

# Other criteria

## ● Title and ISSN

- A journal must have at least one ISSN (International Standard Serial Number) which is registered and confirmed at [issn.org](https://www.issn.org).
- The ISSN(s) must be displayed on the website.
- **The name of the journal** in the application and on the website must match what is shown at [issn.org](https://www.issn.org).

## ● Contact details

- Must include a real name and the journal's dedicated email address.
- The country in the application and on the journal website must be the country where the publisher is registered and carries out its business activities

# The DOAJ Seal

- The DOAJ Seal may be awarded to journals that demonstrate best practice in open access publishing.
- A [plain English version](#) of the criteria is available.

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



# Criteria for the Seal - a summary

- Digital preservation and archiving
- Permanent article identifiers
  - eg the Digital Object Identifier (DOI)
- Article metadata must be sent to DOAJ
- Licensing
  - must be licensed with CC BY, CC BY-SA, CC BY-NC, or CC BY-NC-SA
  - must be displayed on each article
- Authors must retain unrestricted copyright and all publishing rights
- Self-archiving policy
  - Authors must be permitted to deposit all versions of their paper in an institutional or subject repository, without embargo.

# The most common reasons for rejection

- Only complete and correct applications are reviewed
- About 50% of all applications are rejected at triage, without review
- Reasons for immediate rejection
  - Journal is not open access
  - ISSN not fully registered at [issn.org](http://issn.org)
  - Journal name is different from that registered at [issn.org](http://issn.org)
  - Same URL entered in every box on application form
  - No contact name provided
  - No peer review
  - No content licensing

# Question time!

- Thanks very much for having been given the opportunity to give this introduction.
- We hope for more applications from Lithuania!