



Scientific Electronic Library Online

Criteria, policy and procedures for the admission
and retention of journals in the SciELO Collection
<Country>

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1. Introduction

This document describes the criteria, policy, and procedures for assessing scientific journals in order to guide their admission and permanence in the SciELO <Country> Collection.

The function of this assessment is to monitor, promote, and strengthen the development of the quality and scientific, cultural, social, economic, and technical relevance of the SciELO Network of journals published in <Country> and its alignment with the open science modus operandi and thus contribute to the sustainable increase in visibility and impact of the Collection as a whole, of the thematic areas and, individually, of the journals it indexes and publishes and of the research it communicates. The assessment is in line with national policies for research advancement, the conditions and priorities of research communities and international standards for indexing, publishing, interoperability, and performance evaluation of quality journals. Evaluation is considered essential to promote and strengthen the correlation between the quality and relevance of journals and the research they communicate. The capabilities of doing quality research and quality journals complement each other.

This version aligns the Criteria with SciELO's status as an open science program, which operates Collections of different research communication objects originating from open science practices. In this context, the SciELO <Country> Criteria applied to the Journal Collection are updated to promote and ensure interoperability between articles and preprints where applicable, between preprints, articles, and data and other content underlying the texts and data that inform the peer review process of approved articles.

The document is referred to specifically as SciELO <Country> Criteria because the criteria defined, the policy and the procedures for its application are, in parallel to the adoption of international standards of scholarly communication, contextualized with the conditions and characteristics of the national system of science, technology, and innovation, of scholarly communication and of the national agenda for the adoption of the priority lines of action of the SciELO Network in favor of the professionalization, internationalization, and operational and financial sustainability of the journals it indexes and publishes in the open science modus operandi.

2. The SciELO <Country> Criteria in the context of the SciELO Program

SciELO is a research infrastructure support program with the general objective of contributing to the development of open science research communication capacities, according to the state of the art, with a focus on quality journals whose articles are related to any previous versions in preprints, with the research data (data files, computer software and other content underlying the texts) and whose evaluation process is informed.

The specific and permanent objective is to help maximize the quality, visibility, and impact of research and its communication, the cooperation between researchers, the reproduction, replication, reuse, and digital preservation of research data and the return on research investments.

To this end, SciELO operates web libraries of research communication objects, such as national journal collections and their articles, preprints, and research data, using a methodological and technological platform called the SciELO Publishing Model. The communication objects and the operating platform

follow and implement the SciELO Criteria.

By promoting the relevance of <Country> journals, their insertion in the global flow of scholarly communication, their thematic diversity, multilingualism, coverage, and convergence of research objects of local and global interest, development of disciplines, thematic areas, schools, and communities of researchers, SciELO positions itself as an instance of scientific, cultural, social, and economic promotion of science.

Internationally, SciELO is developed as an international technical cooperation program to subsidize national policies to support scholarly communication carried out by nationally published journals. International cooperation takes place through the SciELO Network[↗] of national and thematic collections of quality open access journals operated by the very same SciELO Publishing Model.

SciELO actively participates in the national and global flow of scientific information. It systematically seeks alignment with the state of the art in scholarly communication, based on national policies, programs, conditions and priorities,

- promoting the visibility of research through indexes and repositories of journals, articles, data and researchers, with emphasis on OpenAlex[↗], Crossref[↗], Dimensions[↗], Directory of Open Access Journals (DOAJ)[↗], Google Scholar[↗], LARreferencia[↗], ORCID iD[↗], Scopus[↗], Web of Science[↗]; and
- participating in scholarly communication forums, especially national and regional associations and networks, such as the Coalition for Diversity & Inclusion in Scholarly Communication (C4DISC)[↗], the Committee on Publication Ethics (COPE)[↗], Crossref[↗] which assigns the DOI and operates essential interoperability services, the Directory of Open Access Journals (DOAJ) which qualifies open access journals, o NISO Journal Article Tag Suite (JATS)[↗] Standing Committee that assists the development of JATS, which is the standard governing the SciELO Publishing Schema[↗] in the XML marking of articles, and the Open Access Scholarly Publishing Association (OASPA)[↗] that brings together open access publishers.

2.1. Principles of the SciELO Program – as an Open Science instance and global public good

Operating as a global public good in the exercise of the functions of bibliographic and bibliometric indexing, publication, storage and digital preservation of the full texts of articles and digital archives of other objects of research communication, interoperability and dissemination of journals of increasing quality and of research that communicates in line with the state of the art of scholarly communication, the SciELO Program, as an instance of open science, is governed by six principles:

1. the concept of scientific knowledge as a national and global public good;
2. networking at all levels as a means of maximizing scalability in terms of cost-effectiveness in the adoption of state-of-the-art scientific publishing, cooperation and management of asymmetries between collections, subject areas, and journals;
3. quality control, scientific and ethical rigor, compliance with standards and good editorial practices throughout the scholarly communication flow;
4. promotion of innovations within the program and alignment with innovations in the scholarly

- communication mainstream;
- 5. promotion of the FAIR Principles (findable, accessible, interoperable, and reusable) in every Collection; and
- 6. promotion of the DEIA Principles (diversity, equity, inclusion, and accessibility) throughout the scholarly communication flow.

The FAIR and DEIA principles are formalized in this edition of the SciELO Criteria.

In accordance with these six principles, the assessment of journals is conducted by the SciELO <Country> Collection as an integral part of the bibliodiversity and dynamics that characterizes the entire scientific output of <Country> that is communicated in journals published abroad and in <Country>, in continuous publication article platforms that operate like journals and progressively with posting manuscripts in preprint servers prior to submission for journal assessment and in alignment with open science practices of referencing, making research data available and opening the peer review process of manuscripts.

The journals in the SciELO <Country> Collection are owned by scientific societies, professional associations, thematic research groups or networks, universities and other research and development institutions, which are scientifically and legally responsible for their publication, policies, priorities, editorial management, and participation in the SciELO <Country> Collection.

2.2. Objectives of the SciELO <Country> Criteria

The general objective of the SciELO <Country> Criteria is to guide the development of the SciELO <Country> Collection of quality journals in an open science modus operandi. Its specific objectives are:

- a. To guide the development of the SciELO <Country> Collection in the open science modus operandi;
- b. To provide guidance for assessing the performance of journals for inclusion in the SciELO <Country> Collection;
- c. To guide the systematic assessment of the performance, availability, influence, and impact of the Collection as a whole, of the thematic areas and specifically of the journals in order to contribute to their improvement and permanence in the SciELO <Country> Collection;
- d. To contribute to a sustainable increase in the quality, use, impact and scientific, cultural, social, and economic relevance of indexed journals, thematic areas and the Collection as a whole;
- e. To contribute to strengthening the professionalization, internationalization, operational and financial sustainability of journals;
- f. To contribute to the advancement of diversity, equity, inclusion, and accessibility of research and its communication;
- g. To contribute to the development of public and institutional scholarly communication policies, as well as to strengthening the communication capacities and infrastructures of the country's research and education systems and their international insertion; and
- h. To guarantee the digital preservation of journals to ensure their future use and meet the criteria of international indexes.

2.3. SciELO <Country> Criteria and the Open Science modus operandi

From 2020, the SciELO <Country> Criteria started to promote and progressively require compliance with good open science communication practices in the policies, management, and editorial operation of journals. By the end of 2025, the open science modus operandi should be adopted by the entire

Network.

Open science is projected as the new *modus operandi* for doing and communicating research, with an emphasis on transparency of processes and sharing content in open access in favor of methodological rigor and cooperation between researchers. The advancement of open science depends on the proactive action of all the actors and instances of scientific research, including journals, their editors, and reviewers. SciELO is a world pioneer in adopting the publication of journals in golden open access. Making articles available on the web in open access is one of the main practices of open science. Since 2018, SciELO has been promoting, together with journals and the scientific community, the adoption of open science practices in four dimensions of scholarly communication, in order to ensure that the quality journals it indexes follow the state of the art in scholarly communication.

The first dimension deals with the harmonization of the adoption of open access among all journals, in terms of the adoption of the CC-BY license for all articles and the retention by authors of copyright, which should take place as from January 2024.

The second dimension deals with the inclusion of preprints and continuous publication in SciELO's scholarly communication flow, carried out by journals of the Network, in convergence with quality journals abroad. A preprint is defined as a manuscript ready for submission to a journal, which is posted on reliable preprint server, before or in parallel with submission to a journal. Continuous publication takes place as soon as the article is approved and edited. Both modalities are formal mechanisms for speeding up research communication. Preprints share with journals the novelty of publishing articles and inhibit the use of the double-blind peer review. Using preprints is an option and choice of the authors, and it is up to the journals to adapt their policies to accept the submission of manuscripts previously posted on a preprint server recognized by the journal. For their part, journals can post articles on the preprint server that have already been approved and are in the process of editing the final version. The SciELO Program operates SciELO Preprints as a preprint web library that follows international standards for reliable preprint servers and can therefore be recognized by all journals. The SciELO Criteria require journals to adopt continuous publication and accept manuscripts already available on preprint servers for evaluation.

The third dimension deals with the sharing of data, codes, methods, and other materials used by and resulting from research, which generally underlie the articles texts published by journals. This content is generically identified as "research data". This sharing is the responsibility of the researchers involved in the study and they must inform the journal when submitting the manuscript. It is up to the journals, first and foremost, as an editorial policy and as specified in the instructions to authors, to promote and subsequently demand that the content underlying the articles is duly cited and referenced. As an open science practice, journals may require that, except in justified cases, these contents in the form of files be made available in open access in reliable data repositories. The SciELO Program operates the SciELO Data repository, which allows each journal to operate its own data server in accordance with international data repository standards and can therefore be used by all journals. The SciELO Criteria state that all manuscripts must be accompanied by a section declaring the availability of research data, which will be published in the final version of the article.

The fourth dimension deals with the peer review process of manuscripts, which should be as informed as possible. The final version of the article should contain the name of the editor(s) responsible for the evaluation process. Journals should also offer referees and authors the option of opening up their identities in order to encourage interaction during the manuscript evaluation process. The SciELO

Publishing Model allows peer reviews to be published as annotations to articles published online or as a separate document type, when they receive similar treatment as research articles.

Journals indexed in the SciELO <Country> Collection are called upon to promote the alignment of editorial policy and management with science practices in order to operate fully in the new modus operandi by the end of 2025. Journals applying to join the Collection must have their editorial policies and management aligned with open science as a pre-evaluation criterion. They should operate fully in open science by the end of 2025.

The procedure for applying the SciELO Criteria will verify four issues: the journal expresses its alignment with open science in its editorial policy; informs that it accepts the evaluation of manuscripts posted on known preprint servers; requires the citation, referencing and declaration of research data; and promotes informed peer review.

2.4. SciELO <Country> Criteria – assessment of thematic areas

In addition to the performance of individual journals, the SciELO <Country> Criteria should also guide the assessment of performance by sets of journals according to subject areas and the Collection as a whole. The performance of the Collection is a determinant of the evolution of its overall composition and by subject area. To this end, the criteria indicators are specified in terms of minimum expected and recommended values for the major areas of knowledge and for the Collection as a whole. These values are adjusted periodically as the collection develops.

Thus, the minimum expected and recommended values must be complied with by all the journals in each subject area and in the Collection as a condition for the admission of new journals. This approach makes it more flexible to apply the criteria to individual journals. However, most journals must progressively comply with the recommended values for their subject area.

3. The SciELO <Country> Collection Advisory Committee

The purpose of the Advisory Committee is to assist in the development of the SciELO <Country> Collection (hereinafter also referred to as the Collection) in accordance with the objectives of the SciELO Program and the SciELO <Country> Criteria. Thus, based on this document, the members of the Advisory Committee have the task of analyzing, discussing, and proposing recommendations in the following thematic areas and lines of action:

- a. Improving the scientific nature, performance, influence and scientific, cultural, social, technological, and economic impact of the Journal Collection as a whole, of sets of journals in thematic areas, of individual journals and the research they communicate;
- b. Adding new journals to the Collection;
- c. Exclusion of journals from the Collection;
- d. Periodic evaluation of the performance of the Collection as a whole and of individual journals, proposing recommendations for improvement;
- e. Updating the SciELO <Country> assessment criteria for admission and permanence of journals in the Collection in accordance with the objectives of the SciELO Program and the state of the art in scholarly communication; and
- f. Definition and improvement of the Committee's operation, in order to efficiently fulfill the

above objectives.

The Advisory Committee operates within the scope of the SciELO <Country> Collection and is made up of scientific editors representing all the editors of SciELO <Country> journals, according to the main areas of knowledge, and representatives of institutions that promote research and scholarly communication. The Committee has the following composition:

- a. Editors-in-Chief of journals in the Collection, representing their peers, editors-in-chief of journals in the areas of Agricultural Sciences, Biological Sciences, Physical Sciences (including Engineering and Exact and Earth Sciences), Humanities (including Applied Social Sciences), Linguistics, Letters and Arts, and Health Sciences, elected from among the editors-in-chief of the journals in their respective areas, indexed in the SciELO <Country> Collection, with a two-year mandate, with only one reappointment permitted;
- b. Representatives of Associations or Forums of Scientific Editors;
- c. Representatives of National Science and Technology Organizations;
- d. Director/Coordinator of the SciELO National Collection;

Each of the above representations must have one senior member and one substitute member.

The committee must meet at least <three times> a year and can also rely on the participation of external consultants and experts in its meetings and activities to meet specific needs, when necessary. The committee may also recommend the formation of temporary technical groups to analyze specific thematic areas and demands. In any case, the committee is always responsible for decisions on the inclusion and exclusion of journals.

The SciELO Collection Coordination Office is responsible for providing the technical secretariat to support the functioning of the Advisory Committee.

4. Scope of the SciELO <Country> Collection

The SciELO <Country> Collection is an indexer and publisher of quality journals from <Country> in open science modus operandi. To this end, it indexes, preserves, makes available, interoperates and disseminates online in golden open access, with CC-BY license, full texts of scientific journals from <Country> from all areas of knowledge, which predominantly communicate articles of original scientific research, by authors with affiliation from <Country> or abroad, use informed peer review procedures of the manuscripts they receive or commission, cite, reference and inform the availability of research data and which show increasing performance in the compliance indicators of the indexing criteria. The Collection is an integral part and promoter of the SciELO Network of national and thematic journal collections and is proactively positioned in the global flow of scientific information and communication.

The Collection favors the admission and permanence of journals with sustainable operations that have an identified owner or responsible body for their publication, with an editorial policy and instructions to authors that are up to date and in line with open science communication practices, with an identified editorial board that is progressively internationalized and representative of the journal's field, and with management and operations that are documented and supported by an up-to-date Editorial

Development Plan (EDP) aimed at strengthening professionalization, internationalization, and operational and financial sustainability.

The collection of each journal's volumes in the SciELO <Country> Collection should begin as soon as it is approved for admission to the Collection, with retrospective volumes being added gradually up to two years previously or from the first volume for journals created in the last two years. However, journals are free to request the publication of volumes from previous years, as long as they are formatted according to the SciELO Publishing Schema.

All journals are positioned as international in scope in terms of their presence in the global flow of scientific information and communication of original research by affiliated authors in <Country> or abroad. Journal texts can be written in any language, preferably English and/or Portuguese. The option of multilingualism must be documented in the instructions to authors. However, the metadata, including the title, abstract and keywords must be in English.

Paper publication is not required for indexing and publication in SciELO. In fact, paper publication limits the use of the advantages of digital publishing on the web, such as continuous publication, for example.

5. SciELO <Country> Collection for the admission and permanence of journals

5.1. Criteria for automatic admission

<If the SciELO <Country> Collection has adopted or adopts any automatic indexing criteria, please document here>.

5.2. Criteria for assessing journals for admission and permanence in the SciELO <Country> Collection

This section describes the criteria applied in the process of assessing the performance of journals to guide decisions on their inclusion or permanence in the SciELO <Country> Collection. The decision on the inclusion and permanence of a journal in the Collection rests exclusively with the SciELO <Country> Collection Advisory Committee.

The SciELO Criteria combine the individual performance of journals and their contribution to the performance of the set of journals in the corresponding subject area and the Collection as a whole. Since 2020, the SciELO Criteria have promoted and considered the alignment of journals with open science research communication practices (see 2.4). The open science modus operandi must be adopted by all journals in the Collection by the end of 2025 and is a mandatory condition for the admission of new journals.

As defined in their objectives, the SciELO <Country> Criteria are applied in order to identify, measure, and promote the following journal characteristics:

- a. scientific in nature, i.e., communicating original research in line with open science practices. Scientific dissemination journals are not assessed;
- b. thematic relevance, operational and financial sustainability, editorial qualification in the function of assessing, communicating and promoting research in certain subjects, disciplines or

- thematic areas;
- c. performance measured by bibliometric indicators;
- d. promotion of diversity, equity, inclusion, and accessibility in research assessment and research communication;
- e. contribution to the performance of the respective subject area in the Collection .

The SciELO <Country> Criteria can be applied to evaluate the admission of new journals in two stages. The first, called pre-evaluation, consists of an exhaustive collection of data on the journal's characteristics listed above. This data is analyzed by the Advisory Committee, which decides whether or not the journal meets the conditions required for the second stage, which includes an analysis of scientific merit, conducted with the support of referees from the journal's field, also based on the characteristics listed above. Thus, new journals are admitted after approval in both stages. In this regard, the SciELO Advisory Committee makes the following decisions :

- a. approval or rejection in the pre-evaluation;
- b. approval or rejection in the merit assessment;
- c. approval on the merit assessment could be:
 - o immediate admission without restrictions;
 - o immediate admission subjected to the editor-in-chief's commitment to comply with recommendations within a specified period;
 - o admission after certain recommendations have been met;
- d. recommend evaluation in the context of the journal's discipline or subject area; and
- e. decision pending further background.

The SciELO <Country> Criteria are applied to evaluate the permanence of journals every six months for some criteria and annually for all criteria.

In the first year of application of new versions of the SciELO <Country> Criteria, three provisions apply :

- the previous version of the <Country>⁷ Criteria continues as a reference for the evaluation of journals submitted for admission before the new version comes into force;
- the Advisory Committee may adjust the deadlines to consider the specificities of the thematic areas; and
- journals approved under the previous criteria must commit to adopting the new criteria within a timeframe determined by the Advisory Committee.

5.2.1. Time of existence for admission

The journal must have at least 4 (four) issues published or the equivalent in number of articles in continuous publication to be considered in the evaluation process for indexing in the SciELO <Country> Collection.

5.2.2. Scientific nature - research articles and alignment with Open Science

Indexable journals should predominantly publish research articles, as well as review articles, data articles or essays relevant to the subject area. Journals should progressively recommend, request and by the end of 2025 require that submitted manuscripts cite, reference, and include a statement of availability of the research data (numerical data files, software code and other materials that were used

or generated in the research).

Articles may be unpublished or previously available on preprint servers recognized by the journal. Duplicate publication or translation of an article already published in another journal or as a book chapter is not allowed. However, documents derived from original documents are acceptable under the rules of Creative Commons licenses or other licenses and are characterized as a new document with its own authorship and DOI⁷.

5.2.3. Types of documents

Only documents with relevant scientific content that can be structured in XML according to the SciELO Publishing Schema will be indexed⁷ which ensures the generation of metadata for bibliographic and bibliometric indexing.

The following types of documents will be indexed, published and included in the performance metrics by SciELO: addendum, article comment, case report, critical book review, data article, discussion, editorial or introduction, errata, essay, guidelines or standards, interview, letter, methods, obituary or record, partial retraction, peer review report of approved article, positioning or collective thinking, rapid communication, research article, response, retraction, review article, short communication, speech, and "other" (when the document has scientific content that justifies its indexing but none of the previous types apply).

Editorials for a journal issue or an introduction to a section are optional but must deal with a scientific topic that can be cited. Editorials simply listing published articles or news related to the journal or its thematic area are not acceptable, texts that are currently better disseminated on blogs or news sections of the journal's or its institution's website. Likewise, only critical reviews that provide new knowledge beyond a simple summary of a work, obituaries analyzing the work and contribution of the honored author with scientific content and letters on a relevant topic or commenting on other articles will be accepted.

The following types of documents will not be indexed and published: abstracts, annals, announcements, books received, calendars, calls, expanded abstracts or thesis abstracts, meeting reports, news, product reviews, reprints, theses, and translation (of already published articles).

Annex 1 describes the types of documents mentioned above.

As part of the evaluation process, the SciELO <Country> Advisory Committee may request the viewpoint of ad hoc experts to verify the predominance of original contributions from journals.

5.2.4. Relevance, sustainability, and editorial qualification

The relevance of a journal is determined by its contribution to the development of its discipline or area of knowledge and the respective research communities, as well as its contribution to the performance of the respective thematic area in the SciELO <Country> Collection and more broadly to the scientific output of the <Country>. Relevance is progressively permeated by the adoption of open science practices.

Besides scientific performance, which is essential, relevance also includes the cultural, social, and economic contribution of the research reported by the journal. The relevance of the journal is systematized by the Advisory Committee, based on the dossier on the journal that is put together in the evaluation process. Performance in all the criteria is considered to recognize the journal's relevance,

which is a synthesis criterion for all the others.

Operational and financial sustainability are key conditions for the journal to continue operating in favor of the development of research in the thematic area and research community it covers. Sustainability is verified by the flow of manuscripts the journal receives, the percentage of approvals and the processing time in the context of the thematic area. Interruptions and delays at any stage of the article production flow are indicators of sustainability problems. SciELO ensures the up-to-date execution of all indexing, storage, preservation, online publishing, dissemination, and interoperability functions. It is up to the journal to ensure efficient management of the process of receiving and assessing manuscripts and publishing approved articles. In this sense, the combination of editorial management capacity with the political, operational, and financial support it receives from the institution or body that owns or is responsible for its publication, as well as from the research community it serves, is decisive for the journal's sustainability. In the assessment process, journals are expected to have a previously available annual budget or to have an established capacity to generate resources in order to ensure continued operation in the Collection.

The editorial qualification of the journal is expressed in the formulation and implementation of its editorial policy and management. The age of the journal is considered to be an antecedent and an important factor in assessing the journal's editorial quality.

The editorial policy comprises all of the journal's positions and commitments to the advancement of research in its thematic area, to the respective researchers' communities and to alignment with the state of the art in scholarly communication. It is a determining factor in the journal's alignment with the open science *modus operandi*. The policy is generally expressed through the mission, objectives and priorities of the journals and their plans and actions in favor of operational sustainability, the improvement of editorial qualifications and visibility, influence, and impact, i.e., their relevance. The editorial policy largely determines the quality of the journal's editorial management and operations.

The qualification of editorial management is identified by the level of professionalization of the journal's management and operation according to the state of the art and compliance with good editorial practices, which are largely required or promoted by SciELO. Good practices include strict control of ethical issues, compliance with scholarly communication standards, alignment with open science practices and compliance with and promotion of the principles of diversity, equity, inclusion, and accessibility.

Editorial qualification is directly related to the composition of the journal's editorial board. Thus, in the assessment process, editorial qualification is verified, on the one hand, in the composition of the editorial board based on the academic background, geographical and gender distribution of its members, and, on the other hand, in the efficient management of the flow of receipt and assessment of manuscripts, editing of approved articles and marketing of the journal. The evolution and projection of the journal's performance by means of bibliometric indicators in the context of the subject area also informs on the editorial qualification of the journal. A critical component of editorial management is the Editorial Development Plan (EDP), which defines actions, necessary resources and expected results for the next 3 to 5 years.

The historical background of the journal as well as its positions, commitments, and recommendations of the editorial policy and management of the journals indexed in the SciELO <Country> Collection, which affect the researcher(s)-author(s) submitting manuscripts for evaluation, users of the research reported, bibliographic indexes, promotion and evaluation systems and the general public, must be duly documented and published online in specific sections similar to those described below with the minimum content required for indexing into the Collection.

- **Title and identification.** This section identifies the journal bibliographically with the following bibliographic elements:
 - o Title according to the International Standard Serial Number International Center⁷ and subtitle, if any;
 - o ISSN of the online version and ISSN of the printed version;
 - o Previous title, if any;
 - o Name of the entity or entities legally responsible;
 - o Date of creation; and
 - o Thematic coverage coded according to the classification adopted by SciELO, identifying the first and second level.

- **About the journal.** This section describes the journal politically and thematically with the following minimum documentation:
 - o The journal's mission is associated with the advancement of research in a discipline, thematic area, school of thought, social or cultural movement;
 - o Reference to a statute and/or other document on the origin, institutionality, mission and governance of the journal;
 - o History of the journal, including the origin and main milestones in the development of the journal, highlighting its specific characteristics;
 - o Explanation of alignment with open science practices;
 - o Explanation of the promotion of diversity, equity, inclusion and accessibility in management and operation;
 - o Indexing performance and bibliometric indicators; and
 - o Financing model.

- **Instructions to authors.** This section presents authors with the criteria that manuscripts and authors must meet in order to be accepted for assessment and how they will be assessed. The instructions should state the date of the update and should be reviewed and updated at least once a year. The instructions to authors are expressions of the journal's editorial policy and management and should include at least the following guidelines:
 - o Scope and prioritization of research that can be assessed for publication;
 - o Types and structure of acceptable documents;
 - o Expression of commitment to ethics and good practice in research communication :
 - Alignment with principles, guidelines, and policies;
 - Responsibilities and commitments of editors and referees; and,
 - Authors' responsibilities and commitments.
 - o Compliance of the manuscript with good open science practices:
 - Conditions for accepting manuscripts previously posted on a recognized preprint server;
 - Recommendations and requirements regarding research data: citation, referencing and declaration of availability;

- Publication in the article of the name of the editor responsible for the assessment;
- Option for reviewers and authors to request or accept by mutual agreement:
 - publication of the reviews of approved articles with the optional identification of the reviewers; and
 - mutual disclosure of their identities in the assessment process.
- Bibliographic standards adopted for citations and references to other texts, research data, methods, computer software and other materials;
- The procedures for assessing manuscripts must be duly documented;
- Information on licenses adopted for publication of documents and copyright; rights and responsibilities of the author over the published article; and
- When adopted, inform the amount of publication fees and exemption options.

The editor-in-chief must send SciELO the annually updated instructions to authors for publication on the SciELO interface. Whenever necessary, the SciELO <Country> Advisory Committee may ask the editor-in-chief for clarifications on the instructions to authors and may recommend improvements.

- **Composition of the editorial board.** This section describes the structures and names of the editorial management bodies adopted by the journal, which should correspond to the following functions:

- **Editors-in-chief.** All journals must have one or more defined editors-in-chief, with national or foreign affiliation. The editors-in-chief are recognized national or foreign researchers in the field of the journal; their institutional affiliation and updated CVs must be available online and accessible preferably by their respective ORCID-iD register. They are responsible for developing and implementing the editorial policy and management and for the final performance of the journals. They are responsible for compliance with SciELO indexing criteria. The role of editor-in-chief can be shared with deputy editors or assistant editors, usually from the editor-in-chief's own institution. It can also be delegated to guest editors for the editorial management of special issues, supplements, or dossier sections of journals. However, the editor or editors-in-chief are ultimately responsible for the journal's performance.
- **Body of associate or section editors.** Editorial management should preferably have one or more defined groups of editors who actively and systematically collaborate with the editor-in-chief in managing the flow of manuscript evaluation, with an emphasis on selection and interaction with reviewers and authors. In general, these editors are grouped together in the editorial board under the name of associate editors or section editors. Only researchers who systematically contribute to the evaluation of manuscripts should be listed. Ad hoc editors who collaborate in the sporadic evaluation of manuscripts, at the request of the editor-in-chief or even an associate editor, should be listed separately.

Editors (associate, section or other) are researchers with national or foreign affiliation, recognized in the area under their responsibility that must have their updated CVs available online and associated with their ORCID-iDs register. In addition to the academic background, the evaluation of the journal's editorial qualification considers the diversity, equity, and inclusion in the composition of the body of editors.

Journals indexed by SciELO should maximize the internationalization of their editorial boards. Together, they must meet the minimum percentage of <...>% and the recommended percentage of <...>% of active associate editors with institutional affiliation abroad. This control of the affiliation of associate editors does not apply to journals whose editor-in-chief and assistant editors centralize responsibility for selecting reviewers and monitoring the evaluation process.

Although the gender distribution of the members of the board of editors tends to reflect that of the journal's reference research community, the recommendation is to seek as equitable a composition as possible. In this sense, it is now an indexing criterion for admission into the SciELO <Country> collection that the gender composition of the members of the journal's board of editors has at least <...>% men and at least <...>% women. By the end of 2025, journals must have a policy and practice of gender equity in context with the thematic area.

Published articles must contain the name of the associate editor responsible for assessing the manuscript.

- o **Honorary editors.** When scientists, former editors or personalities are referenced for honorary reasons or to add prestige to the journal, without, however, actively participating in the editorial management, their names should be listed separately under a corresponding denomination that shows that they do not act as editors in the manuscripts management.
- o **Editorial Board.** When it exists formally, it has the function of advising the institution responsible for the journal, the editor-in-chief and the associate editors, evaluating the journal's performance and making recommendations on editorial policies, innovations for its improvement, and on visibility. The members of the editorial board must be recognized scientists in the journal thematic area with institutional affiliation in <Country> or abroad. Associate or section editors can be part of the editorial board or take part in its meetings. The editorial board must meet periodically, either in person or online.

The composition of the editorial team and its activities in the process of refereeing manuscripts must be recorded in the manuscript management system adopted by the journal, as indicated in the next section.

Changes in the structure and composition of the journal's editorial management must be reported to SciELO in order to update the journal's webpage on the SciELO interface.

5.2.5. Multilingualism – full text and metadata

SciELO is multilingual in all dimensions of scholarly communication. It is an expression of diversity and inclusion in line with the open science modus operandi.

Regarding the language of the articles, the journals in the SciELO <Country> Collection may publish all articles in a single language, all articles simultaneously in more than one language, some articles in one

language and others in another language, and still others simultaneously in more than one language. The most common languages are English, Portuguese and Spanish. However, German, French, and Italian are also sometimes used. The appropriate use of the original language or translation is an important factor in the quality of journals.

Multilingual versions of the same article each have their own DOI identifier.

SciELO's priority line of action for internationalization seeks to maximize the number of original and review articles in English according to their subject area.

The metadata of SciELO journal articles is automatically extracted from the full texts structured in XML according to the SciELO Publishing Schema⁷. They comply with international bibliographic and bibliometric indexing requirements. The metadata must express the multilingualism of the articles' full texts. Thus, it is mandatory for all documents to include the title, abstract and keywords in the original language of the article text and in English, when this is not the original language. The same criterion applies to the visual abstract.

Keywords must be taken from thesauruses, thematic dictionaries, or controlled lists in the languages in which the journal publishes.

The use of structured abstracts according to the sections of the articles is recommended for journals in certain subject areas. The SciELO Advisory Committee will determine which journals should preferably use structured abstracts, in line with international practice. The use of visual summaries or infographics is also recommended, when applicable.

5.2.6. Informed manuscripts peer review

The assessment of manuscripts that communicate research is the main function of journals in scholarly communication. It is the function of rigorously validating the research in terms of the formulation of the question or object of study, methods applied, and materials used, results, discussion of the contribution of the research regarding the state of knowledge of the subject. The assessment also includes the research's compliance with ethical canons, its alignment with open science practices and with the specific practices of the research's subject area, with the journal's editorial policy, including the instructions to authors and guidelines for those responsible for the assessment that guide the final decision on the article's publication.

As is customary in research communication, the assessment of manuscripts submitted to journals indexed by SciELO or manuscripts commissioned by their editors generally comprises two main stages. The first aims to verify the suitability of the manuscripts to the scope of the journal and compliance with the requirements for evaluation. The selected manuscripts move on to the second evaluation stage, which is usually coordinated by an associate editor or section editor appointed by the editor-in-chief and carried out by one or more referees. The recommendations of the referees support the associate editor and editor-in-chief in their decisions to approve or reject manuscripts. The name of the editor ultimately responsible for accepting the article according to the processing flow adopted by the journal must appear on the final version of the published article.

Journals may adopt different assessment processes and the names of the bodies responsible for approving or rejecting manuscripts. However, the procedures adopted should be formally specified in

the instructions to authors and should apply equally to special issues, supplements, and dossier sections. The refereeing process must be transparent, consistent, and documented in detail. The author(s) should always have access to the progress of the assessment.

Alignment with open science includes the following improvements in manuscript management :

- when submitting manuscripts, the corresponding author must inform about the alignment of the research and the manuscript's compliance with open science practices. To this end, SciELO recommends using the Open Science Compliance Form⁷ which should be submitted as a supplementary file to the manuscript and which should be shared with the editors and referees; and
- the peer review procedures, guides and forms must be up-to-date regarding the verification of conformity of the research and the manuscript with open science practices and compatible with the instructions to authors.

5.2.6.1. Manuscript evaluation management system or service

All SciELO journals must manage and operate the evaluation of manuscripts with the support of an online management system certified by SciELO, in order to maximize the efficiency and transparency of the evaluation process, minimize the time between submission and final decision, allow the parties involved to monitor the evaluation process and have records and statistics to control the flow of manuscript management.

Manuscript management systems or services certified by SciELO must meet the following minimum characteristics:

- Register the data of the corresponding author and other authors, including e-mail and ORCID-iD register through secure authentication;
- Enable the submission of complementary files to the manuscript;
- Start the submission process with a form (check list) on the requirements that the manuscript must meet in order to proceed with the evaluation process;
- Record the manuscript evaluation process with emphasis on the recommendations of the editors and referees;
- Enable the author to follow the progress of the manuscript's evaluation online, from the moment it is submitted, indicating the start and end dates for each stage of the evaluation process;
- Interoperate with recognized plagiarism control systems or services;
- Interoperate with systems for charging publication fees for articles to cater for journals that adopt this option;
- Interoperate with preprint servers, facilitating the submission of manuscripts previously posted on preprint servers;
- Interoperate with research data repositories;
- Provide an option for direct interaction between the corresponding author and reviewers when they are in agreement;
- Produce statistics on the evaluation process, including, among others, the number of manuscripts that have been received, rejected in the first evaluation by the editor-in-chief or associate editor, sent to associate editors (or section editors) when appropriate, sent to referees, approved, and rejected. Statistics on manuscripts should be controlled by the

- geographical and institutional origin of the authors, language and thematic area or areas; and
- Produce statistics on the duration of the manuscript processing stages between receipt and the first evaluation, the interactions between the editor, associate (or section) editors and the authors up to the final decision.

Basic controls and statistics will form part of the annual journal performance report and will be used by the SciELO <Country> Advisory Committee as one of the sources for evaluating journal performance. To this end, journals must report every six months on the number of manuscripts received and processed in the previous semester.

The SciELO <Country> Advisory Committee may ask the editor-in-chief to clarify the peer review procedure adopted by the journal.

5.2.6.2. Average manuscript processing time

The average processing time for manuscripts should be a maximum of 6 (six) months, considering the time between submission and final decision dates, and up to 12 (twelve) months, considering the time between submission and publication of the manuscript. However, an average total cycle of 6 (six) months is recommended.

The submission of manuscripts must be available on a continuous basis, i.e., journals indexed in SciELO must not suspend the reception of manuscripts in any period for any reason. SciELO may assist journals or appoint consultants to promote the improvement of manuscript management processes in order to avoid the withdrawal of the journal from the Collection.

5.2.6.3. Internationalization of manuscript assessment

SciELO's priority line of action of internationalization seeks to maximize the number of researchers affiliated with foreign institutions among the editors and reviewers according to subject area. Thus, in all journals by thematic area, a minimum percentage of 15% and a recommended percentage of 25% of manuscripts should be evaluated with the participation of editors and reviewers from abroad.

5.2.6.4. Good ethical practices in scholarly communication

Good ethical practices in scholarly communication apply to journals in a special way, given their role as research validators. They apply to journal management and editorial practices, with an emphasis on relations with authors and especially the evaluation of their manuscripts.

In their instructions to authors, journals must make explicit their commitment to observing good ethical practices in the management of manuscripts involving editors, referees, and authors, with emphasis on:

- the conditions that manuscripts must meet in relation to research ethics and its communication; and
- the journal's policies regarding the identification and handling of misconduct and the acceptance of reports of misconduct.

To this end, journals should be guided by COPE's⁷ main ethical practices, the "SciELO Guide to Good Practices for Strengthening Ethics in Scientific Publishing⁷" and the "Principles of Transparency and Good Practices in Academic Publishing⁷" recommended by COPE, DOAJ, OASPA and WAME. The

following are mandatory ethical practices that SciELO articles must follow.

5.2.6.4.1. Credit to authors

Authorship of a document attributes academic recognition and credit to the authors and implies responsibility for the published content.

In the instructions to authors, journals must precisely state the criteria for accepting authorship, which usually require significant contributions in the conception and/or development of the research and/or writing of the manuscript and, obligatorily, in the review and approval of the final version.

Furthermore, as an expression of transparency and recognition of the different contributions of researchers to a manuscript and to the research communicated, the manuscript should precisely state the specific contributions of each of the authors at the end of the text.

SciELO <Country> Criteria adopt the CRediT (Contributor Roles Taxonomy)⁷ specification system, which is maintained by NISO. CRediT defines 14 different authoring roles or functions, described as follows:

Conceptualization - Ideas; formulation or evolution of overarching research goals and aims.

Data curation - Management activities to annotate (produce metadata), scrub data and maintain research data (including software code, where it is necessary for interpreting the data itself) for initial use and later re-use.

Formal analysis - Application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data.

Funding acquisition - Acquisition of the financial support for the project leading to this publication.

Investigation - Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection.

Methodology - Development or design of methodology; creation of models.

Project administration - Management and coordination responsibility for the research activity planning and execution.

Resources - Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools.

Software - Programming, software development; designing computer software; implementation of the computer code and supporting algorithms; testing of existing code components.

Supervision - Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team.

Validation - Verification, whether as a part of the activity or separate, of the overall replication/reproducibility of results/experiments and other research outputs.

Visualization - Preparation, creation and/or presentation of the published work, specifically

visualization/data presentation.

Writing – original draft - Preparation, creation and/or presentation of the published work, specifically writing the initial draft (including substantive translation).

Writing – review & editing - Preparation, creation and/or presentation of the published work by those from the original research group, specifically critical review, commentary, or revision – including pre- or post-publication stages.

(Source: <https://credit.niso.org/>)

Journals may adopt other systems for specifying the roles of authors. In any case, they must inform the classification adopted in the instructions to authors. Regardless of contribution and registration system, all authors are equally responsible for the article.

Journals should also ask authors to formally specify whether or not there are possible conflicts of interest in carrying out and communicating research.

5.2.6.4.2. Clinical trials registry

Journals of the SciELO <Country> Collection that publish clinical trials results must include in the instructions to authors the recommendation for prior registration of published trials. They must also require the manuscript to inform the register identification number as a condition for proceeding with the evaluation.

5.2.6.4.3. Registry of biological reference material and DNA sequences

SciELO <Country> Collection journals that publish results on experiments with living organisms such as fungi, bacteria, plants etc., should include in the instructions to authors the recommendation for prior registration and deposit of reference material (vouchers) in registered and public access collections and require the respective identification number as a condition for manuscript acceptance.

The same procedure applies to the deposit of DNA sequences in enabled databases.

5.2.6.4.4. Similarity check

The journals of the SciELO <Country> Collection must interoperate with recognized systems or services to control and verify the similarity of manuscript texts received with other documents to assist in the detection of texts not properly cited or situations that characterize plagiarism. SciELO mediates access to the Similarity Check service operated by Crossref with the Turnitin⁷ system.

5.2.6.4.5 Errata and retractions

The editors-in-chief must send SciELO the notification of errata as soon as they are issued for publication in the corresponding journal issue or volume in SciELO, in accordance with the Guidelines for registry and publication of erratum⁷.

When an article is retracted, the journal editor-in-chief must inform SciELO on the reasons for retraction and follow the procedures of the Guidelines for registry and publication of retraction⁷.

5.2.7. Editorial production flow periodicity, punctuality, and number of articles

The periodicity, punctuality, and number of articles published per year are indicators of a journal's editorial production flow that is analyzed according to its thematic area. It is also an indicator related to the timeliness and speed of communication.

Journals must publish articles continuously throughout the year, as soon as they are approved and edited. The articles are collected in an annual volume with or without periodic editions (issues). Each article is identified by a unique number within the volume and has pagination always starting from one. Continuous publication contributes decisively to accelerating research communication and, thus, advancing the exposure of research with gains in visibility. In the web publishing environment, journals operate as article publishing platforms and no longer as packages of articles published in journals. With continuous publication, journals will promote a flow of research communication with gains for all actors and stakeholders.

When adopting continuous publication, it is necessary to observe that the anticipated publication of the issues must be in accordance with the current year or, at most, be published or anticipated until the month of October of the following year.

Continuous publication is a requirement for the indexing of new journals. Journals already indexed must adopt continuous publication from 2024 on. Only in special cases will journals that do not adopt continuous publication be accepted. To this end, the editor-in-chief must send a justification to the SciELO <Country> Advisory Committee and commit to publishing the issues in the previous month of the issue's coverage period. Thus, journals with quarterly editions, for example, should send the articles for the January to April issue in December, the May to August issue in April and the September to December issue in August.

Articles that have already been approved and are in the process of being edited for publication and already have a DOI⁷ can be posted by the journal on the SciELO Preprints⁷ server, in which case they count as a published article.

Journals that have not published for six months or that practice embargoes, which consists of postponing the publication of new issues in open access, will not be admitted for evaluation, indexed, or remain in the Collection.

The punctuality of indexed journals and process times are controlled by the date of publication of the articles in the SciELO Collection.

5.2.8. Text structure, citations and bibliographical references and authorship

In their instructions to authors, journals must specify the standards they follow for structuring and presenting manuscripts, sections, and bibliographic elements. In general, these standards depend on the subject area and type of document.

5.2.8.1. Texts in XML – SciELO Publishing Schema

All types of documents published by SciELO journals must be structured in Extensible Markup Language (XML), following the set of elements and markup rules defined by the SciELO Publishing Schema⁷ which follows the JATS standard: Journal Article Tag Suite (ANSI/NISO Z39.96-2021)⁷ which comprises the

following main identifications: the structure of the article; the bibliographic elements that make up its metadata used by the indexing, bibliometrics, referencing and interoperability functions; and, the text of the article, including notes, formulas, tables, figures, diagrams, maps, bibliographic references, statements, acknowledgments etc.

Citations and bibliographical references must faithfully follow one of the standards established nationally or internationally according to the journal's subject area. Journals must explain the standard adopted in their instructions to authors and ensure that it is applied in the final version of the articles.

Documents with simpler text structures than articles, such as editorials, reviews, obituaries and letters, should also be structured in accordance with SciELO Publishing Schema⁷ and with the mandatory presence of the following elements:

- Title of the section of the journal to which the document belongs;
- Authorship;
- Institutional affiliation of the authors;
- Title of the document different from the title of the section;
- One or more citations in the text; and
- List of bibliographical references of the citations in the body of the text.

Journals indexed in the SciELO <Country> Collection must send article files in Portable Document Format (PDF), XML and optionally Electronic Publication (ePUB) format. XML files must be accompanied by high-definition images. If the article is multilingual, the XML file must contain all versions.

The XML files and their images are considered by SciELO to be the original source of the articles for reference and preservation purposes.

5.2.8.2. Authorship – identification of the authors, their institutional affiliation and contribution

Documents published by SciELO journals must include the names of the authors accompanied by their ORCID unique identifiers and their institutional affiliations. The e-mail addresses of all authors must accompany the submission of manuscripts.

5.2.8.3. ORCID iD identification

The Open Researcher and Contributor Identifier (ORCID-iD)⁷ is a global identifier for researchers. It has 16 characters and is assigned free of charge by the non-profit organization ORCID iD⁷. The ORCID identifier is open, unique, and persistent for use in instances and systems involving researchers' names, distinguishes homonymous researchers and brings together variations of the researcher's name. It is compatible with the ISO 27729 norm - International Standard Name Identifier (ISNI)⁷.

All authors of articles in SciELO journals must have an institutional affiliation accompanied by their ORCID iD. In addition to contributing to the correct identification of authors in project management and scientific output processes, ORCID iD contributes to research integrity and authorship verification systems.

5.2.8.4. Authors' institutional affiliation

The authors' affiliation identifies their institutional and geographical location when the research was carried out. It is mandatory for all authors. The affiliation is called institutional because, in general, the location is a legally established institution related to the research, but it can be another type of instance

such as a program, project, network, etc. In the case of authors with no affiliation, the institution is identified as an Independent Researcher. Geographical affiliation should include city, state, and country. Authors may have more than one institutional affiliation.

A complete record of authors' affiliation is essential to support bibliographic control systems, authorship security and monitoring of the origin and institutional and geographical contribution of the research reported by SciELO journals. As is well known, a large part of the visibility of scientific output measured at a global level, of countries, institutions, thematic areas, research groups and researchers is measured based on the affiliations of the authors in the indexed articles.

For the purposes of applying the SciELO <Country> Criteria, the distribution of the affiliations of the published articles is an indicator of the representativeness, extent, and diversity of the journal's presence and, therefore, of its relevance. Consequently, journals with authors' affiliations restricted to a specific institution or geographical area are not considered for evaluation.

Full institutional affiliation is also a key element to assist in the initial evaluation of manuscripts with regard to the scientific tradition of the authors' institutions and their respective CVs and ORCID iD register.

All types of documents, without exception, must have authorship with full specification of the institutional and geographical instances where the authors were located when the research was carried out and the manuscript prepared. Each institutional instance is identified by the names of up to three hierarchical or programmatic levels and by the geographical location (city, state, and country) in which it is situated. When an author is affiliated with more than one organization, each affiliation must be identified separately. When two or more authors are affiliated to the same instance, the instance is identified only once. When the author has no institutional affiliation, the affiliation is recorded indicating that the author is an Independent Researcher, including the other elements of geographical location.

Academic bodies are the most common affiliation for authors. Typical academic affiliation structures usually combine two or three hierarchical levels, such as: department-faculty-university, graduate program-faculty-university, research institute-university, hospital-school of medicine-university, etc. Institutes, companies, clinics and public or private foundations related to research and development are also common. There are also organizations that develop or participate in research that are government bodies, linked to ministries, autarchies, state companies, state, or municipal departments. There are also authors affiliated with programmatic bodies or involving communities of researchers or professionals who work around a program, project or network and may have a limited life span.

The presentation of affiliation should be uniform across all documents and the following format is recommended:

- The identification of the group of affiliations should appear directly below the names of the authors. When different authors have different affiliations, the names and affiliations are linked to each other by labels;
- The identification of institutional bodies should, where applicable, indicate the corresponding hierarchical units. It is recommended that the hierarchical units are presented in descending

- order, e.g., university, faculty, and department;
- Under no circumstances should the affiliations be accompanied by the titles or mini-resumés of the authors. These, if present, should be published separately from the affiliations as author's notes;
 - The address of the corresponding author should be presented separately and may be included at the end of the article;
 - The names of institutions and programs should be presented in full and in the original language of the institution or in the English version when the writing is not Latin. See examples :
 - Universidade de São Paulo, Faculdade de Medicina, Departamento de Pediatria, São Paulo, SP, Brasil;
 - Universidad Nacional Autónoma de México, Instituto de Investigaciones Biomédicas, Departamento de Pediatría, Ciudad de México, México;
 - Johns Hopkins University, School of Medicine, Department of Pediatrics;
 - Authors' names must be accompanied by their ORCID iDs.

The geographical distribution of authorship of a journal's articles is an indicator of the journal's relevance, the authorship networks it encompasses, its prestige and potential visibility for receiving manuscripts and the impact of published articles. Collaboration between authors from different institutions, states and countries is an indicator of journal quality, while high and persistent levels of inbreeding negatively affect the growth of its relevance and impact. The level of inbreeding is a key indicator in analyzing the performance of journals for the purposes of admission and permanence in the Collection. In particular, the SciELO Criteria assess the proportion of articles with foreign affiliation in line with the SciELO Program's priority line of action for internationalization.

5.2.9. Required indexing and evaluation by citations received

The indexing of bibliographic indexes represents recognition of the journal and the research it publishes, according to the index evaluation system. They are essential for the visibility and interoperability of journals and the research they publish. There are numerous bibliographic indexes, both multidisciplinary and thematic, with different indexing criteria and producing different bibliometric indicators.

Indexes whose scope is to record the description of journals are known as directories or catalogs. Those that record the description of the journal articles they index are known as bibliographic or bibliometric indexes or databases. One of the functions of some indexes is to assign unique identifiers to communication objects, such as the DOI⁷ for articles and ORCID iD⁷ for researchers.

The SciELO <Country> Criteria are compatible with the main multidisciplinary and thematic bibliographic indexes of international reference. Thus, the admission or permanence of a journal in the SciELO <Country> Collection is in principle independent of its level of indexing, since one of SciELO's objectives is to help maximize the indexing of the journals it indexes.

The SciELO <Country> Criteria make use of bibliographic indexes to promote or ensure that journals operate regularly with the following characteristics:

- cataloged and with one or more ISSN⁷ (International Standard Serial Number) identifier;
- cataloged and indexed in DOAJ⁷ (Directory of Open Access Journals);

- all articles indexed in a unique identifier provider index DOI⁷ (Digital Object Identifier). SciELO uses mainly Crossref⁷; as a DOI provider;
- the number of citations received by the articles in the different bibliographic indexes must be compatible with the subject area and with an upward trend; and
- preserved through the archiving agency LOCKSS/CARINIANA⁷.

5.2.9.1. Indexing the journal and article metadata in DOAJ

All SciELO journals must be indexed in the Directory of Open Access Journals (DOAJ)⁷ which is the globally recognized directory of quality open access journals. DOAJ is managed by an independent association based in Sweden, whose members are scholarly communication organizations that support open access. SciELO is a member of DOAJ and participates in its Advisory Board.

It is up to the journal to obtain indexing in DOAJ. If necessary, the SciELO indexing team will support the preparation of the submission and help resolve any problems with it. Journals that are excluded from DOAJ for more than six months because they do not meet the mandatory criteria will be automatically excluded from the SciELO <Country> Collection. Being indexed in DOAJ is an indicator of quality, compliance with good ethical practices and that the journal is not predatory. It is desirable that all journals in the SciELO Collection obtain the DOAJ Seal by the end of 2023 and mandatory by the end of 2024.

SciELO is responsible for sending the metadata of the articles to DOAJ on a monthly basis.

5.2.9.2. Indexing metadata in Crossref

All documents in the SciELO <Country> Collection must have their Digital Object Identifier (DOI)⁷ recognized globally as a unique and persistent document identifier. The DOI is essential to promote the indexing of articles, their visibility and interoperability.

The DOIs of the documents in the SciELO <Country> Collection are obtained from Crossref⁷ or from another DOI provider recognized by the International DOI Foundation⁷. Crossref is the most widely used by journal publishers. Crossref is a non-profit organization governed by a Board of Directors on which SciELO is represented.

The DOI for journal articles can be obtained by the SciELO <Country> Collection free of charge, under a common prefix, directly by the journal or whoever the journal delegates. The DOI is obtained by sending the metadata to the Crossref repository.

The DOI metadata for articles in the SciELO <Country> Collection must be as exhaustive as possible and meet the following criteria:

- The metadata registered in Crossref to obtain the DOI must include the front bibliographic elements of the SciELO Publishing Schema⁷ supported by the Crossref metadata and the elements of all cited references, which must be qualified with the OPEN parameter, i.e., the references can be used by any user or service, as is the case with the Initiative for Open Citations (I4OC)⁷;
- The link element to the full text of the DOI records on Crossref⁷ sent directly by the journals must always contain the Uniform Resource Locator (URL) of the full text of the article in the

- SciELO Collection, as well as other URLs to guarantee access to the articles;
- Multilingual articles should have different DOIs for each version;
- Using the Crossmark element to register the new version of the article and the changes; and
- The DOI must always be specified in the XML and PDF texts of the files sent to SciELO, following the Crossref Guidelines⁷ for displaying DOIs;

5.2.9.3. Citations received in bibliometric indexes or databases

The distribution of citations received in recent years by the articles published by the journal is a key indicator in assessing its visibility and one of the indicators of its relevance. The journal should show an upward trend in the number of citations received from other publications and self-citations compatible with other journals in the same thematic area.

The SciELO <Country> Criteria for the admission of journals consider the indicators of citations received in the different bibliographic indexes in relation to the performance of the thematic area, with Google Scholar's H5⁷ indicator as a common reference for journals with more than five years of existence. Admission is favored when the journal contributes to increasing the performance of the set of journals already indexed in the corresponding subject area.

To assess the Collection, the subject areas and the journals already indexed, in addition to Google Scholar⁷, the SciELO <Country> Criteria may use the SciELO Citation Index⁷, which includes SciELO and Web of Science (WoS)⁷ journals, Dimensions⁷, and other indexes that include all journals.

5.2.10. Marketing and scientific dissemination

The editorial policies and management of journals indexed in SciELO must include marketing and scientific dissemination actions that contribute to decisively reinforcing their relevance and the visibility of the research they communicate. In addition to the scientific and educational environment, the marketing and dissemination of journals must target the different levels of society related to the journal's topic. In this sense, marketing and dissemination plans help to strengthen the cultural, social, and economic relevance of journals.

Among the components and actions of journal marketing and dissemination plans, the SciELO <Country> Criteria consider the following:

- management of communications aimed at researchers, potential authors, national and international users, potential readers, as well as related institutions as priority audiences for marketing and dissemination actions, always in accordance with the General Law on the Protection of Personal Data (GLPD)⁷ and the General Data Protection Regulation (GDPR)⁷;
- periodic publication of press releases for new issues and selected new articles, which may be produced by the journal itself or by news agencies.
- use of public social networks such as Twitter/X and Facebook to disseminate new issues or new articles; and
- encouraging and collaborating with researchers to disseminate their articles on academic social networks such as Academia.edu⁷, Mendeley⁷, Research Gate⁷ etc.

5.2.10.1 Interoperability – summary of methodological conditions

Maximizing the interoperability of journal articles is one of the most important functions of the SciELO

Publishing Model. It consists of maximizing the availability of journals and the research they communicate in scholarly communication flows and thus maximizing the likelihood that they will be retrieved, accessed, used, and cited. The aim is to sustainably increase the visibility and relevance of journals and the research they communicate. The open science modus operandi presupposes a high level of interoperability.

The conditions that enable the visibility of articles and journals that permeate the SciELO <Country> Indexing Criteria are of a social, methodological, and technological nature. The following are the methodological conditions that the articles in the SciELO <Country> Collection meet:

- Full text markup in XML according to the SciELO Publishing Schema⁷ standard which follows the NISO JATS standard, which semantically enables all the elements of the article and is a condition for interoperability. In particular, it allows for the automatic generation of metadata (see 5.2.8.1);
- Full texts of articles made available in open access with CC-BY⁷ license or with CC0⁷ public domain license when requested by the authors;
- Metadata with CC0 public domain license;
- All documents must have a DOI⁷ identifier. In the case of multilingual articles, different DOIs are required for each version;
- Indexing of all documents in the global indexes Crossref⁷, Google Scholar⁷, Dimensions⁷, Lens⁷, 1findr etc.;
- All authors with ORCID iD⁷ in Institutional affiliation;
- Specification of the authors' contributions to the documents according to the CRediT⁷ system or another standard; and
- Digital preservation to ensure continuous access to journal articles in the long term.

5.2.11. Responsibilities for published content

Responsibility for the content of the journals and articles lies with the authors and editors, in accordance with the agreements reached between the parties. The SciELO Program does not assume any legal responsibility related to the content published by the journals. Any request received will be passed on to the editor-in-chief of the corresponding journal.

5.3. Procedures of the admission assessment process

The journal must accept and follow the SciELO <Country> Criteria in order to submit its admission and subsequent permanence in the SciELO <Country> Collection.

All decisions regarding the admission and permanence of journals in the SciELO <Country> Collection are the responsibility of the Advisory Committee.

The process of admitting a journal to the SciELO <Country> Collection starts with the voluntary submission of an assessment request by the journal's editor-in-chief. The assessment request must be sent by e-mail to <[country collection e-mail address](#)>, addressed to the SciELO <Country> Collection Indexing Unit, which acts as the technical secretariat of the SciELO <Country> Collection Advisory Committee. The message must be accompanied by the following attachments:

- **Presentation letter**
Signed by the Editor-in-Chief, the letter presents the journal to the SciELO <Country> Collection Advisory Committee, justifying the journal's indexing based on its academic relevance and, if applicable, its social, cultural, and economic relevance. The emphasis should be on the differentiated or specific contribution that the journal makes to the thematic area of the research it communicates and to the SciELO <Country> Collection, and on the journal's advances in alignment with the open science modus operandi. The letter should express knowledge of the SciELO <Country> Criteria and justify any criteria that the journal does not currently meet and the prospects for meeting them in the near future.
- **Journal evaluation request document for admission to the SciELO <Country> Collection**
The submission document of a journal for indexing in the SciELO <Country> Collection is organized in a spreadsheet that gathers data that together describe a journal in relation to the SciELO <Country> Criteria.
- **Guideline and manuscript assessment form employed by the journal**
Copy of the reviewers' guideline on the assessment of manuscripts and/or the form used by reviewers to record the articles peer review and its recommendations.
- **Editorial Development Plan (EDP)**
Description of the journal's management plan that defines actions, necessary resources, and expected results for the next 3 to 5 years.

The documentation gathered is enriched with an analysis of the journal's performance using indicators from the main bibliometric databases. Together, they make up a dossier on the journal that starts the assessment process for admission, organized in two stages. The initial stage is called the pre-evaluation stage, which aims to verify that the journal meets the minimum criteria of scope, format, endogeneity and alignment with open science in order to proceed to the second stage, when it is evaluated for its scientific, cultural, social, and economic relevance, with an emphasis on its contribution to the performance of the respective thematic area, to the development of the SciELO <Country> Collection and to the scientific output of the <Country>. In the second stage, the journal dossier is enriched with two or more points of view from experts in the field.

The relevance of the journal is assessed in relation to the set of indexed journals in the same thematic area and the SciELO Collection as a whole.

For the journal assessment, only the output reported in the last two years will be considered. Special issues and supplements will not be considered in the evaluation process.

5.3.1. Pre-assessment

It is the first stage of the assessment process and includes analyzing and verifying whether the journal meets or may meet in the near future four sets of criteria that are essential for indexing in the SciELO <Country> Collection.

5.3.1.1. Alignment with the open science modus operandi

The adoption of open science practices compatible with the journal's subject area is a precondition for

the journal's evaluation. Alignment with open science is verified in the pre-assessment by analyzing the journal's editorial policy.

Three practices are verified in the editorial policy, especially in the instructions to authors: the journal expresses its alignment with open science in its editorial policy; it informs that it accepts the evaluation of manuscripts posted in known preprint servers; it requires the citation, referencing and declaration of research data; and it promotes informed peer review.

However, full adoption of the open science modus operandi is expected by the end of 2025 .

5.3.1.2. Scope, peer review, lifetime, and punctuality

This set of criteria makes it possible to analyze the suitability of journals for the scope of the SciELO <Country> Collection, which prioritizes the communication of original research and has a well-defined policy and procedures for evaluating manuscripts. The journal's history, minimum time of existence for evaluation and punctuality are also considered for admission.

5.3.1.3. Format, representativeness, and institutional, thematic, and geographic distribution

The format evaluation includes the analysis of a set of characteristics of the structure, standardization and presentation of the journal based on the international publishing standards for scientific journals. The texts of the different types of documents must have a structure capable of providing the standard metadata for bibliographic indexing and XML markup, according to SciELO Publishing Schema⁷.

The journal must publish continuously, i.e., make articles available as soon as they are approved and edited. Only in exceptional cases approved by the Advisory Committee will submissions be accepted from journals that do not publish continuously.

The assessment of the journal's coverage and representativeness in the respective thematic area is based on the distribution of the affiliations of the authors, members of the editorial board and referees. The institutional or geographical concentration of any of the actors is considered a limiting factor for the journal's admission to the Collection, while broad national representation and the minimum international representation expected is considered a positive indicator. The results of the pre-evaluation are analyzed at a meeting of the Advisory Committee, which decides in favor of continuing the evaluation process or rejecting the application for admission with the respective justification.

5.3.2. Assessment of scientific, cultural, social, and economic relevance

The journals approved in the first stage are evaluated by a set of indicators on their compliance with the indexing criteria and by two or more ad hoc experts. The evaluation focuses on the scientific relevance of the journals and additionally on the cultural, social, and economic contribution to the related research communities, to formal education, continuing education, technology transfer, innovations and to society in general.

The evaluation of the journal's relevance is carried out by two or more ad hoc experts in the journal's subject area and is conducted using the SciELO Journal Evaluation Form⁷, addressing the following specific questions:

- Alignment of the journal with the open science modus operandi compatible with the thematic area;

- Promotion of diversity, equity, inclusion and accessibility in the research that communicates and, in the communication processes;
- The scientific nature of the journal and the research it communicates;
- Scientific representativeness and institutional and geographical coverage of the body of editors and referees;
- Scientific rigor and quality of journal articles;
- Peer review process;
- Contribution to the regional diversity of the journals in the SciELO <Country> Collection;
- Cultural and social contribution;
- Potential contribution to the economy and technological development; and
- Importance and contribution of the journal to the development of its subject area and to the development of the SciELO <Country> Collection.

5.3.3. Assessment of a set of journals in a specific thematic area

The Advisory Committee may decide to assess a set of journals in a given subject area, whether or not they are indexed in the Collection, with the aim of analyzing the relative performance of the journals to support indexing decisions in the SciELO <Country> Collection. This option applies in the following situations:

- high demand for journals in a given subject area;
- indexing an initial core of journals in a discipline; and
- evaluation of the permanence of journals in a subject area with decreasing performance.

The process of assessing journals by thematic area establishes a ranking based on the individual evaluation of each journal based on the pre-evaluation and relevance criteria documented in the previous items. Journals that take part in the thematic evaluation and are not approved for admission can make individual submissions to the Advisory Committee, which is recommended after the improvements suggested in the assessment have been made.

5.3.4. Final assessment of the journal admission process by the Advisory Committee

The final analysis of the assessment process of the journals that were approved in the first phase is carried out in a face-to-face or online meeting with the participation of at least 70% of the members of the Advisory Committee.

The initial dossier for each journal is enriched with the results of the pre-evaluation, the peer review, and a set of indicators on the journal's performance in all the indexing criteria. In the case of assessment by thematic area, dossiers are prepared for the best performing journals selected by the Advisory Committee.

Each journal's dossier is analyzed by all the members of the Advisory Committee. The committee member representing the journal's subject area makes a presentation on their analysis, weighing up the journal's performance, followed by a recommendation for admission or not. All members of the committee are asked to comment, and discussions continue until a consensus or broad majority is reached on the decisions, according to the following options:

- a. approval or rejection in the pre-evaluation;
- b. approval or rejection in the merit assessment;
- c. approval on the merit assessment could be:
 - I. immediate admission without restrictions;

- II. immediate admission with restrictions and subject to the editor-in-chief's commitment to comply with recommendations within an established timeframe;
- III. admission after compliance with recommendations;
- d. recommend evaluation in the context of the journal's discipline or thematic area; and
- e. postpone a decision pending further background information .

All decisions are based on the Committee's internal reports and communicated individually to each of the editors-in-chief of the journals analyzed. Approved journals are publicly announced in the Results of Advisory Committee Meetings, published on the SciELO <Country> Collection website.

After the approval decision, the process of registering and publishing the journal in the SciELO <Country> Collection starts.

6. Performance reports and review and debate meetings

The SciELO Indexing Unit periodically presents to the Advisory Committee the state of progress of the Collection, of the thematic areas and of individual journals that stand out for their increasing or decreasing performance. The state of progress of the journals is analyzed internally within the Collection, within the overall scientific output of the <Country> and in comparison, with the performance of the journals published by the BRICS countries, Mexico, Spain, and South Korea.

The performance of the thematic areas and of the Collection is a determining factor in the assessment of the admission of new journals and the permanence of those indexed. The basic rule is to sustainably improve the performance of individual journals, thematic areas, and the Collection as a whole.

Assessment of individual journal performance take into account the state of progress of alignment with open science communication practices, compliance with the evaluation criteria for indexing listed in the previous section that promote the implementation of priority lines of action, good editorial practices in general and ethics in particular, the state of development envisaged in each journal's Editorial Development Plan (EDP), bibliometric indicators based on citations received, number of accesses to documents and presence indicators on social networks. When a journal's performance systematically harms its subject area or the Collection as a whole, it may receive recommendations for improvement from the Advisory Committee and can ultimately be excluded from the Collection.

The implementation of the priority lines of action according to the SciELO <Country> Criteria is discussed and analyzed in meetings with individual editors and groups of editors by thematic area. The production flow of the Collection is monitored through the biannual collection of manuscripts received and processed.

In addition to the national meetings organized by SciELO <Country>, the SciELO Program holds the five-yearly meeting of the coordinators of the national collections of the SciELO Network⁷ and an International Conference to debate the state of scholarly communication. The five-yearly meeting of the SciELO Network updates the priority lines of action for the professionalization, internationalization and operational and financial sustainability of journals, collections, and the program.

The SciELO Analytics⁷ portal publishes monthly statistics and spreadsheets of data extracted from the collections that allow journals and scholars to monitor the development of the Collection, thematic

areas, and individual journals.

7. Decision of the title exclusion process

In the event of unfavorable results in the performance assessment and non-compliance with mandatory criteria, the journal receives a notification of the aspects to be improved, which must be met within the deadline set by the Advisory Committee.

A journal that remains unpublished for six months is automatically excluded from the Collection. In all other cases, exclusion will take place after the Advisory Committee has given its decision and will be publicly communicated in the Results of SciELO <Country> Advisory Committee Meetings.

Excluding a journal from the Collection does not affect the availability of already published issues in the Collection.

8. Appeals against Advisory Committee decisions

Journal's editors-in-chief can submit appeals at any time questioning the decision of the Advisory Committee in cases of non-admission, restrictions on admission, warnings, and exclusion from the SciELO <Country> Collection. The contact for submitting appeals is the Indexing Unit of the SciELO <Country> Collection, which acts as the technical secretariat of the Advisory Committee, via e-mail to [<address and e-mail of the <Country> Collection>](#).

Appeals will be examined by the Advisory Committee, which may take the following decisions :

1. Accept the appeal;
2. Request that the journal be re-evaluated with the support of experts in the field;
3. Request additional information from the editor-in-chief;
4. Maintain part of the decision that motivated the appeal; or
5. Maintain the decision that motivated the appeal.

The decision of the Advisory Committee will be communicated to the journal's editor-in-chief.

9. Readmission

Journals excluded from the SciELO <Country> Collection may be readmitted by decision of the Advisory Committee whenever they again meet the indexing criteria, i.e., following the evaluation procedures for admission.

The evaluation for readmission will not be carried out immediately after a title has been excluded from the Collection. In order to be re-evaluated, the journal must submit updated documentation and demonstrate that it meets the criteria by publishing a number of new articles equivalent to half the number of articles from the previous year.

10. Results of SciELO <Country> Advisory Committee Meetings

Every decision of the Advisory Committee that alter the composition or development policy of the Collection will be communicated to all the editors-in-chief of the indexed journals and publicly in the Journal Evaluation section of the SciELO <Country> Collection, on the SciELO <Country> Collection website.

Annex 1. Types of documents

The following types of documents, with authorship and title different from the title of the section, will be indexed, published and included in SciELO's performance metrics: addendum, article comment, case report, critical book review, data article, discussion, editorial or introduction, errata, essay, guidelines or standards, interview, letter, methods, obituary or record, partial retraction, peer review report of approved article, positioning or collective thinking, rapid communication, research article, response, retraction, review article, short communication, speech, and "other" (when the document has scientific content that justifies its indexing but none of the previous types apply), as described below:

Table A: Indexable Documents

Types of documents	Description of type of document
addendum	A published article that adds information or clarification to another work (this is different from the type of "errata" that corrects an error in previously published material).
article comment	A document whose object or focus is another article or articles, or a paper that comments on other articles. This document type can be used when the editor of a publication invites an author with an opposing view to comment on a controversial article and then publishes the two articles together. The "editorial" type, which is similar, is reserved for comments written by the editor or editorial staff member or guest author.
case report	Case study, case report, or other description of a case.
critical book review	Review or critical analysis of one or more books in print or online. (The "product review" type is used for products review).
data article	Article that describes research data in the article text or made available in a data repository or data paper.
discussion	Invited discussion related to a specific article or journal issue.

editorial or introduction	Opinion or perspective piece, political statement or general comment written by a member of the editorial team (with authorship and proper title different from the title of the section).
errata	Modification or correction of previously published material. It is also called "correction" (the "addendum" type only applies to material added to previously published material).
essay	Detailed reflection, with greater freedom on the part of the author to defend a certain position, aimed at deepening the discussion or presenting a new contribution/approach to a relevant topic.
guidelines or standards	Document of a guide or guideline established by a biomedical or other authority such as a committee, society, or government agency.
interview	The act of interviewing or being interviewed. It is a conversation between two or more people for a specific purpose with questions asked by the interviewer in order to obtain necessary information from the interviewee.
letter	Letter addressed to the journal, typically commenting on a published work.
methods	Document describing methodological advances, including innovative methods and improvement of existing methods. The document must include evidence of the method's effectiveness and comparisons with previously available methods.
obituary or record	Announcement of death or commendation of a recently deceased colleague.
partial retraction	Withdrawal or denial of part or parts of previously published material.
peer review report of approved article	A document analyzing a manuscript that reports on research, evaluating its relevance, the methods applied, and the presentation and discussion of the results obtained. The review highlights the contributions of the research that recommend its acceptance and the recommendations for corrections and improvements.
positioning or collective thinking	Document, positioning, or collective thought drawn up in conjunction with researchers who are experts in certain subjects.
rapid communication	Updating a research or other news items.

research article	Article reporting original research.
response	Response to a letter or comment, typically by the original author commenting on comments.
retraction	Retraction or denial of previously published material.
review article	An article that critically summarizes scientific knowledge on a given topic. Also known as a literature review.
short communication	Brief communication of research results.
speech	Document of a speech or oral presentation.
other	When the document is indexed and none of the previous types apply.

The following types of documents will not be indexed, published, and included in SciELO's performance metrics: annals, announcements, books received, calendars, calls, expanded abstracts or thesis abstracts, meeting reports, news, product reviews, reprints, theses, and translation (of already published articles), as described below:

Table B: Non-Indexable Documents

Types of documents	Description of type of document
annals	Material published in congress.
announcements	Material advertised in the journal (may or may not be directly related to the journal).
books received	Notification that items such as books or other works have been received by the journal for analysis or consideration.
calendars	Lists of events.
calls	Summary or call for items of the current issue of the journal.
expanded abstracts or thesis abstracts	The document itself is a summary (of a paper or presentation) that has usually been presented or published separately.
meeting reports	Report of a conference, symposium, or meeting.
news	News, usually current, but atypically historical.
product reviews	Description, analysis or review of a product or service, such as a software package (The type "book review" is used for the analysis of books).

reprints	Reprinting a previously published document.
theses	Thesis or dissertation written as part of the completion of a course.
translations	<p>Translation of an original article written in another language and already published</p> <p><small>Note: Articles may be unpublished or previously available on preprint servers recognized by the journal. Duplication of publication or translation of an article already published in another journal or as a book chapter is not allowed. However, documents derived from original documents are acceptable under the rules of Creative Commons licenses or other licenses and are characterized as a new document with its own authorship and DOI.</small></p>