

# Appendix 1: DOAJ Application Guide for OJS Journals

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Publishers who wish to have their journal included in the Directory of Open Access Journals (DOAJ) have to fill out an extensive application form to indicate that the journal meets DOAJ's criteria. This appendix provides guidance for journals using Open Journal Systems (OJS) on how to represent and link to information in OJS that is relevant for DOAJ inclusion and the DOAJ application.

## What is DOAJ and why should I apply? #

"The Directory of Open Access Journals (DOAJ) is a service that indexes high quality, peer reviewed Open Access research journals, periodicals and their articles' metadata. The Directory aims to be comprehensive and cover all open access academic journals that use an appropriate quality control system (see below for definitions) and is not limited to particular languages, geographical region, or subject areas. The Directory aims to increase the visibility and ease of use of open access academic journals—regardless of size and country of origin—thereby promoting their visibility, usage and impact." ([What is DOAJ?](#))

## Before you apply (DOAJ readiness) #

Are you ready? Your journal must:

1. Be online and fully open access.
2. Have a confirmed journal title and [ISSN](#).
3. Have published at least 5 research articles in the last year.
4. Have a Creative Commons or equivalent license applied to all articles. See [Copyright and Licensing](#) to learn more.

## The DOAJ Application #

All of the questions must be answered in order for the application to be complete; however, some of the questions only provide supplemental information to DOAJ and are not required for acceptance to DOAJ. The questions that are required for acceptance to DOAJ are marked with the letter **D**. Some additional questions are required for being awarded the DOAJ Seal. These are marked with the letter **S**. Questions that are not marked should still be answered.

This list of items was adapted from the Library Publishing Coalition's [How-To Guide for Library Publishers: Directory of Open Access Journals Application](#).

Next to each item is information about how to enter this information in OJS and, where applicable, where to link to it on your OJS site.

If you are looking for further explanation on what the questions mean, please refer to [the LPC Guide](#) or [DOAJ's Information for Publishers page](#).

## Basic Journal Information #

### 1) Journal Title [D]

- Add this at Journal Settings > Masthead. See [Chapter 5: Journal Settings](#).

### 2) URL [D]

- Enter the URL for your journal

### 3) Alternative Title

#### 4) Journal ISSN (print) (only add if you have one) [D]

- This information needs to be added in two places:
  - Journal Settings > Masthead > ISSN. See [Chapter 5: Journal Settings](#).
  - Add to your journal footer for it to appear on your site. See [Chapter 5: Journal Settings](#).
- The ISSN will appear on the footer on every page of your site.

#### 5) Journal ISSN (online) [D]

- This information needs to be added in two places:
  - Journal Settings > Masthead > ISSN. See [Chapter 5: Journal Settings](#).
  - Add to your journal footer for it to appear on your site. See [Chapter 5: Journal Settings](#).
- The ISSN will appear on the footer on every page of your site.

#### 6) Publisher [D]

- Enter this information in 2 places:
  - Journal Settings > Masthead > Publisher (it will be supplied to 3rd party metadata services, but will not appear publicly on your site). See [Chapter 5: Journal Settings](#).
  - Journal Settings > Contact > Mailing Address (the Publisher name will appear on the Contact page of your site, which is required by DOAJ). See [Chapter 5: Journal Settings](#).

#### 7) Society or Institution

- Information about a society or institution that sponsors the journal can be entered in Journal Settings > Masthead > About the Journal. See [Chapter 5: Journal Settings](#).

## 8) Platform, Host or Aggregator

- Enter “OJS” in this field

## 9) Name of contact for this journal (Somebody who DOAJ can contact about this journal.) [D]

- Enter this information at Journal Settings > Contact > Principal Contact. See [Chapter 5: Journal Settings](#).
- The Contact name will appear on the Contact page of your site.

## 10) Contact’s email address [D]

- Enter this information at Journal Settings > Contact > Principal Contact. See [Chapter 5: Journal Settings](#).
- The Contact email will appear on the Contact page of your site.

## 11) Confirm contact’s email address [D]

## 12) In which country is the publisher of the journal based? [D]

- Enter this information at Journal Settings > Contact > Mailing Address. A full mailing address is preferred. See [Chapter 5: Journal Settings](#).
- The country will appear on the Contact page of your site.

## 13) Does the journal have article processing charges (APCs)?

- Select “Yes” or “No”.
- Enter this information in two places:
  - Settings > Website > Information > For Authors. See [Chapter 6: Website Settings](#).

#### **14) Enter the URL where this information can be found [D]**

- Article processing charges will appear on the About/Submissions page on your site and on the Information/Authors page on your site. DOAJ requires that you include information about charges even if they are zero.

#### **15/16) If you answered “Yes” to question 13, enter the amount and currency.**

#### **17) Does the journal have article submission charges?**

- Select “Yes” or “No”.
- Enter this information in two places:
  - Settings > Website > Information > For Authors. See [Chapter 6: Website Setting](#).
  - Settings > Workflow > Submission > Submission Preparation Checklist. See [Chapter 7: Workflow Settings](#).

#### **18) Enter the URL where this information can be found [D]**

- Author submission charges will appear on the About/Submissions page on your site and on the Information/Authors page on your site. DOAJ requires that you include information about charges even if they are zero.

#### **19/20) If you answered “Yes” to question 17, enter the amount and currency.**

#### **21) How many research and review articles did the journal publish in the last calendar year? [D]**

- The best way to calculate this number is to manually count the research and review articles published in the last calendar year from the Archives pages on your site. A journal must publish at least 5 articles per year to

## 22) Enter the URL where this information can be found [D]

- Published articles appear on your site on the Archives page.

## 23) Does the journal have a waiver policy (for developing country authors etc)?

- Select “Yes” or “No”. Answer “No” if you have also answered No to #13 and #17.
- Settings > Website> Information > For Authors. See See [Chapter 6: Website Setting](#).
- Settings > Workflow > Submission > Submission Preparation Checklist. See [Chapter 7: Workflow Settings](#).

## 24) If yes, enter the URL where this information can be found.

- Waiver policy will appear on the About/Submissions page on your site and on the Information/Authors page on your site.

## 25) What digital archiving policy does the journal use? [S]

- Select all that apply from the following:
  - No policy in place
  - CINES
  - CLOCKSS
  - LOCKSS
  - PKP PN (Not yet available in OJS 3.x)
  - PMC/Europe PMC
  - Portico
  - A national library

- Institutional archives and publishers' own online archives are not valid.
- If you are a member of LOCKSS or CLOCKSS, enable this here in Settings > Website > Archiving. See [Chapter 6: Website Settings](#).

## 26) Enter the URL where this information can be found.

- This field is optional if you selected "No policy in place."
- If you are archiving your content in a LOCKSS network, this will not automatically be displayed on your OJS site. You can add your archiving policy to the About page or another page and link to it here.

## 27) Does the journal allow software/spiders to automatically crawl the journal content (also known as text mining)?

- Answer "yes" unless you have configured your site to not be found (which is very unusual).

## 28) Which article identifiers does the journal use? [S]

- Select from the following:
  - None
  - DOI
  - Handles
  - ARK
  - Other
- OJS can generate DOIs as part of the metadata and allows deposit of those DOIs directly to CrossRef (you **must** be a member of CrossRef to register DOIs). Go to Tools > Import/Export > CrossRef XML Export Plugin. See [the Crossref OJS Manual](#) for more details.

- Select “Yes” or “No”.
- If yes, metadata must be provided within 3 months of acceptance into DOAJ.
- You can use the OJS DOAJ Import/Export Plugin at Tools > Import/Export > DOAJ Export Plugin. See [the Data Import and Export section in the Administrators Guide](#).

### 30) Does the journal provide article download statistics?

- Select “Yes” or “No”.
- To enable article-level statistics to be viewed by Readers in OJS, go to Settings > Website > Plugins > Usage Statistics > Settings.
- Article statistics will appear on each article page.
- See [Chapter 6: Website Settings](#).

### 31) If “Yes” to question 30, enter the URL where this information can be found.

- Enter a URL for an article with usage statistics displayed here.

### 32) Year first complete volume published online with full-text Open Access

- Published volumes appear on your site on the Archives page.

### 33) Please indicate which formats of full-text are available

- Select all that apply from the following
  - PDF
  - HTML
  - ePUB



- Full-text galley files for articles are uploaded during the Production stage of submission and are displayed on the articles and table of contents pages of your site.

### 34) Add keyword(s) that best describe the journal (comma delimited)

- The keywords should describe the subject matter of the journal. They do not need to be entered in OJS.

### 35) Select the language(s) that the Full Text of the articles is published in.

- You can select multiple languages.

## Quality and Transparency of the Editorial Process #

### 36) What is the URL for the Editorial Board page? [D]

- Enter this information under Journal Settings > Masthead > Editorial Team. See [Chapter 5: Journal Settings](#).
- This will appear publicly under About > Editorial Team.

### 37) Please select the review process of the paper. [D]

- **If 'None' is selected, the journal will be rejected.** The type of review must be clearly labeled and described. "Editorial Review" is only valid for journals in the Humanities. Non-humanities journals may not use this option with the DOAJ.
- Enter this information in Journal Settings > Masthead > About the Journal. See [Chapter 5: Journal Settings](#).
- You may want to create a special section on the About the Journal page to describe the review process.

### 38) Enter the URL where this information can be found. [D]

### 39) What is the URL for the journal's Aims & Scope. [D]

- Enter this information in Journal Settings > Workflow > Submissions > Author Guidelines. See [Chapter 5: Journal Settings](#).
- You may want to create a section in the text box for the journal's Aims & Scope. It will appear publicly on the About > About the Journal page.

### 40) What is the URL for the journal's instructions for the authors? [D]

- Enter this information in Journal Settings > Workflow > Submission > Author Guidelines. See [Chapter 7: Workflow Settings](#).
- Information entered in Author Guidelines and Submission Preparation Checklist will appear publicly on the About > Submissions page.

### 41) Does the journal have a policy of screening for plagiarism?

- Select "Yes" or "No".
- If you use a plagiarism checking service please ensure this information is given online. It can be included in the peer review section. Currently plagiarism checking is not mandatory for inclusion in DOAJ.

### 42) Enter the URL where this information can be found.

- If you include your plagiarism screening policy on a page on your OJS site, enter the URL for the page.

### 43) What is the average number of weeks between submission and publication?

- You should include a number here for the average number of weeks taken by your journal from submission of the paper to online publication.

### How Open is the Journal? #

- Enter this information in Journal Settings > Masthead > About the Journal. See [Chapter 5: Journal Settings](#).
- You may want to create a section in the text box for the Open Access statement.
- The example OA statement the DOAJ provides is: *“This is an open access journal which means that all content is freely available without charge to the user or his/her institution. Users are allowed to read, download, copy, distribute, print, search, or link to the full texts of the articles, or use them for any other lawful purpose, without asking prior permission from the publisher or the author. This is in accordance with the BOAI definition of open access.”*
- If your journal has a Creative Commons license, this Open Access statement is true of your journal. For instructions on where to add your CC license, see #47.

## Content Licensing #

### 45) Does the journal embed or display licensing information in its articles? [S]

- Select “Yes” or “No”.
- Answer Yes only if you include the CC license in the full text PDFs. Please include the URL of an example article in the box in #46.
- Select the Creative Commons license you will use in: Settings > Distribution > Permissions. See [Chapter 8: Distribution Settings](#).
- If you wish to embed license information for articles, you must add it to all PDF galley files you upload to submissions during the Production stage.

### 46) If yes, Please provide a URL to an example page with embedded licensing information

- Enter the URL for a published PDF galley file on your site.

### 47) Does the journal allow reuse and remixing of content in accordance with a Creative Commons license or other type of license with similar conditions (Select ‘Other’)? [D][S]



- CC BY
- CC BY-NC
- CC BY-NC-ND
- CC BY-NC-SA
- CC BY-ND
- CC BY-SA
- Other

- For more information see [the Creative Commons page on licenses](#).
- Enter this information in OJS at Distribution Settings > Permissions > License. See [Chapter 8: Distribution Settings](#).
- The license you select here will not be displayed on your site automatically. You can add it to your [About the Journal page](#), to [the footer of your site](#), or another place.
- You can also enter license information on a per article basis when you schedule an article for publication and it will be displayed on the article page. See [Chapter 14: Editorial Workflow](#).
- If you allow more than one type of CC license please enter the **most restrictive** license in your DOAJ application (only one is allowed in the form).

#### 48) Which of the following does the content require? (If 'Other' was selected for #47)

- Select all that apply from the following:
  - Attribution
  - No Commercial Usage
  - No Derivatives
  - Share Alike

- If you add this information to your About the Journal page (see question 47), you can link to it in About > About the Journal.
- If you add this information to your footer you can provide a link to your home page.
- If you include it elsewhere on your site, provide a link to that page.
- This must be a link on your own site, not a link to Creative Commons.

**50) Does the journal allow readers to read, download, copy, distribute, print, search, or link to the full texts of its articles and allow readers to use them for any other lawful purpose? (From the [Budapest Open Access Initiative's definition of Open Access.](#)) [D]**

- Select "Yes" or "No".
- **In order to be indexed in DOAJ, the answer here must be "Yes".** If you have a CC license, this license determines what are the lawful purposes for reuse, e.g. non-commercial use only. A journal answering "No" will be automatically rejected.

**51) With which deposit policy directory does the journal have a registered deposit policy? [S]**

- Select all that apply from the following:
  - None
  - Sherpa/Romeo
  - Dulcinea
  - Héloïse
  - Diadorim
  - Other
- In OJS enter the journal's Author Self-Archiving Policy in: Settings > Distribution > Permissions

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**52) Does the journal allow the author(s) to hold the copyright without restrictions? [S]**

- Select “Yes” or “No”.
- In OJS you can select the designated copyright holder for the article metadata as the Author, Journal, or Other. To select the Author as the designated copyright holder, go to: Settings > Distribution > Permissions

**53) Enter the URL where this information can be found**

- Only enter the URL if you answered “Yes” to #52.
- You can enter your copyright statement in Copyright Notice box. See [Chapter 8: Distribution Settings](#) and select the copyright holder (Author, Journal, or Other).
- The Copyright Notice will be displayed with each published article. To provide a link to your statement, you can add it on the About the Journal page, in Journal Settings > Masthead > About the Journal. See [Chapter 5: Journal Settings](#).

**54) Will the journal allow the author(s) to retain publishing rights without restrictions? [S]**

- Select “Yes” or “No”.

**55) Enter the URL where this information can be found**

- To provide a link to your statement, you can add it on the About the Journal page, in Journal Settings > Masthead > About the Journal. See [Chapter 5: Journal Settings](#).

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**[D]** This is a basic requirement for entry into DOAJ

**[S]** This is a DOAJ Seal requirement

For journals following best practice in OA publishing.

During the application process, you can be awarded the DOAJ SEAL if these 7 criteria are all met. **A journal can be indexed in the DOAJ without meeting the DOAJ seal requirements.**

## 1. Digital archiving of content (Question 25)

The DOAJ Seal is looking at how the journal can ensure the long-term availability and preservation of published content for the future. The DOAJ will accept some preservation service providers (e.g., LOCKSS/CLOCKSS, Portico, PubMed Central) as well as some national libraries (e.g., British Library, Library of Congress). Please note that institutional servers and repositories do not qualify as long term archival preservation.

If you are a member of LOCKSS or CLOCKSS, enable this here: Settings > Website > Archiving

See [Chapter 6: Website Settings](#) for more details.

## 2. Permanent identifiers (Question 28)

Ensure articles may continue to be found even when URLs change. The most common form of permanent identifier is the Digital Object Identifier [DOI](#), but there may be others in use for a journal.

OJS can generate DOIs as part of the metadata and allows deposit of those DOIs directly to CrossRef (you must be a member of CrossRef to register DOIs):

Tools > Import/Export > CrossRef XML Export Plugin

### 3. Metadata supply to the DOAJ (Question 29)

Provide greater visibility and discoverability of journal content by providing article-level metadata and links to the full text. Metadata must be provided to the DOAJ within 3 months via article-level xml file or by the DOAJ API.

You can use the OJS DOAJ Import/Export Plugin at Tools > Import/Export > DOAJ Export Plugin.

See [PKP Administrator Guide](#) for more details.

### 4. Embedded license information (Question 45)

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

OJS offers the Creative Commons license options that are acceptable for the DOAJ seal: CC BY, CC BY-SA, CC BY-NC, or CC BY-NC-SA. This license will be embedded in the metadata of published items and displayed on the item's webpage. Select the Creative Commons license you will use in Settings > Distribution > Permissions

See [Chapter 8: Distribution Settings](#) for more details.

### 5. Allow reuse via selected Creative Commons licenses (Question 47)



any of the Creative Commons licenses that restrict remixing or the creation of derivative products of the published content (e.g. CC-BY-ND, CC-BY-NC-ND).

In OJS, when selecting the license to be embedded with the article metadata and displayed on its webpage, be certain to select one of the following license types: CC Attribution, CC Attribution-ShareAlike, or CC Attribution-Noncommercial.

In OJS select the Creative Commons license you will use in Settings > Distribution > Permissions

## **6. Deposit policy (Question 51)**

Provide information on authors self-archiving rights in a statement clarifying to authors what their rights are for self-archiving, which should cover their rights to self-archive preprint, accepted, final publisher versions of the article, usually in places like their own website or institutional repository. The DOAJ requires a policy to be listed for a journal and checks what policy is listed for the journal on services like [SHERPA/RoMEO](#).

In OJS enter the journal's Author Self-Archiving Policy in Settings > Distribution > Permissions

## **7. Authors retain unrestricted copyright and publishing rights. (Question 52)**

The DOAJ Seal expects journals to allow copyright to be retained by the author and not be transferred to the journal or publisher. The journal and publisher must also not obtain exclusive publishing rights to the content, but instead these must be retained by the author. The DOAJ Best Practice recommends the terms of any license agreement should be made freely available to clarify author rights and what, if anything, authors are required to sign when submitting to the journal.

Distribution > Permissions.

## Upgrading from OJS 2 to 3 #

If you have upgraded from OJS 2 to OJS 3 after your DOAJ application was accepted, you will need to do the following:

- Check that the journal information required in the application is still present on your journal website and in the same places. Information about the journal is included on different pages in OJS 2 and OJS 3.
- Submit an update request to DOAJ where page URLs have changed (e.g. About, Contact, etc.).
- If you send article metadata to DOAJ, check that [the DOAJ export plugin](#) is enabled and the API key is entered.

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