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## Journal Application Form

### Before you start

Read our [information for publishers](#), review your website and make sure that your journal fulfills all the criteria.

If you know of a peer-reviewed journal that should be included in DOAJ, please ask its publisher or editor to complete this form.

We provide some [guidance on the information we are looking for](#) but that list is by no means exhaustive. Applicants are encouraged to complete the form clearly and honestly. If you do not understand a question, you can ask for help by contacting us.

It is not possible to save your progress or for us to send you a confirmation email (although we will show you a confirmation screen if the application has been submitted successfully) so, we recommend you gather the information you need first. We have [created a spreadsheet guide of the form](#), and provided some other tips to help you. Guides are also [available in other languages](#) (العربية, 中文, فارسی, français, Bahasa Indonesia, Italiano, Polski, Português, Română, Русский, Español, Türkçe, Українська).

### Basic Journal Information

1) Journal Title \*

2) URL \*

3) Alternative Title

4) Journal ISSN (print version) \*

Only provide the print ISSN if your journal has one, otherwise leave this field blank. Write the ISSN with the hyphen "-" e.g. 1234-4321.

5) Journal ISSN (online version) \*

Cannot be the same as the P-ISSN. Write the EISSN with the hyphen "-" e.g. 1234-4321.

6) Publisher \*

7) Society or Institution

The name of the Society or Institution that the journal belongs to.

8) Platform, Host or Aggregator

The name of the platform, host or aggregator of the journal content, e.g. OJS, HighWire Press, EBSCO etc.

9) Name of contact for this journal \*

Somebody who DOAJ can contact about this journal.

10) Contact's email address \*

11) Confirm contact's email address \*

12) In which country is the publisher of the journal based? \*

Select the country where the publishing company carries out its business activities. Addresses registered via a registered agent are not allowed.

- 13) Does the journal have article processing charges (APCs)? \*
- Yes  
 No

14) Enter the URL where this information can be found \*

- 17) Does the journal have article submission charges? \*
- Yes  
 No

18) Enter the URL where this information can be found \*

- 21) How many research and review articles did the journal publish in the last calendar year? \*
- 
- A journal must publish at least 5 articles per year to stay in the DOAJ.

22) Enter the URL where this information can be found \*

- 23) Does the journal have a waiver policy (for developing country authors etc)? \*
- Yes  
 No

- 25) What digital archiving policy does the journal use? \*
- No policy in place  
 CINES  
 CLOCKSS  
 LOCKSS  
 PKP PN  
 PMC/Europe PMC/PMC Canada  
 Portico  
 A national library   
 Other

Select all that apply. Institutional archives and publishers' own online archives are not valid.

26) Enter the URL where this information can be found \*

This field is optional if you selected "No policy in place".

- 27) Does the journal allow software/spiders to automatically crawl the journal content (also known as text mining)? \*
- Yes  
 No

- 28) Which article identifiers does the journal use? \*
- None  
 DOI  
 Handles  
 ARK  
 Other

- 29) Does the journal provide, or intend to provide, article level metadata to DOAJ? \*
- Yes  
 No

If yes, metadata must be provided within 3 months of acceptance into DOAJ.

- 30) Does the journal provide article download statistics? \*
- Yes  
 No

If "No" proceed to question 32.

- 32) What was the first calendar year in which a complete volume of the journal provided online Open Access content to the Full Text of all articles? (Full Text may

Use 4 digits for the year, i.e. YYYY format.

be provided as PDFs. Does not apply for new journals.) \*

33) Please indicate which formats of full text are available \*

- PDF  
 HTML  
 ePUB  
 XML  
 Other

Tick all that apply.

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

Maximum 6. Keywords must be in English.

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? \*

A journal must have an editor and an editorial board. Only in the case of Arts and Humanities journals we will accept a form of editorial review using only two editors and no editorial board. Where an editorial board is present, members must be clearly identifiable with their names and affiliation information.

37) Please select the review process for papers \*

38) Enter the URL where this information can be found \*

This field is optional if you have selected "None" above.

39) What is the URL for the journal's Aims & Scope? \*

40) What is the URL for the journal's instructions for authors? \*

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

- Yes  
 No

If "No" proceed to question 43.

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

### How Open is the Journal?

Please remember that **all** the content of the journal you are applying about **must** be available **immediately** upon publication.

44) What is the URL for the journal's Open Access statement? \*

### Content Licensing

[Copyright & Licensing help](#)

45) Does the journal embed or display licensing information in its articles? \*

- Yes  
 No