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Journal development , evaluation and selection: Editor's experience

Karen Holland,

Subject Chair : Nursing/Health Professions

Scopus Content Selection Advisory Board (CSAB) Elsevier

Virtual Meeting , Thursday , March 18th 2021
Scopus Only Day for Russian Editors and Publishers

Overall Aim of Session :

An Introduction to the preparation of a journal by the Editorial team before being submitted , evaluated and indexed in Scopus

1. How does a journal get considered for Indexing in Scopus ?

- The important role of an external evaluation Body : Content Selection Advisory Board (CSAB) and its Subject Chairs with additional experts in key Local Boards

- Journals have to meet initial Selection criteria on Submission of a Journal (Responsibility of Editor or named person submitting the journal plus Publisher acknowledgement) This includes a Publication Ethics Statement concerning ethical issues related to Editors, Authors and Reviewers (See Scopus FAQ's document)

- Currently in the process of enhancing the current expectations of initial criteria ,with the addition of the COPE et al 2018 Principles of Transparency and Best Practice in Scholarly Publishing at the point of submission (COPE Principles) .These of course already underpin our evaluation of a journal .

Coverage of high quality journals via selection by the independent Content Selection & Advisory Board (CSAB)

21st CSAB Meeting, Beijing, China

The CSAB is an independent board of subject experts from all over the world
- Titles are selected by the independent Content Selection & Advisory Board (CSAB)
- The CSAB is chosen for their expertise in specific subject areas; many have (journal) Editor experience

Transparent Scopus selection criteria for serial content

All titles should meet all minimum criteria in order to be considered for Scopus review:

Peer-review	English abstracts	Regular publication	Roman script references	Publication ethics statement

- Consist of peer-reviewed content and have a publicly available description of the peer review process
- Be published on a regular basis and have an International Standard Serial Number (ISSN) as registered with the ISSN International Centre
- Have content that is relevant for and readable by an international audience, meaning: have references in Roman script and have English language abstracts and titles
- Have a publicly available publication ethics and publication malpractice statement
- Has a minimum 2-year publication history

2. What can Journals do to identify readiness to submit a journal for possible inclusion in Scopus ?

- Read the Scopus guidance for journal submission and its accompanying documents (See : https://www.elsevier.com/solutions/scopus/how-scopus-works/content/content-policy-and-selection) and Read the COPE et al 2018 : Principles of Transparency and Best Practice in Scholarly Publishing (https://publicationethics.org/files/COPE_Principles_of_Transparency_Poster.pdf)

- Undertake initial self –evaluation of a journal (See link : **https://www.readyforscopus.com/**)

- Consider all the transparent Scopus Selection criteria used as basis of review by the CSAB team members

Note : it is very important that all the information required for a successful submission and eventual Indexing is read and acted upon . Reading and checking plus self-evaluation are critical steps to be undertaken by a Journal Editorial team
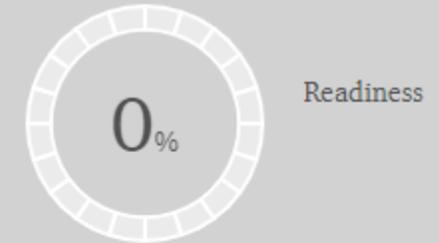
Journal Pre-evaluation Tool

Scopus

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Pre-evaluation of Scopus submission

0%   Readiness

Thank you for your interest in being indexed in Scopus, the largest abstract and citation database. In order to receive a free pre-evaluation report on your journal, please, complete the form and answer the questions below. Please note that journal pre-evaluation is a preliminary check for technical and administrative criteria in order to boost the chances of the journal to be included in Scopus, and also to avoid a

https://www.readyforscopus.com/

Publication ethics underpinning decision making by the CSAB and Scopus selection (1)

**Indicators to consider in preparing a Journal for future evaluation : examples only
COPE et al 2018 Principles of Transparency and Best Practice in Scholarly Publishing (1)**

- 1. Web site : **Ensure information on a journal needs to be clear and separated from other information and advertisements. Important where a University is also the Publisher , as information can confuse journal information. Separation of various roles between a journal and organization needs to be clear.**

- 4. Ownership and management : **information on ownership of a journal and a link overall Publisher is made clear**

- 9. Identification and dealing with allegations of research misconduct : **there needs to be evidence that Editors and publishers can identify these areas and have policies in how they deal with them ,e.g. a plagiarism checking tool or allegation of falsification of data / findings**

- 10. Publication Ethics: **policies on publishing ethics such as authorship, handling complaints and journal policy on ethical oversight : such as the required Scopus Publication Ethics and Malpractice statement which includes roles of editor, reviewer and author in publication ethics . (NOT only a link to COPE web site)**

Publication ethics underpinning decision making by the CSAB and Scopus selection (2)

Indicators to consider in preparing a Journal for future evaluation : EXAMPLES ONLY
COPE et al 2018 Principles of Transparency and Best Practice in Scholarly Publishing (2)

- **5. Governing Body: Journals need to clearly identify their editorial boards (titles may vary)and ensure named Editors seen and clearly identified. These are normally the subject specialists and leaders in their fields . Names and affiliations of any Board members to be provided .(International titled journals need to reflect this internationality across Board members and content)**

- **6. Editorial team/ contact information : Full names and affiliations of journal's editors are visible and contact information of any editorial office and full address.**

- **8. Author Fees : any fees to be paid by authors (APC's)need to be clearly identified so authors can see these before submission of a manuscript**

- **11. Publishing schedule: Journals need to be very clear how often they publish an issue , and that this can be seen to be sustained over a period of time. This includes making sure there is enough content**

Summary of Pre-submission activities to be SCOPUS READY : KH Personal opinion guidance summary

- **Read all relevant documents** made available by Scopus team

- **Undertake self-evaluation 1**

- **Discuss results of self-evaluation** 1 as a team of editors and agree on next steps to ensure all 5 minimal criteria according to Scopus guidance and the 16 COPE et al (2018) Principles of Transparency can be visible in all aspects of CSAB / STEP evaluation categories

- If in agreement that this is correct – share with publisher as appropriate and **agree next step to submit the journal to Scopus evaluation** according to local requirements

- **If the journal considered NOT ready** – **agree next steps** to ensure that it can meet all 5 minimal criteria for Journal submission to Scopus .

- **Undertake self-evaluation 2**

- **Once minimal criteria appear met , journal submitted for evaluation at Minimal Criteria and full Evaluation**

Next Steps : Evaluation of the journal

- **Successful achievement of Scopus minimal selection criteria for serial content : journal sent to appropriate Subject Chair**
- **Consider the Selection criteria used by Subject Chairs to evaluate journals in the STEP system : (See Slide 14 for 5 major sections and related criteria)**
- **Examples of what a Subject Chair will consider in their evaluation of a journal : a personal perspective (Slides 15- 19)**

Transparent Scopus selection criteria for serial content

Eligible titles are reviewed by the Content Selection & Advisory Board according to a combination of 14 quantitative and qualitative selection criteria

Journal Policy	Quality of Content	Journal Standing	Regularity	Online Availability
• Convincing editorial concept/policy • Type of peer-review • Diversity geographic distribution of editors • Diversity geographic distribution of authors	• Academic contribution to the field • Clarity of abstracts • Quality and conformity with stated aims & scope • Readability of articles	• Citedness of journal articles in Scopus • Editor standing	• No delay in publication schedule	• Content available online • English-language journal home page • Quality of home page

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How a CSAB Subject Chair evaluates journals using the major Selection criteria : Personal observations from a Subject Chair (KH - Disclaimer):Key issues in brief only (1)

1.Journal Policy : **The Information we need on all of these overall Selection criteria should be available from the main Journal Web-site through direct links and clearly signposted .(COPE Principle 1.)**

- Often called 'aims and scope' . Needs to be clearly defined. If it also states it is an International journal it should reflect this throughout the journal content, Editorial Board members, articles and even Editorial roles . If it states the content is of international interest this can be reflected in citations by other journals in Scopus or in an International Advisory Board (See also COPE 9 and 10 for other examples of Policy types)

- One major policy area that is important is how the journal checks for and then manages any unethical practices . An example being use of a Plagiarism check tool . A journal that states that it accepts a certain % of similarity content (e.g. between 18 & 25 %) is a real concern in relation to its Quality content . (COPE 10)

How a CSAB Subject Chair evaluates journals using the major Selection criteria : Personal observations from a Subject Chair (KH - Disclaimer) : Key issues in brief only (continued 2)

2. Quality of Content :

- Academic contribution to the field is important even in what we call " niche journals" – journals that focus on a narrow but important field of practice .The same journal may also be a country specific journal with few papers published in English. Its contribution to the international field may be important . Making this visible to the global community demonstrates a commitment to sharing knowledge and research

- Readability of content in terms of articles and indeed the journal policies themselves is very important – even in mainly non English language publications it is essential that a reader can see that journal articles meet the journal aims and scope ; is the English abstract readable and understood ; does the reference list on topics where there is a strong evidence base demonstrate up to date international literature ? (COPE 1)

How a CSAB Subject Chair evaluates journals using the major Selection criteria : Personal observations from a Subject Chair (KH - Disclaimer) : Key issues in brief only (continued 3)

3. **Journal Standing**

- For example : how many citations does the journal have in a wide selection of international journals in the same field ? This includes citedness of these same papers. (How many times has each paper being cited)

- An important aspect of consideration of a journal standing is how are Editors / Editors in Chief / Main Handling Editors / Associate Editors seen in the journal subject community as well as any Board members . These are not the same as the important Journal Managers who manage the day to day activities and the main submission / communication system .These latter group are often noted as Journal Contacts. (COPE 5 and 6)

- Does the journal ensure that information is up to date for these Editor individuals and is evidence of their expertise in a journal related field made clear (COPE 5 and 6)

- How do Editors choose peer reviewers and manage peer review is something to consider across all aspects of selection criteria .Also an issue to consider is speed of a review as well as other timelines (COPE 3)

4. Regularity

- This is a very important criteria – as a journal needs to demonstrate it has the ability to ensure a continued article content not just previously but ongoing if it is Indexed in Scopus/

- An example where this can be seen clearly is whether the journal is publishing each Issue on time and to the number required ; whether each Issue also has an acceptable number of papers in each issue and indications for future issues .

- If for example it can be seen that 1 Issue only publishes 1 paper and the next only 3 - per year and Volume , that is clearly a concern . Some journals of course may only publish 1 large issue per year but they still need to demonstrate that this is clearly ongoing over a time period and their journal policy . (COPE 11)

5. Online Availability

- How a journal presents itself to the research community through their specific web site and makes its content visible to the international community is very important (COPE 1)

- Journals will vary on the overall presentation of the information on the web site – and some journals will not have the same resources available as those from major Publishers for example . This is not a criteria for exclusion – as all journals will need to meet the criteria being assessed and clarity of that information . All journals are expected to meet the same criteria and evaluated accordingly. NEW JOURNALS NEED TO ENSURE JOURNAL NAME IS UNIQUE (COPE 2)

- An area of value is ensuring that the main web site itself has an English language front page or certainly a translation link . All journals have to have an English language abstract for each article .

What benefits can a journal get after being Indexed and selected for coverage in Scopus ? In brief :

A journal that is suggested to Scopus , gets accepted for inclusion by the CSAB and indexed into its database will :

- Increase the visibility of your publication(s)

- Give you access to a global audience of researchers and experts for peer review programs

- Enable the Editorial team to track the performance of your publication(s)

- Be able to monitor competitive publications

- and as one Subject Chair (Social Sciences) colleague noted : '***A sense of belonging to a community of researchers'*** - who can communicate with each other across countries , engage in joint research / development projects and importantly add to the body of knowledge in and across fields

Thank you!