

## REDALYC INDEX OF CERTIFIED JOURNALS CRITERIA 2022

### CATEGORIES

1. **Basic Criteria for Admission** Journals interested in being indexed in Redalyc need to meet these **seven** criteria.

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2. **Nine Qualitative Criteria** Important aspects about community construction, and scientific and editorial quality of journals.

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3. **Quantitative Highly Valued Criteria** Provided the journal complies with all basic criteria, a complete revision of its attachment to **43** highly valued criteria in the editorial process takes place.

### 1. BASIC CRITERIA FOR ADMISSION

#### 1.1 Immediate Open Access Policy

The journal must allow users to read, download, copy, distribute, print, search or link its full text articles, **without** establishing **embargo** periods after the articles' publication.

#### 1.2 No article processing charges (APC)

The journal must **not charge** neither authors nor institutions for article assessment, processing or publication.

#### 1.3 Publishing institution

The publishing institution is a **non-profit scholarly**, research, scientific **university or organization**.

#### 1.4 Peer review

Any original article published must be subject to **scholarly peer review**. The kind of peer review must be specified: single blind, double blind, open peer review, collaborative, post publication, or any other. A solid revision process will be assessed (its stages, possible outcomes, solutions to controversies).

### 1.5 Journal's lifespan

The journal must have been published online for **at least a complete year**. Installments published during the last year must be visible in the journal's web page. For assessment purposes, only regular issues edited on time will be considered.

### 1.6 Attachment to publishing frequency

Installments must be published **on time** according to the publication period (monthly, bimonthly, quarterly). Installments must be uploaded **at the beginning of the period**.

### 1.7 Journal data display

The journal must have and display

- Its full name
- ISSN (print edition and electronic)
- Publishing institution
- City
- Country
- Email

## 2. QUALITATIVE CRITERIA

### 2.1 Percentage of scholarly content

From each installment, what percentage of all contributions are original outcomes based on research. All kinds of contributions ratified by a peer review process will be considered part of scholarly content.

### 2.2 Exogeneity in publishing

The percentage of all scholarly works published on each issue are contributions external to the publishing institution (with at least one external author).

### 2.3 Articles per year

The number of articles published on average every year.

### 2.4 XML JATS

The journal has its articles tagged in XML JATS format.

Redalyc indexes journals in XML JATS format. If the journal does not have its articles in this format, it will be able to use the [Marcalyc](#) tool (Redalyc provides free and personalized training in the use of it online). The journal must tag its contents as of a complete year before it is accepted, and must send them to [editores@redalyc.org](mailto:editores@redalyc.org).

### 2.5 Consistent publication

There must be uniformity on the issues regarding the number of published articles. (Except in the case of journals in continuous publication, or when it is explicitly stated that the number of articles corresponds to the editorial workflow of the journal.)

## 2.6 Indexings

The journal includes registrations and distinguishes between directories, databases and indexes where it is available.

## 2.7 Independent digital platform

The journal has a landing page or Home independent from that of its institution. Journals will be assessed only on their electronic platform.

\*The online platform must be different from the institution's or publishers' website, that is, a different URL from that of the institution's portal, so that it is easy to find and visualize it (we don't mean that it must be outside the institutional domain).

\*Redalyc does not seek to replace the journal's presence online but rather to recommend the best practices of technological visibility and interoperability according to the times scientific communication is living, where the print loses importance due to its costs and limited reach.

## 2.8 Reading formats

The journal provides users with more than one electronic format to read the published articles: PDF, ePUB, HTML, XML, XML JATS.

## 2.9 Scientific content

Published installments contain scientific content and are based upon research.

# 3. QUANTITATIVE HIGHLY VALUED CRITERIA

## 3.1 Editorial practice

### 3.1.1 Exogeneity of assessors

The participation of assessors who are **external to the publishing institution** is clearly mentioned in the peer review process.

### 3.1.2 Original and unpublished issues

It must be clearly stated that **for its publication any submitted article must be original and unprecedented**, and it cannot be simultaneously submitted in other journals or editorial organizations.

### 3.1.3 Preprint publishing

The journal accepts preprints after assessing submissions from authors or according to editors' assessment. If accepted, **they must be subject to a peer review process**.

### 3.1.4 Exogeneity of the editorial board

At least **75% of the editorial board's members are external to the publisher**.

\*The criterion cannot be assessed unless the journal provides the names of the publishing institution and country of the editorial board's members (acronyms are not acceptable).

### 3.1.5 Assessment time

Information about **the estimated time for peer-review assessment** (by scholars) and admission is stated and located in the author's guidelines and/or in the publishing policies sections.

### 3.1.6 Peer-review form online

It makes **public** and visible its peer-review assessment form online (the one reviewers use).

### 3.1.7 Admission and assessment dates

Reception and admission dates are indicated in each article, preferably in the **first page**. \*Dates when articles were edited or corrected during the peer review process, prior to its admission, must be specified as well.

### 3.1.8 Bibliometric and/or scientometric indicators

The journal makes **metrics** of the journal's performance **public** (rejection rates, number of downloads, etc.)

## 3.2 Periodicity

### 3.2.1 Specified periodicity

**Months covering the publication term** of the issues are specified in the home page of the journal's site. The month when each issue is published is also included.

### 3.2.2 Publication date

The journal specifies the moment when **its installments are available online**.

## 3.3 Open Access

### 3.3.1 Licensing

**The license used by the journal or publishing institution to publish** contents must be clearly specified.

\*We recommend [Creative Commons](#) licenses with attribution and non-commercial rights: **(CC-BY-NC), (CC-BY-SA), (CC-BY-NC-SA)**.

To protect the open access dissemination of contents and prevent profitable exploitation by third parties, it is suggested the journal shows the formats and conditions the authors sign or accept electronically to assign the rights to distribute and reproduce their materials.

### 3.3.2 Machine-readable license

The journal includes information about the Creative Commons license (machine-readable) in the articles' metadata in portable formats (e.g. PDF, ePub).

\*Each article must have the information of its license in the properties of the portable file. Reading formats must include the license in its source code.

### 3.3.3 Financing

**Funding sources** must be clearly indicated in the journal's home page, in case financing is received from external organizations.

### 3.3.4 Copyright

The journal provides the name of the patrimonial **rights holder** of the journal's contents (copyright).

### 3.3.5 Self-archive policy

The journal **states it allows the self-archiving** of published articles in institutional or specialized repositories, or personal webpages.

## 3.4 Editorial management

### 3.4.1 Contact data of the publishing institution

Data that needs to be specified in the contact section:

- Contact's full name
- Institution's or publishing organization's full name (without abbreviation)
- City and country of publication (without abbreviation)
- and (institutional) email

### 3.4.2 Aims and Scope

The subject coverage (scope) must be clearly indicated, as well as the specific nature of the journal including purpose, audience or community it addresses.

### 3.4.3 Specific subject

The journal has a specific subject (**approach**).

### 3.4.4 Editorial Team

Full names and positions of members of the Editorial Board (including the responsible editor and the director) are mentioned.

### 3.4.5 Bibliographic letterhead

Each article is identified with a letterhead containing the following bibliographic information **in the first page**:

- Journal's name
- ISSN
- e-ISSN
- Volume and issue
- Term of the edition, including months and years
- Authors' names

### 3.4.6 Editorial board's affiliation

The **institutional affiliation** of the editorial board's members must be indicated, including countries

\*Abbreviations or acronyms for institutions or countries are not acceptable.

### 3.4.7 Table of contents with translation

There must be a **table of contents** that provides the following: articles' full name in their original language and in a second language, and at least the name of one author.

### 3.4.8 Authors' information

Each article must specify the authors' **full names, countries and institutional affiliations** (abbreviations or acronyms for institutions or countries are not permitted), and the email of at least one of them.

### 3.4.9 Author's (ORCID) identifier

The journal requires authors to provide their **ORCID** identifier.

### 3.4.10 Indexings

The journal includes registrations and distinguishes between directories, databases and **indexes** where it is available. Additionally, each of these must contain a link that redirects to itself.

### 3.4.11 Bibliography guidelines

The **guidelines to elaborate references** are included in detail. The compliance with the reference style (APA, Vancouver, Harvard, etc.) is corroborated in the published articles.

### 3.4.12 Citation style

The journal indicates the citation style that authors must comply with: APA, Vancouver, Harvard, etc. Compliance with it will be verified in the published articles.

### 3.4.13 Abstract and keywords in first language

Each article includes an abstract and keywords in the **original language**.

### 3.4.14 Abstract and keywords in second language

Each article includes an abstract and keywords in a **second language** (preferably English when it applies).

### 3.4.15 Guidelines for authors in two languages

Guidelines for authors **in a second language** –preferably English when this applies– are clearly visible in the journal's website.

### 3.4.16 Code of ethics

The journal must specify whether **it follows any ethical code** and good scholarly editorial practices (e.g. [COPE](#), [CSE](#), [CSIC](#), etc.)

\*It is advisable to indicate what practices are unacceptable and the consequences of

infringing such code.

#### 3.4.17 Detection of similarities (possible plagiarism)

The journal must **specify** the **method** (or mention the software, if used) to detect similarities in the texts that result in possible plagiarism.

\*The results must be sent to the author with the proper sources and request his or her opinion before defining the act as plagiarism, which will make the document not suitable for publication. If a software is used, the journal should not make any decision merely on the results obtained, the editor's qualitative assessment should be regarded as well.

#### 3.4.18 Digital preservation policy

**Policies to preserve digital files** must be described in detail. For example: [Lockss](#), [Clockss](#), [Portico](#), etc.

### 3.5 Technology leverage

#### 3.5.1 Use of an editorial manager system

The journal uses an **electronic editorial manager** system as a monitoring tool of the peer review process and not only as a platform for publishing. Redalyc recommends Open Journal System: OJS 3.X.

#### 3.5.2 Interoperability protocols in OA

The journal has interoperability protocols (**OAI-PMH**: Open Archives Initiative-Protocol for Metadata Harvesting).

#### 3.5.3 Search engine

The journal's website has a specific **search engine** for journal contents, that allows finding and retrieving published articles, it is also possible to use logical operators to refine the search as well.

#### 3.5.4 Individual download of contents

The journal's website allows the **download** of individual articles.

#### 3.5.5 Collection's uniformity

All of the journal's **digital issues must be available** in one single website.

#### 3.5.6 Digital resources identifier

All articles have a digital object identifier (**DOI**, Handle, etc.).

#### 3.5.7 Browsing and usability

The website is **easy** enough **to use**. You can access any journal content in no more than three clicks.

#### 3.5.8 Added value

The journal must have the particular characteristics of an online publication, providing **added value** to the users. For example: multimedia services, access to source data, accessibility services and user inclusion, as well as dissemination in other commercial



specialized websites (Google Scholar, Mendeley, Academia.edu, Research Gate, etc.) and non-commercial ones: Open edition, Doaj, Erudit, etc.

### 3.5.9 User interaction

The journal must encourage the use of **interactive technologies** such as blogs and forums in order to have a bilateral participation with users.

### 3.5.10 Download of statistics

The journal must contain a section for updated **download statistics** whether obtained through its own website or from third parties.