Criteria

Categories

Category 1. Basic Criteria for Admission / BCA (also required to remain in Redalyc.org):

Consisting of nine criteria that are required for any journal interested in being a part of or to remain in the Redalyc’s Information System.

Category 2. Highly Valued Criteria / HVC

If the journal is compliant with all the criteria from category 1, then compliance with the 38 highly valued criteria is checked in the editorial processes.

Category 3. Advisable Criteria: / AC

Last of all, compliance with the seven advisable criteria is verified, which give the journals more legibility, identity, and interaction with users.

Basic Criteria for Admission

1. Longevity
The journal must have been active for at least two years. Instalments edited during the last two years must be visible in their platform. For assessment purposes, only regular issues edited on time will be considered.

2. Peer review
Any original article published must be subject to scholarly peer review. The type of review must be explicitly expressed (anonymous or not, either of one or both parties), as well as its stages, possible outcome, and the way controversies will be resolved.
*Our team will verify that this is clearly stated in your journal –preferably in the "Peer review process" section and/or in the author’s guidelines.

3. Percentage of scholarly content
From each instalment, at least 75% of all contributions must be original research outcomes as well as other contributions that are significant and novel to the journal's particular field. (BCA).

4. Exogeneity in publishing
At least 70% of all scholarly works published on each issue must be contributions external to the publishing institution (with at least one external author).
5. Observance of periodicity
Instalments must be published on time according to the publication schedule (monthly, bimonthly, quarterly). If periodical, a time span exceeding three months without publishing new articles online will be disadvantageous.

6. No article processing charges (APC)
The journal must not charge neither authors nor institutions for article assessment or processing.

7. XML JATS
The journal has its articles tagged 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 online). The journal must tag its contents as of 2018 in order to incorporate them to redalyc.org.

8. Identification information
The Journal must have and display its full name, ISSN (print and electronic), and its publishing institution.

9. Open Access policy
The journal must allow to read, download, copy, distribute, print, search or link its full text articles.

Highly valued and ideal criteria

1. Scientific Content.

1.1 Exogeneity of assessors / HVC
The participation of assessors who are external to the publishing institution must be clearly mentioned in the peer review process.

1.2 Originality / HVC
It must be clearly stated the requirement that for its publication any submitted article must be original and unprecedented, and it must not be simultaneously submitted in other journals or editorial organizations, must be clearly stated.

1.3 Exogeneity of the editorial board / HVC
At least 75% of the editorial board's members must be external to the publisher (HVC) *The criterion will not be assessed unless the journal provides the names of the publishing institution and country of the editorial board's members (acronyms are not permitted).
1.4 Assessment time / HVC
Information about the estimated time for assessment and publishing processes is stated and located in the author's guidelines and/or in its publishing policies.

1.5 Assessment form / HVC
It makes public and visible its assessment form (the one reviewers use).

1.6 Dates of the assessment process / HVC
In each article the reception and admission dates must be indicated – preferably in the first page. The times when the article was edited or corrected during the peer review process prior to its admission should be specified.

1.7 Instalments without scientific content / HVC
If the published instalments that don't contain scientific content or the republished documents replace regular issues, this is publication malpractice.

1.8 Rejection rate / AC
The journal makes the rejection rate of the year prior to its submission public and visible.

2 Periodicity

2.1 Specifies periodicity / HVC
In the home page of the journal's site, in the Table of Contents and in the "Current" and "Previous" or "Files" sections, the months that cover the publication term of the issues must be specified, as well as the month when each issue was published.

2.2 Publication date / AC
The journal specifies the day when its instalments are available online.

3 Open Access

3.1 Funding sources / HVC
Funding sources must be clearly indicated in the journal's home page.

3.2 License / HVC
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 (BY, NC). For more information visit https://wiki.creativecommons.org/. To protect the open access dissemination of contents and prevent profitable exploitation by third parties, it is suggested that 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 License per article / HVC
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. The reading formats must be included in its source code.

3.4 Exploitation rights / HVC
The journal provides the name of the patrimonial rights holder of the journal's contents (copyright).

3.5 Self-archive policy / HVC
The journal describes the moment (when the work is sent, accepted, published or after an embargo period) and the version (preprint without assessment and/or post-print publisher's version) it permits to self-archive published articles, in institutional or thematic repositories or personal websites.

4 Publishing management.

4.1 Contact details of the publishing institution / HVC
Specify in contact details: the contact's full name, the institution's or publishing organization's full name (without abbreviation), city and country of publication (without abbreviation), and (institutional) email.

4.2 Scope and Nature / HVC
The subject coverage (scope) must be clearly indicated, as well as the specific nature of the journal including: purpose, audience or community it addresses.
*If any piece of information is missing this criterion will not be considered fulfilled.

4.3 Specific subject / HVC
The journal has a specific subject (Scope).

4.4 Directories / HVC
The journal must have a complete directory containing identity of the responsible editor, directory of the editorial board, including each member's full name.

4.5 Letterhead / AC
Each article is identified with a letterhead containing bibliographic information in the first page and in the rest of the pages, which contains:
• Journal name or ISSN
• Volume and issue
• Term of the edition, including months and years
• Authors' names

4.6 Editorial board's affiliation / HVC
The institutional affiliation of the editorial board's members must be indicated, including countries (abbreviations or acronyms for institutions or countries are not permitted).

4.7 Table of Contents with translation / HVC
There must be a table of contents that provides the following: articles' full name in their original language and in a second language (preferably English), and at least the name of one author.

4.8 Authors' information / HVC
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. *If any piece of information is missing this requirement will not be fulfilled. The information included in other sections like "Our authors" or "About authors" will not be considered.

4.9 Articles per year / HVC
Publishing at least 16 articles per year is recommended. *Publishing a significant smaller number will be considered as publication malpractice.

4.10 Uniform publication / HVC
There must be uniformity on the issues regarding the number of published articles.

4.11 Distinction of current registrations / HVC
The journal must mention registrations and distinguish between: directories, databases and indices where is available. Additionally, each of these must contain a link that redirects to itself. *If the information expressed on the form turns out to not be true, this criterion will not be considered fulfilled.

4.12 Citation style / AC
The norms to elaborate references are included in detail as well as the citation style to be followed. Compliance to this will be verified in the published articles. *Citation styles recognized worldwide are recommended.
4.13 Abstract and Keywords / HVC
For each article, the journal must include abstract in the original language and in a second language (preferably English when it applies), keywords in the original language and in a second language (preferably English when it applies).
*If any piece of information is missing this requirement will not be considered fulfilled. The information included in other sections like "Abstracts" will not be considered.

4.14 Guidelines for authors in two languages / AC
Guidelines for authors in a second language –preferably English when this applies– are clearly visible in the journal’s website.

4.15 Code of Ethics / AC
The journal must specify whether it follows any ethical code and good scholarly editorial practices (e.g. COPE, CSE, CSIC, etc.) The journal should indicate the unacceptable practices and the consequences of infringing said code.

4.16 Detection of similarities (possible plagiarism) / AC
The journal must describe in detail the method or mention the software, if used, to detect similarities in the texts, that result in possible plagiarism. (CD).
*The results must be sent to the author with the proper sources and solicit his or her opinion before defining the act as plagiarism, and thus making the document not suitable for edition. If a software is used, the journal should not make any decision on the results obtained, only the editor.

4.17 Document’s digital preservation policy / HVC
The policies to preserve digital files must be described in detail.

5 Leveraging technology.
Independent electronic platform / HVC
The journal must have a landing page or Home independent to that of its institution. *Journals will be assessed only in their electronic platform. Print journals won't be assessed unless the editor justifies his or her petition.

*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 be 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 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.

5.2 Reading formats / HVC
The journal provides users more than one electronic format to read the published articles (PDF, RDF, ePUB, HTML, XML).
5.3 Use of an electronic manager / HVC
The journal uses an electronic editorial manager as a monitoring tool of the peer review process and not only as a platform for publishing. Redalyc recommends OJS 3.X.

5.4 Inclusion of interoperability protocols in OA / HVC
The journal has interoperability protocols (OAI-PMH: Open Archives Initiative-Protocol for Metadata Harvesting).

5.5 Search engine / HVC  
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.

5.6 Individual download of contents / HVC
The journal's website allows the download of individual articles.

5.7 Collection's uniformity / HVC
All of the journal's digital issues must be available in one single website.

5.8 Author identifiers (ID) / HVC
The journal requires authors to provide their Redalyc and/or ORCID identifiers.

5.9 Digital resources identifier / HVC
All articles must have a digital object identifier (DOI, Handle, etc.).

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

5.11 Web experience / HVC
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 specialized websites (Google Scholar, Mendeley, Academia.edu, Research Gate, etc.).

5.12 User interaction / HVC
The journal must encourage the use of interactive technologies such as blogs and forums in order to have a bilateral participation with users.
5.13 Statistics / HVC
The journal must contain a section for updated statistics whether coming from its website or obtaining them from third parties.