redalyc.org UAEM

Sistema de Información Científica Redalyc. Red de Revistas Científicas
Acceso Abierto sin fines de lucro propiedad de la academia.

Submission Process

The open publishing model

Redalyc's goal is to strengthen the non-profit publishing model to preserve the open and scholarly nature of scientific communication. The journals that find their space of action and growth in this model share the following:

1. They adhered themselves to a non-APC Open Access communication model. (Article Processing Charge).
2. Their contents are academic and peer reviewed.
3. They're committed to shift to digital publishing (tagging of scientific content in Marcalyc, supplied with material for that purpose and constant training)., or submission of contents in XML JATS).
4. The vision of overcoming the current assessment of science based on metrics such as the Impact Factor, and promoting the inclusion of local science and linguistic diversity for common good.

Redalyc and AmeliCA take concerted action to offer an infrastructure of knowledge and technology sustaining Open Access free of charge at a global scale for scientific journals. AmeliCA is a cooperatively supported communication platform for journals in consolidation. For its part, Redalyc is an indexing system that integrates consolidated journals with certified editorial and scientific quality.

In line with Redalyc and AmeliCA's alliance, journals indexed in Redalyc will enjoy visibility and automatic participation in AmeliCA's projects (visible at a metadata level in AmeliCA's Books and Journals Portal, and information in AURA).

Benefits of being a Journal indexed in Redalyc

- The visibility and impact of your journals is maximized.
- Your content is made visible by distributing metadata to multiple platforms such as DOAJ, JournalTOCS, and also to libraries, content aggregators and both specialized and general search engines.
- The migration to digital publishing using the XML format compliant with international standard JATS, a format for scientific articles that ensures preservation and optimizes the recognition of meta tags at an article level, improves online visibility and the reading experience in different devices. You also get enriched reading formats of scientific articles (PDF, EPUB, HTML, intelligent and mobile viewers).
- You can use the XML JATS Tagging tool: Marcalyc.
- Article downloads are increased.

redalyc.org UAEM

Sistema de Información Científica Redalyc. Red de Revistas Científicas
Acceso Abierto sin fines de lucro propiedad de la academia.

- You get bibliometric indicators of production, collaboration and use.
- You get a Feed RSS for content dissemination.
- You take advantage of the interoperability offered by OAI-PMH.

Evaluation Process

- Submission.
- Evaluation by the Editorial Quality Department.
- Evaluation by Redalyc's Steering Committee.
- Approval of the evaluation results by the Scientific Advisory Committee.

For a successful submission process, journals shall observe the following:

1. Send the signed Goodwill Agreement (agreement for journals or institutions).
2. Send the filled-out admission form.
3. Fill in the evaluation form.
4. Send the publishing institution's and journal's logos (72 dpi, supported size 300x90 pixels, JPG format)
5. Send the journal's collaboration norms in a Word or HTML file.
6. Send the journal's complete directory in a Word or HTML file.

Only applications whose documentation meets all the mandatory requirements will be processed.

Once Redalyc has the complete registration for submission, Redalyc will acknowledge receipt of such to the editor, the journal will be given a file number and the Editorial Quality Department will start the evaluation process. Before submitting the journal, the editor should self-assess the editorial features of his or her journal and thus make the necessary amendments before submitting it. For this, he or she may find the section Evaluation Criteria helpful.

Journals must verify that their links work properly. It is not uncommon to find journals' websites with broken links or servers that do not respond when looking for information. Besides delaying the evaluation process, this results in low-scoring evaluations. And this is not attributed to the journals' editorial quality but to technical issues that could be easily fixed by the web administrator. If during the evaluation process such issues are detected, the process will be postponed, and the editor will be informed about it.

Please, email us your documents, doubts and comments to **evaluacion@redalyc.org**

Evaluation by the Editorial Quality Department

The team will first verify that your journal meets the Basic Criteria for Admission (BCA). If the journal does not meet any of these criteria the

Edificio Redalyc
Cerro de Coatepec s/n Ciudad Universitaria. Toluca, Edo. de México
Tel (722) 2158370 Ext. 102
www.redalyc.org
redalyc@redalyc.com

evaluation process will be suspended resulting in one out of these two, 'Subject to recommendations' or 'Rejected.' in the first case, the journal should inform via email the amendments made concerning the criteria that it did not meet in the first evaluation process. If the journal is given the latter, the journal may start the submission process after six months or after the publication of two ordinary issues, the journal, then, will have to fill in the submission form again.

If the journal meets all BCA, then the team will verify that the Highly Valued Criteria (HVC) are met in the editorial processes and its use of technologies that provide visibility and allow access to the international conversation. After that, compliance with the Advisable Criteria (AC) will be checked. These criteria give the journal more legibility, identity, and interaction with users.

Once compliance with Redalyc's criteria is checked and the journal is completely reviewed, that is, the features that strengthen it and the areas of opportunity that it has, the Evaluation and Communication with Editors Department will send the Evaluation Results to all journals, to the Documentation and Content Committee and to Redalyc's Steering Committee.

Evaluation by Redalyc's Steering Committee.

When journals are compliant with the BCA and considerably fulfill the HVC and the AC, the Evaluation Results are then sended to the Redalyc's Steering Committee for examination. Based on the results of the evaluation carried out by the Editorial Quality Department, a qualitative review is made of the proposed publications considering the distinctive features of their field, their dynamic, reality, and challenges.

Confirmation by the Scientific Advisory Committee.

Following the Steering Committee's evaluation, a report with the results is drawn up and sent to the Scientific Advisory Committee, and upon their approval, the submitted journals will be incorporated.

Members of the Committee may request additional information and suggest reconsiderations. Upon the members approval, the editors will be informed about the results and the inclusion process of the journals to the Scientific Information System will start.

The editor should bear in mind that the term between the internal evaluation process and the confirmation by the Scientific Advisory Committee is roughly between four and six months.

Only journals that had sent XML JATS or had tagged at least one issue with the Marcalyc tool will be considered for confirmation.

Transparency (applicable for results of new and reevaluated journals).

The results from the evaluation and reevaluation process will be published and may be accessed in each journal's home page in Redalyc.org

In addition, editors will be sent an email with recommendations resulting from this process.

Not only does this dynamic bring transparency to the evaluation and reevaluation process of **Redalyc.org** journals but also will contribute to the editorial scientific consolidation of the region.