



Digital OA Journal Publishing Professionalization Checklist

Are you wondering where your open access journals are in the spectrum of digital publishing professionalization?

In this checklist from [How to publish low-cost, high-quality open access journals online](#) we break out the main areas all journal publishers should be focused on: article production, website hosting and design, archiving, and indexing.

Article production

- Establish an article production process that prioritizes digital formats first, and then PDF production (i.e. first produce XML and HTML and then PDFs)
- Produce articles in human and machine-readable formats
 - PDF
 - HTML
 - Machine-readable XML (either front-matter or full-text article files)
- Produce XML article files that conform to the JATS standard (*stretch goal*)
- Have (at minimum) basic metadata for all articles, including:
 - Journal title
 - Journal ISSN
 - Publisher name
 - Article title
 - Publication date
 - Publication volume and/or issue (if applicable)
 - Authors' names
 - Article abstract
 - Copyright statement
 - Article DOI or internal ID

Web hosting and design

- Each journal has its own digital presence (a website, or at least an individual homepage)
- All journal website pages are mobile-friendly
- All articles are mobile-friendly (i.e. responsive HTML that can be read on a phone)
- Journal websites are designed to help readers browse/engage with content:
 - Sitewide search functionality
 - Article categories that group related content
 - New articles are showcased on journal homepages
- Journal websites are GDPR compliant and follow security standards (e.g. HTTPS)
- Journal websites meet Google Scholar indexing requirements (*Learn about the Google Scholar requirements [here](#)*)
- Journal websites make it easy for authors to find manuscript submission guidelines and how to submit to the journal
- Journal websites include publication policies, including any fees (e.g. submission fees, article processing charges, etc.)

Archiving

- Establish a plan for archiving your journal articles in an institutional or public repository and/or dark archive:
 - Make sure articles meet deposit formatting requirements for each archive
 - Regularly deposit articles via bulk uploads or API integration
 - Have plan to use Portico, LOCKSS/CLOCKSS, or a similar service in place
- Register your journal archiving policies in [SHERPA RoMEO](#)
- Include an overview of archiving policies on all journal websites

Indexing

- ❑ Ensure your journals meet basic editorial and publishing requirements for indexing:
 - ❑ Outline journal peer review processes and make descriptions publicly available
 - ❑ Establish publishing schedule (*must be able to show publishing regularity whether rolling or issue-based*)
 - ❑ Have a publicly available publication ethics statement
 - ❑ Have accessible copyright policies on your journal websites and article pages
- ❑ Make list of indexes to apply to—both leading discipline-specific and general ones
- ❑ Apply to chosen indexes (*as soon as your journals are eligible*)
- ❑ Establish article deposit plans for all indexes via bulk uploads or API integration
- ❑ Examples of top general indexes to pursue:
 - ❑ Academic Search (EBSCO)
 - ❑ Directory of Open Access Journals (DOAJ)
 - ❑ JSTOR
 - ❑ Proquest
 - ❑ SciELO
 - ❑ ScienceOpen
 - ❑ Scopus
 - ❑ Web of Science
 - ❑ WorldCat
- ❑ Confirm journal articles are appearing in each index (*review this annually*)