

EDITORIAL QUALITY

in Diamond Open Access publishing

Ensuring clarity and transparency in editorial information is crucial for building trust among authors, readers, and other users.

IPs must provide well-structured and accessible details about their mission, policies, and procedures, enabling users to identify relevant publications and understand how they operate.

Here are seven key elements every IP website should display to ensure transparency and accessibility.

#1

Mission and scope

- Outline the publication's aims, scope, and target audience.
- State the frequency of publication and ensure publication dates reflect when content is available online.

Open Access Policy

- Declare that the journal is Diamond Open Access (no mandatory fees for authors).
- If Voluntary Author Contributions (VAC) is an option, it must be clear that there is no obligation to do so.

#2

Author Guidelines

- Provide clear guidelines on the submission process, including the languages in which manuscripts can be submitted, article types accepted, and any formatting requirements, stylesheets or templates to be used.

#3

Evaluation Process

- Describe the peer-review procedure, including:
 - Timeframe and stages of review
 - Who is involved at what stage of the process
 - How decisions are made and by whom.

#4

Editorial Policies

- Clearly outline policies on:
 - Authorship and contributorship.
 - Handling complaints, appeals, conflicts of interest.
 - Allegations of research misconduct.
- Follow industry standards (e.g., COPE guidelines).

#5

Additional Policies

- Address key issues like:
 - Text and data mining permissions.
 - Open repositories and content sharing.
 - Archiving and preservation of published content.
- Explain how publishing infrastructure is maintained, backed up, and protected.

#6

Tips

- Information should be written clearly and be jargon free
- Details of all policies and procedures should be fully described and transparent
- Information should be easy to find by including it in relevant menus and cross linking between sections
- Getting external help reviewing a website can be useful and help identify areas where transparency could be improved