MULTILINGUALISM
in Diamond Open Access publishing

DOING | **TO DO**

This checklist offers actionable steps (from least to most resource-intensive) to improve accessibility and inclusivity through multilingualism. You can track your progress with the checkboxes, and adjust each suggestion to best fit your specific situation.

EASY

- ☐ ☐ Our policy states that we accept submissions and make content decisions without regard to the author's language background.

- ☐ ☐ Peer review feedback forms include a statement that linguistic quality alone is not a sufficient reason for rejecting a submission.

- ☐ ☐ Authors are required to report the language sensitivity of their research data.

- ☐ ☐ Authors are provided with contact details for affordable, reputable editing and translation services with whom our organisation can work effectively.

- ☐ ☐ We raise awareness about unconscious linguistic bias and provide resources to authors, reviewers, editors, and staff to minimise their own.

- ☐ ☐ Clear writing and translation-friendly style are promoted, and resources for developing such content are provided to authors for abstracts and articles.

- ☐ ☐ Our website, guidelines, policies, and other communications are written in a translation-friendly style. Future communications will also follow this style.

- ☐ ☐ Linguistic citation diversity is promoted (i.e., citing work in other languages), and guidelines are provided to authors.

- ☐ ☐ Authors must submit a linguistic citation diversity statement with their manuscript.

- ☐ ☐ Linguistic citation diversity is evaluated during peer review.

- ☐ ☐ An automatic translation tool is integrated into our website (e.g. via a translation widget) , with appropriate caveats.

MODERATE

- ☐ ☐ We request and publish plain language and translation-friendly summaries alongside abstracts, both online and/or in articles.

- ☐ ☐ Abstracts are published in at least two languages.

- ☐ ☐ We provide clear, accessible, and permissive guidelines to publish the same or similar works in other languages (with due acknowledgement).

- ☐ ☐ We set and monitor goals for diverse linguistic representation among our editorial board and peer reviewers.

- ☐ ☐ Translator contributions are explicitly recognised for their work (e.g. with a by-line field under the author's name, or a certificate as for peer reviewers).

- ☐ ☐ Peer review training and guidelines are offered in multiple languages

LONG-TERM

- ☐ ☐ Abstracts and full texts are published in two or more languages, in the same or separate documents, if the authors provide the translations.

- ☐ ☐ We track and publicly share the number/proportion of multilingual abstracts and full texts.

- ☐ ☐ To facilitate machine translation, we publish content in machine-translation-friendly formats like HTML (instead of only in PDF).

- ☐ ☐ Our website, policies, guidelines, and calls for papers are available in at least two languages, ensuring consistent information across all versions.

- ☐ ☐ English metadata is provided for non-English content.

- ☐ ☐ We subsidise or fully support professional translation and language-check services for authors.