

EDITORIAL MANAGEMENT

in Diamond Open Access publishing

Finding trustworthy sources among the growing number of scholarly journals can be a challenge.

Publishers need to provide clear and transparent information to authors and readers, so they can identify relevant journals and easily view their editorial policies and procedures.

Here are six essential elements to display on your website and/or the journal's website.



01. Clear aims and scope

- Journals need a clear definition of its objectives and subject coverage, and the reason for its existence.
- This guides the editorial team, informs potential readers and contributors, and enhances discoverability through search engines.
- It should be regularly reviewed and updated to ensure relevance.

02. Publishing schedule

- Journals must adhere to a realistic publishing schedule, whether traditional issue-based or continuous.
- Indexing services may not consider a journal for inclusion if it is not publishing on time.



03. Editorial team

- Roles and responsibilities of editors, editorial board and staff should be clearly defined.
- Editor-in-Chief and editorial board are usually recognized experts who guide the journal's strategy and provide subject expertise.
- Consider including a diverse range of editors to act as ambassadors and reflect the journal's quality.
- Names and affiliations of editorial board members should be publicly available.



04. Clear author guidelines

- These guidelines should outline criteria for articles (types allowed, submission and layout instructions, any journal-specifics) as well as policies on open access licensing, copyright, author fees, and publication ethics (also applicable to book publishing).



05. Data protection

- Adhering to data protection regulations like GDPR is essential for both journals and book publishers.
- GDPR aims to ensure transparency and inform EU users, workers, team members, about how your organisation uses, stores, and processes their personal data.
- + Privacy notice to outlines how your organisation processes personal data.



06. Digital preservation plan

- A preservation strategy is strongly recommended to safeguard content against loss or disruptions.
- Affordable solutions are available to ensure long-term preservation of journal and book content.



How to write a GDPR PRIVACY NOTICE in Diamond Open Access publishing



Do you handle EU residents' data ?

If so, GDPR applies to you.

You need a clear privacy notice explaining how you process and protect their data. Here's how.

#1 Make it easy to read and understand

Articles 12, 13, and 14 of the GDPR provide guidance on creating these notices, emphasising clarity and accessibility.

Privacy notices should be in plain language, delivered promptly, and provided free of charge.

- Avoid vague qualifiers : *may, might, sometimes, often* → *will, always*.
- Provide clear, specific explanations : *We will retain your personal details* → *We will retain your name, email address and institution name*.
- Write in active tense with well-structured sentences.
- Use a spelling and grammar checker to keep sentences short and clear.

#2 Provide every information required

- The organisation's identity, contact details, and those of its data.
- Protection Officer, if there is one, or the individual responsible for monitoring and implementing the guidelines of the GDPR).
- Purpose and legal basis for data processing.
- Legitimate interests of the organisation or third party.
- Recipients or categories of recipients.
- Details of any data transfers to third countries.
- Retention period or criteria for determining it.
- Details of the data subject's rights.
- Right to withdraw consent .
- Right to lodge a complaint with a supervisory authority.
- Automated decision-making systems, including profiling.
- *If data is collected directly from individuals* : Whether the provision of personal data is part of a statutory or contractual requirement or obligation and the possible consequences of failing to provide the personal data.
- *If data is collected via another organisation or service* : The categories of personal data obtained.

#3 Share it

- **On your website** under the title "Privacy Policy" with a direct link from each page.
- **Orally upon request** via the Data Protection Officer.

More info

Best practices

- The EU website for GDPR offers a section on best practices for writing a compliant privacy notice, including a template.
<https://gdpr.eu/privacy-notice/>,

References

- European Commission. General Data protection Regulation.
<https://gdpr.eu/tag/gdpr/>
- European Commission. Writing a GDPR-compliant privacy notice, template included. <https://gdpr.eu/privacy-notice/>