



Scientific Electronic Library Online

Criteria, policy and procedures for admission
and permanence of scientific journals in the
SciELO Brazil Collection

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1. Introduction

This document describes the criteria, policy, and procedures for evaluating scientific journals in order to guide their admission and permanence in the SciELO Brazil Collection. It is defined and adopted by the SciELO Program for journals in Brazil and serves as a reference document for the evaluation of journals in the other national and thematic collections of the SciELO Network. The document is generally referred to as SciELO Criteria and specifically as SciELO Brazil Criteria.

The purpose of this evaluation is to monitor, promote and strengthen the development of scientific, cultural, social, economic, and technical quality and relevance of the SciELO Brazil Collection of journals published in Brazil and its alignment with the open science modus operandi and, thus, contribute to the sustainable increase of the visibility and impact of the collection as a whole, of the thematic areas and, individually, of the journals it indexes and publishes. The assessment is convergent with national research advancement policies, the conditions and priorities of the research communities and international standards for indexing, publishing, interoperability and evaluating the performance of quality journals. Evaluation is considered essential to promote and strengthen the correlation between the quality and relevance of journals and the research they communicate. The capabilities of doing quality research and publishing quality journals complement each other.

The criteria for evaluating journals to determine on their indexing and permanence in the SciELO Collection, as well as the policy and procedures for their fulfillment, were originally discussed in the “Seminar on Evaluation Criteria and Selection of Scientific Journals”, held in April 1999 at the São Paulo State Research Foundation (FAPESP)⁷ and approved for adoption in the SciELO Project. Since then, the document has been updated periodically in order to follow the evolution of scholarly communication and development priorities of the SciELO Program and the Collections of the SciELO Network⁷. This version aligns the Criteria with SciELO's status as an open science program, which operates Collections of different research communication objects, originating from open science practices. Thus, the SciELO Brazil Collection of journals is accompanied by the SciELO Preprints Collections⁷, SciELO Data⁷ and SciELO Books⁷. Each of these Collections of research communication objects has its own indexing and operation criteria. In this context, the SciELO Brazil Criteria applied to the Journal Collection are updated to promote and ensure interoperability between articles and preprints, when applicable, between preprints, articles and data and other content underlying the texts and data that inform the peer review of the articles approved.

The document is referred to as SciELO Brazil Criteria considering that the defined criteria, the policy and procedures for its application are, in parallel to the adoption of international scholarly communication standards, contextualized with the conditions and characteristics of the national system of science, technology and innovation of Brazil, the Brazilian scholarly communication and the national agenda for the adoption of priority lines of action of the SciELO/FAPESP Program in favor of professionalization, internationalization and operational and financial sustainability of the journals that it indexes and publishes in the open science modus operandi.

2. The SciELO Brazil Criteria in the context of the SciELO Program

The SciELO Brazil Criteria for evaluating journals are defined in the context of the objectives, functions and principles of the SciELO Program of the São Paulo State Research Foundation (FAPESP),

which is supported by the e Coordination for the Improvement of Higher Education Personnel (CAPES), the National Council for Scientific and Technological Development (CNPq)⁷ and the Brazilian Association of Scientific Editors (ABEC Brazil)⁷.

SciELO is a research infrastructure support program with the general objective of contributing to the development of communication capabilities for open science research, according to the state of the art, with a focus on quality journals whose articles are related to possible previous versions in preprints, with research data (data files, computer programs, and other contents underlying the texts) and whose evaluation process is informed. The specific and permanent objective is to contribute to maximizing the quality, visibility, and impact of research and its communication, cooperation between researchers, reproduction, replication, reuse, and digital preservation of research data and return on research investments. To this end, SciELO operates web libraries of research communication objects, such as Collections of journals and their articles, preprints, research data, books and book chapters, through a methodological and technological platform called the SciELO Publication Model. The communication objects and the operating platform follow and implement the SciELO Criteria.

By promoting the relevance of Brazil's journals, their inclusion in the global flow of scholarly communication, their thematic diversity, multilingualism, scope, and convergence of research objects of local and global interest, development of disciplines, thematic areas, schools and communities of researchers, SciELO positions itself as an instance of scientific, cultural, social, and economic promotion of science.

Internationally, SciELO is developed as an international technical cooperation program to foster national policies to support scholarly communication carried out by nationally edited journals. International cooperation is carried out through the SciELO⁷ Network of national and thematic Collections of quality open access journals operated by the same SciELO Publication Model.

SciELO actively participates in the national and global flow of scientific information. It systematically seeks alignment with the state of the art of scholarly communication, based on national policies, programs, conditions and priorities,

- promote the visibility of research through indexes and repositories of journals, articles, data and researchers, with emphasis on Crossref⁷, Dimensions⁷, Directory of Open Access Journals (DOAJ)⁷, Google Scholar⁷, LARreferencia⁷, Plataforma Lattes⁷, ORCID iD⁷, Scimago⁷, Scopus⁷, and Web of Science⁷; and
- participate in scholarly communication instances, with emphasis on the Brazilian Association of Scientific Editors (ABEC)⁷, the Cariniana network of digital preservation⁷, a Coalition for Diversity & Inclusion in Scholarly Communication (C4DISC)⁷, o Committee on Publication Ethics (COPE)⁷, Crossref⁷ that attributes DOI and operates essential interoperability services, the Directory of Open Access Journals (DOAJ)⁷ that qualifies open access journals, the NISO Journal Article Tag Suite (JATS)⁷ Standing Committee, that assists the development of JATS, which is the rule that governs the SciELO Publishing Schema⁷ in XML markup of the

articles, and the Open Access Scholarly Publishing Association (OASPA)⁷ which brings together open access publishers.

2.1. Principles of the SciELO Program – as an Open Science instance and a global public good

Operated as a global public good in the exercise of bibliographic and bibliometric indexing functions, publication, storage, and digital preservation of full-text articles and digital archives of other research communication objects, interoperability, and dissemination of journals of increasing quality and research that communicate in line with the state of the art of scholarly communication, the SciELO Program, as an open science instance, is governed by six principles:

1. concept of scientific knowledge as a national and global public good;
2. networking at all levels as a means of maximizing scalability in terms of cost-effectiveness in adopting the state of the art in scientific publishing, cooperation and management of asymmetries between Collections, subject areas and journals;
3. quality control, scientific and ethical rigor, compliance with standards and good editorial practices throughout the flow of scholarly communication;
4. Promotion of internal program innovations and alignment with mainstream scholarly communication innovations;
5. promotion of the FAIR Principles (Findable, Accessible, Interoperable, and Reusable) in all Collections; and
6. Promotion of the DEIA Principles (Diversity, Equity, Inclusion, and Accessibility) throughout the flow of scholarly communication.

The FAIR and DEIA principles are formalized from this edition of the SciELO Criteria.

According to these six principles, the evaluation of journals is conducted by the SciELO Brazil Collection as an integral part of the bibliodiversity and dynamics that characterize the set of scientific output in Brazil that is communicated in journals published abroad and in Brazil, on platforms of articles of continuous publishing that operate as journals and progressively with the deposit of manuscripts on preprint servers prior to submission for journal evaluation and alignment with open science practices of referencing and availability of research data and openness in the peer review process of manuscripts.

The journals in the SciELO Brazil Collection are owned by scientific societies, professional associations, thematic research groups or networks, universities and other research and development institutions, which are scientifically and legally responsible for their publication, policies, priorities, editorial management, and participation in the SciELO Brazil Collection.

Historically, research reported by Brazilian journals in all thematic areas is predominantly of national authorship, but the number of articles by authors affiliated abroad with high variability among thematic areas is increasing. In terms of multilingualism, there is a continuous adjustment in the distribution of articles in Portuguese and English, according to thematic areas, in an attempt to maximize the national and global visibility of research.

Under these conditions, quality journals in Brazil report a significant proportion of the national scientific output indexed internationally, in addition to a good part in journals not indexed due to different biases, limitations, or restrictions of the indexes. These journals communicate basic and

applied research whose results are part of the global flows and bases of information and scientific knowledge. However, SciELO considers the communication of research on issues of national interest as a distinguishing feature of most Brazilian journals, in the whole of Brazilian scientific output, which, in addition to promoting scientific progress, are essential to inform public policies, continuous education of professionals, education curricula, and cultural, social, and economic development. By extending the evaluation criteria beyond the scientific impact to the cultural, social, and economic contributions of journals, SciELO contributes to the promotion of the social function of science.

2.2. The objectives of the SciELO Brazil Criteria

The SciELO Brazil Criteria have the general objective of guiding the development of the SciELO Brazil Collection of quality journals in open science modus operandi and serving as a reference for the development of the other Journal Collections of the SciELO Network⁷. Its specific objectives are:

- a. Guide the development of the SciELO Brazil Collection in the open science modus operandi;
- b. Guide for the evaluation of the performance of journals for admission into the SciELO Brazil Collection;
- c. Guide the systematic evaluation of the performance, availability, influence, and impact of the Collection as a whole, of the thematic areas and specifically of the journals to contribute to their improvement and permanence in the SciELO Brazil Collection;
- d. Contribute to a sustainable increase in the quality, use, impact, and scientific, cultural, social, and economic relevance of indexed journals, subject areas, and the Collection as a whole;
- e. Contribute to strengthening the professionalization, internationalization, operational, and financial sustainability of journals;
- f. Contribute to the advancement of diversity, equity, inclusion, and accessibility in research and its communication;
- g. Serve as a reference for the performance of other national and thematic collections of the SciELO Network, as well as journals and journal portals outside the SciELO Network;
- h. Contribute to the development of public and institutional policies for scholarly communication, as well as the strengthening of communication capacities and infrastructures in Brazil's research and education systems and their international insertion;
- i. Ensure the digital preservation of journals to ensure their future use and comply with the criteria of international indexes; and
- j. Keep the SciELO Brazil Criteria updated according to the advances of the SciELO Program.

2.3. SciELO Brazil Criteria and the Open Science modus operandi

As of 2020, the SciELO Brazil Criteria began to promote and progressively demand compliance with good practices of open science communication in the policies, management, and editorial operation of journals. By the end of 2023, the open science modus operandi should be adopted throughout the Collection.

Open science is projected as the new modus operandi of doing and communicating research with an emphasis on the transparency of processes and sharing of open access content in favor of methodological rigor and cooperation between researchers. The advancement of open science depends on the proactive action of all actors and instances of scientific research, among which journals, their editors and reviewers stand out. SciELO is a world pioneer in the adoption of gold open access journal publishing. Making articles available on the web in open access is one of the main practices of open science. Since 2018, SciELO has been promoting, together with journals and

the scientific community, the adoption of open science practices in four dimensions of scholarly communication, in order to ensure that the quality journals it indexes follow the state of the art in scholarly communication.

The first-dimension deals with the harmonization of the adoption of open access among all journals, with regard to the adoption of the CC-BY license for all articles and the retention by authors of copyright (copyright), which should occur from January 2023.

The second-dimension deals with the inclusion of the modality of preprint and continuous publication in the scholarly communication flow of SciELO, carried out by Brazilian journals, in convergence with quality journals from abroad. A preprint is defined as a manuscript ready for submission to a journal and which is deposited on trusted preprint servers, before or in parallel with submission to a journal. Continuous publication takes place as soon as the article is approved and edited. Both modalities are formal mechanisms to accelerate the communication of research. The preprints share with the journals the originality in the publication of the articles and inhibit the use of the double-blind procedure in the evaluation of the manuscripts. The use of preprints is an option and choice of the authors, and it is up to the journals to adapt their policies to accept the submission of manuscripts previously deposited in a preprint server recognized by the journal. On the other hand, journals can deposit articles already approved in the process of editing the final version on the preprint's server. The SciELO Program operates SciELO Preprints⁷ as a web library of preprints that follows the international standards of reliable preprint servers and, therefore, can be recognized by all journals. The SciELO Criteria require journals to adopt continuous publication and accept manuscripts already available on preprint servers for evaluation.

The third-dimension deals with the sharing of data, codes, methods, and other materials used and resulting from research that are usually underlying the texts of articles published by journals. These contents are generically identified as "research data". This sharing is the responsibility of the researchers involved in the research and they must inform the journal when submitting the manuscript. It is up to journals, firstly, as an editorial policy and instructions to authors, to promote and then demand that the underlying content of the articles be duly cited and referenced. As an open science practice, journals may require that, except in justified cases, this content in the form of files be made available in open access in trusted data repositories. The SciELO Program operates the SciELO Data repository⁷, which allows each journal to operate its own data server in accordance with international standards for data repositories and which can therefore be used by all journals. The SciELO Criteria indicate that all manuscripts must be accompanied by a declaration section on the availability of research data, which will be published in the final version of the article.

The fourth-dimension deals with the peer review process of manuscripts, which should be as informed as possible. The articles must contain in the final version the name of the publisher(s) responsible for the evaluation process. Journals should also offer reviewers and authors the option of opening their respective identities in order to favor interaction in the manuscript evaluation process. The SciELO Publication Model allows the publication of opinions as annotations of articles published online or as a separate document, when they receive similar treatment to research articles.

Journals indexed in the SciELO Brazil Collection are called upon to promote the alignment of editorial policy and management with science practices in order to fully operate in the new *modus operandi* by the end of 2023. Journals that apply for admission to the Collection must have their policies and

editorial management aligned with open science as pre-assessment criteria. Are expected to fully operate in open science by the end of 2023.

The procedure for applying the SciELO Criteria will verify four questions: the journal expresses in its editorial policy the alignment with open science; informs that it accepts to evaluate manuscripts deposited on known preprint servers; requires citation, referencing and declaration of research data; and promotes informed peer review.

2.4. SciELO Brazil criteria – evaluation of thematic areas

Since 2015, in addition to the individual performance of journals, the SciELO Brazil Criteria have also started to guide the evaluation of performance by sets of journals according to thematic areas and the Collection as a whole. The performance of the Collection is a determinant of the evolution of its general composition and by thematic areas. To this end, the criteria indicators are specified in terms of minimum expected and recommended values for the major areas of knowledge and for the Collection as a whole. These values are periodically adjusted as the collection develops.

Thus, the minimum values expected and recommended must be followed by the set of journals in each thematic area and the Collection as a condition for the admission of new journals. This approach makes applying to the criteria more flexible to individual journals. However, most journals should progressively comply with the recommended values for their subject area.

3. The Advisory Committee of the SciELO Brazil Collection

The Advisory Committee aims to assist the development of the SciELO Brazil Collection (hereinafter also referred to simply as the Collection) in accordance with the objectives of the SciELO Program and the SciELO Brazil Criteria. Thus, based on this document, the members of the Advisory Committee are responsible for analyzing, discussing, and proposing recommendations in the following thematic areas and lines of action:

- a. Improvement of the scientific character, performance, influence and scientific, cultural, social, technological and economic impact of the Journal Collection as a whole, sets of journals in thematic areas, individual journals and the research they communicate;
- b. Inclusion of new journals in the Collection;
- c. Exclusion of journals from the Collection;
- d. Periodic evaluation of the performance of the Collection as a whole and of the journals individually, proposing recommendations for their improvement;
- e. Update of the SciELO Brazil Evaluation Criteria for admission and permanence of journals in the Collection in accordance with the objectives of the SciELO Program and the state of the art in scholarly communication; and
- f. Definition and improvement of the functioning of the Committee, in order to efficiently fulfill the previous objectives.

The Advisory Committee operates within the scope of the SciELO/FAPESP Program and the SciELO Brazil Collection and is made up of editor-scientists representing the set of editors of SciELO Brazil journals, according to the main areas of knowledge and by representatives of SciELO sponsoring

institutions, which are currently FAPESP, CAPES and CNPq, and ABEC Brazil. The Committee has the following composition:

- a. Six Editors-in-Chief of journals from the Collection, representing their peer editors-in-chief of journals in the fields of Agricultural, Biological, Physical Sciences (comprising Engineering and Exact Sciences and Earth), Humanities (including Applied Social Sciences), Linguistics, Letters and Arts and Health, elected from among the editors-in-chief of journals in their respective areas, indexed in the SciELO Brazil Collection, with a two-year term, being allowed only one reappointment;
- b. Representative of the Brazilian Association of Scientific Editors (ABEC Brazil);
- c. Representative of the National Council for Scientific and Technological Development (CNPq);
- d. Representative of the e Coordination for the Improvement of Higher Education Personnel (CAPES);
- e. Scientific Director of the SciELO Program as main researcher of CNPq's grant to SciELO;
- f. Director of the SciELO/FAPESP Program or his representative, who acts as Coordinator of the Advisory Committee.

Each of the representations above must have a member and a deputy.

The Committee should meet at least three times a year and may also rely on the participation of consultants and specialists in its meetings and activities to meet specific purposes, when necessary. The committee may also recommend the formation of temporary technical groups to analyze thematic areas and specific demands. In any case, the committee is always responsible for decisions about including and excluding journals.

The Coordination of the SciELO Collection is responsible for providing the technical secretariat functions to support the operation of the Advisory Committee.

4. Scope of the SciELO Brazil Collection

The SciELO Brazil Collection is an indexer and publisher of quality journals from Brazil in open science *modus operandi*. To this end, it indexes, preserves, makes available, interoperates, and disseminates online in gold open access, with a CC-BY⁷ license, full texts of scientific journals of Brazil from all areas of knowledge, which predominantly communicate research articles original scientific research, from authors with affiliation in Brazil or abroad, use informed procedures of peer review of manuscripts they receive or order, cite, reference and inform the availability of research data and that show increasing performance in the indicators of compliance with the criteria of indexing. The Collection is an integral part and promoter of the SciELO Network⁷ of national and thematic collections of journals and is proactively positioned in the global flow of scientific information and scholarly communication.

The Collection privileges the admission and permanence of journals with sustainable operation that rely on a proprietary instance or one that is responsible for their publication, with an editorial policy and instructions to authors that are up-to-date and aligned with open science communication practices, with an identified editorial board, progressively internationalized and representative of the journal's area and with documented management and operation and supported by an updated Editorial Development Plan (EDP) oriented to strengthening professionalization, internationalization, and operational and financial sustainability.

The Collection of volumes of each journal in the SciELO Brazil Collection must start from its approval for admission to the Collection, with retrospective volumes being gradually added up to two previous years or from the first volume for journals created in the last two years. However, journals are free to request the publication of volumes from previous years, as long as they comply with the types and structure of documents indexed by the Collection (see 5.2.3).

All journals are positioned as of international scope in terms of their presence in the global flow of scientific information and communication of original research from authors affiliated in Brazil or abroad. Journal texts can be written in any language, preferably in English and/or Portuguese. The multilingualism option must be documented in the instructions to authors. However, the metadata, including the title, abstract and keywords, must always have an English version.

For indexing and publication in SciELO, paper publication is not necessary. In fact, paper publishing limits the use of the advantages of digital publishing on the web, such as continuous publishing, for example.

5. SciELO Brazil criteria for admission and permanence of journals

5.1. Criteria for automatic admission throughout 1999, 2000 e 2001

This section is kept for the sake of historical record due to the initial collection was selected based on the fulfillment of predefined conditions.

The SciELO Brazil Criteria for admission of new journal titles considered, until 2001, the evaluations to which these journals were previously submitted, including their participation in selected international indexes, the FAPESP evaluation, from 1997, and the CNPq evaluation/Financier of Studies and Projects (FINEP), also from 1997.

Thus, from 1997 to the year 2001:

- A journal would automatically be eligible for admission if it was indexed in one of the selected indexes or if it had obtained high scores in FAPESP and CNPq/FINEP assessments;
- Journals from Brazil indexed in the following international indexes were automatically enabled for their first admission to the SciELO Brazil Collection:
 - Journal Citation Reports of the then Institute of Scientific Information (ISI)
 - MEDLINE/Index Medicus of the US National Library of Medicine (NLM)
 - PsycInfo of the American Psychological Association (APA)
- Journals from Brazil evaluated by FAPESP, which obtained priority content classification and performance classified as “very good” and “good”, were automatically qualified for their first admission to the SciELO Brazil Collection;
- Journals from Brazil classified as Group A by the CNPq/FINEP Scientific Publications Support Program were automatically indexed in the SciELO Brazil Collection.

As of 2001, the admission and permanence of a journal in the SciELO Brazil Collection is determined exclusively by decision of the Advisory Committee based on the application of the criteria, as defined below in its updated version.

5.2. Journal evaluation criteria for admission and permanence in the SciELO Brazil Collection

This section describes the criteria applied in the process of evaluating the performance of journals to guide decisions about their inclusion or permanence in the SciELO Brazil Collection. The decision on the admission and permanence of a journal in the Collection is exclusive to the Advisory Committee of the SciELO Brazil Collection.

As of 2015, the SciELO Brazil Criteria combine the individual performance of journals and their contribution to the performance of the set of journals in the corresponding thematic area and the Collection as a whole. As of 2020, the SciELO Brazil Criteria began to promote and consider the alignment of journals with open science research communication practices (see 2.4). The open science modus operandi must be adopted by all journals of the Collection by the end of 2023 and is a mandatory condition for the admission of new journals.

As defined in its objectives (see 2.2), the SciELO Brazil Criteria are applied with the purpose of identifying, measuring, and promoting the following characteristics of journals:

- a. scientific nature, i.e., that communicate original research in alignment with open science practices. Science dissemination journals are not evaluated;
- b. thematic relevance, operational and financial sustainability, editorial qualification in the function of evaluating, communicating and promoting research in certain subjects, disciplines or thematic areas;
- c. performance measured by bibliometric indicators;
- d. promoting diversity, equity, inclusion and accessibility in research evaluation and communication;
- e. contribution to improve the performance of the respective thematic area in the Collection.

The enforcement of the SciELO Brazil Criteria in the admission assessment of new journals is carried out in two stages. The first, called pre-evaluation, consists of an exhaustive collection of data on the features of the journal listed above. These data are analyzed by the Advisory Committee, which decides whether or not the journal meets the essential conditions for the second stage, which comprises an analysis of scientific value, which is conducted with the support of reviewers in the journal's area, also based on the characteristics listed above. Thus, new journals are included after approval in both stages. In this sense, the SciELO Advisory Committee makes the following decisions:

- a. pre-assessment approval or rejection;
- b. approval or rejection in the merit assessment;
- c. approval in the merit assessment could be
 - o immediate admission without any restrictions;
 - o immediate admission subject to the editor-in-chief's commitment to complying with recommendations within a specified period;
 - o admission after compliance with the recommendations;
- d. recommend assessment in the context of the discipline or thematic area of the journal; and
- e. pending decision of further background.

The enforcement of the SciELO Brazil Criteria in the journals evaluation of permanence occurs every six months for some criteria and annually for all criteria.

In the first year of application of new versions SciELO Brazil Criteria, three provisions apply:

- the previous version of the Brazil Criteria⁷ remains as a reference for the evaluation of journals submitted for admission before the new version takes effect;
- the Advisory Committee may adjust deadlines to meet the specifics of the thematic areas; and
- journals approved according to the previous criteria must commit to adopting the new criteria within a period determined by the Advisory Committee.

5.2.1. Time of existence for admission

The journal must have at least 4 (four) published issues or the equivalent in number of articles in continuous publication to be considered in the evaluation process for indexing in the SciELO Brazil Collection.

5.2.2. Scientific character – research articles and alignment with Open Science

Journals eligible for indexing should predominantly publish research articles, in addition to review articles, data articles or essays relevant to the thematic area. Journals should progressively recommend, request, and by the end of 2023, require submitted manuscripts to cite, reference, and include a declaration of availability of research data (numerical data files, software codes, and other materials that were used or generated in the research).

Articles may be unpublished or previously made available on preprint servers recognized by the journal. Duplication of publication or translation of an article already published in another journal or as a book chapter is not allowed. However, documents derived from original documents according to the rules of Creative Commons licenses or other licenses and which are characterized as a new document with authorship and own DOI⁷ are acceptable.

5.2.3. Types of documents

Only documents that present relevant scientific content and can be structured in XML according to the SciELO Publishing Schema⁷ that ensures the generation of metadata for bibliographic and bibliometric indexing.

The following types of documents will be indexed, published and included in the performance metrics by SciELO: addendum, research article, review article, data article, letter, article comment, brief communication, quick communication, guidelines or norms, speech, discussion, editorial or introduction, essay, interview, errata, methods, obituary or record, review of approved article, positioning or collective thought, case report, book review, reply, retraction, partial retraction and “other” (when the document has scientific content that justifies its indexing but none of the previous types apply).

Editorials of an issue or introduction to a section are optional but must address a scientific topic that is citable. Editorials with a simple list of published articles or news related to the journal or its thematic area, texts that are currently better served on blogs or news sections of the journal's website or its institution are not acceptable. Accordingly, scientific essays will only be accepted if they bring new knowledge beyond the simple summary of a work; obituaries should come with an analysis of the work and the contribution of the honored author with contribution of scientific content; and letters should be on a relevant topic or comment on other articles.

The following types of documents will not be indexed or published: annals, announcement, calendar, calls, received books, news, reprint, meeting report, summary, expanded summary or thesis summary, product review, thesis, and translation (of an article already published).

Annex 1 describes the types of documents mentioned above.

As part of the evaluation process, the SciELO Brazil Advisory Committee may request the opinion of ad hoc experts to verify the predominance of original contributions from journals.

5.2.4. Relevance, sustainability, and editorial qualification

The relevance of a journal is determined by its contribution to the development of its discipline or area of knowledge and of the respective research communities, as well as its contribution to improve the performance of the respective thematic area in the SciELO Brazil Collection and, more broadly, to Brazil's scientific output. Relevance is progressively permeated by the adoption of open science practices.

Besides the essential scientific performance, relevance also includes the cultural, social, and economic contribution of the research communicated by the journal. The relevance of the journal is systematized by the Advisory Committee, based on the dossier on the journal that is gathered in the evaluation process. The performance in all criteria is considered for the recognition of the journal's relevance, which constitutes a synthesis criterion of all the others.

Operational and financial sustainability are key conditions for the journal to continue its operation in favor of the development of research in the thematic area and the research community it covers. Sustainability is verified by the flow of manuscripts that the journal receives, percentage of manuscripts approved and processing time in the context of the subject area. Interruptions and delays at any stage of the article production flow are indicators of sustainability issues. SciELO ensures the up-to-date execution of all indexing, storage, preservation, online publishing, dissemination, and interoperability functions. The journal is responsible for ensuring the efficient management of the process of receiving and evaluating manuscripts and editing approved articles. In this sense, the combination of editorial management capacity with political, operational, and financial support that it receives from the institution or instance that owns or is responsible for its publication, as well as from the research community it serves, is decisive for the journal sustainability. In the evaluation process, journals are expected to have an annual budget available in advance or to have an established capacity to generate resources in order to ensure the operation continuity in the Collection.

The journal's editorial qualification is expressed in the formulations and put into practice of its editorial policy and management. The age of the journal is considered an antecedent and an important factor in the assessment of the journal's editorial qualification.

The editorial policy comprises the set of positions and commitments of the journal with the advancement of research in its thematic area, with the respective communities of researchers and with the alignment with the state of the art in scholarly communication. It is crucial in aligning the journal with the open science modus operandi. The policy is generally expressed through the mission, objectives and priorities of the journals and their plans and actions in favor of operational sustainability, improvement of editorial qualification and visibility, influence, and impact, that is, their relevance. The editorial policy largely determines the qualification of the editorial management and operation of the journal.

The qualification of editorial management is identified by the level of professionalization of the management and operation of the journal according to the state of the art and obedience to good editorial practices, which are largely required or promoted by SciELO. Good practices include strict control of ethical issues, compliance with scholarly communication standards, alignment with open science practices and compliance with and promotion of the principles of diversity, equity, inclusion, and accessibility.

Editorial qualification is directly related to the composition of the journal's editorial board. Thus, in the evaluation process, the editorial qualification is verified, on the one hand, in the composition of the editorial board based on the academic background, geographic and gender distribution of its members, and, on the other hand, in the efficient management of the reception and manuscript evaluation, editing of approved articles and journal marketing. The evolution and projection of the journal's performance in bibliometric indicators in the context of the thematic area also informs the journal's editorial qualification. A critical component of editorial management is the Editorial Development Plan (EDP) that defines actions, necessary resources, and desired results for the next 3 to 5 years.

The historical background of the journal as well as its positions, commitments and recommendations of the policy and editorial management of journals indexed in the SciELO Brazil Collection that affect researchers-authors who submit manuscripts for evaluation, users of reported research, bibliographic indexes, promotion and evaluation systems and the general public must be properly documented and published online in specific sections similar to those described below with the minimum content required for being indexed in the Collection.

- **Title and identification.** This section bibliographically identifies the journal with the following bibliographic elements:
 - o Title according to the registration of the International Standard Serial Number International Center⁷ and, if available, the subtitle;
 - o ISSN for the online version and ISSN for the print version;
 - o Previous title, if available;
 - o Name of the entity or entities legally responsible for the journal;
 - o Date of creation of the journal; and
 - o Thematic coverage coded according to CAPES classification, identifying the first and second level.

- **About the journal.** This section politically and thematically describes the journal with the following minimal documentation:
 - o Journal mission associated with advancing research in a discipline, subject area, school of thought, social or cultural movement;

- Reference to a statute and/or other document about the origin, institutionality, mission and governance of the journal;
 - Journal's History, comprising the origin and main milestones in the journal's development, highlighting its specific characteristics;
 - Explicit alignment with open science practices;
 - Explicit promotion of diversity, equity, inclusion and accessibility in management and operation;
 - Performance in indexing and bibliometric indicators; and
 - Financing model.
- **Instructions to authors.** This section presents authors with the criteria that manuscripts and authors must meet to be accepted for evaluation and how they will be evaluated. Instructions must state the update date and must be reviewed and updated at least annually. Instructions to authors are expressions of the journal's editorial policy and management and must include at least the following guidelines:
- Scope and prioritization of research that can be evaluated for publication;
 - Acceptable document types and structure;
 - Expression of commitment to ethics and good practices in research communication:
 - Alignment with principles, guides, and policies;
 - Responsibilities and commitments of editors and reviewers; and,
 - Responsibilities and commitments of authors.
 - Manuscript compliance with open science best practices:
 - Conditions for accepting manuscripts previously deposited on a recognized preprint server;
 - Recommendations and requirements on research data: citation, referencing and declaration of availability;
 - Publishing the name of the editor responsible for the article evaluation;
 - Option for reviewer and authors by mutual agreement to request or accept:
 - publishing the reviews of the approved articles with the optional identification of the reviewers; and
 - mutual opening of their identities in the evaluation process.
 - Bibliographic standards adopted for citations and bibliographic references to other texts, research data, methods, computer programs and other materials;
 - Manuscript evaluation procedures must be properly documented;
 - Report on licenses adopted for publishing documents and copyright; author's rights and responsibilities on the published article; and
 - When adopted, inform the value of publication fees and exemption options.

The editor-in-chief must send SciELO the instructions to authors updated annually for publication in the SciELO interface. Whenever necessary, the SciELO Brazil Advisory Committee may ask the editor-in-chief to clarify the instructions for authors and eventually make recommendations for their improvement.

- **Conformation of the editorial board.** This section describes the structures and names of instances of editorial management adopted by the journal that must correspond to the following functions:
- **Editors-in-chief.** All journals must have defined one or more editors-in-chief, with national or foreign affiliation. The editors-in-chief are experienced national or

foreign researchers with expertise in the areas covered by the journal; their institutional affiliation and updated CVs must be available online and accessible preferably via the respective ORCID-iD⁷. They are responsible for the development and implementation of editorial policy and management and for the final performance of the journals. They are responsible for complying with the SciELO indexing criteria. The performance of the editor-in-chief's role may be shared with deputy editors or assistant editors, usually from the editor-in-chief's own institution. It can also be delegated to guest editors for the editorial management of special issues, supplements, or sections of journal dossiers. However, the editor or editors-in-chief are ultimately responsible for the journal's performance.

- o **Board of associated editors or section editors.** The editorial management should preferably have one or more defined groups of editors who actively and systematically collaborate with the editor-in-chief in the management of the manuscript evaluation flow, with an emphasis on selection and interaction with reviewers and authors. In general, these editors are grouped in the editorial board under the name of associate editors or section editors. Only researchers who systematically contribute to the evaluation of manuscripts should be listed. Ad hoc editors who collaborate in the sporadic evaluation of manuscripts, at the request of the editor-in-chief or even an associate editor, must be listed separately.

The editors (associate or section or other denomination) are researchers with national or foreign affiliation, with recognition in the area under their responsibility and must have their updated CVs available online and associated with the respective ORCID-iD⁷ registry. In addition to the academic background, the evaluation of the journal's editorial qualification considers diversity, equity, and inclusion in the composition of the editor's body.

Journals indexed by SciELO should maximize the internationalization of the body of editors. They must, together, meet the minimum percentage of 25% and recommended of 35% of active associate editors with institutional affiliation abroad. This control of the affiliation of associate editors does not apply to journals whose editor-in-chief and assistant editors centralize responsibility for the selection of reviewers and the monitoring of the evaluation processes.

Although the gender distribution of the members of the editorial board tends to reflect that of the journal's community of reference researchers, the recommendation is to seek the most equitable composition possible. In this sense, it becomes a criterion for admission into the SciELO Brazil collection that the gender composition of the members of the editorial board of journals has at least 25% men and at least 25% women. By the end of 2024, journals must have a policy and practice of gender equity in the conditions of the thematic area.

Published articles must contain the name of the associate editor responsible for evaluating the manuscript.

- o **Honorary editors.** When scientists, former editors or personalities are referred for an honorary reason or to add prestige to the journal, without, however, actively

participating in editorial management, the names must be listed separately under the corresponding denomination that shows that they do not act as editors in manuscript management.

- o **Editorial Board.** When it formally exists, it has the function of advising the institution responsible for the journal, the editor-in-chief and the associated editors, evaluating the journal's performance and making recommendations on editorial policies, visibility, and innovations for its improvement. The members of the editorial board must be experienced and recognized scientists in the areas covered by the journal with institutional affiliation in Brazil or abroad. Associate or section editors can sit on the editorial board or attend its meetings. The editorial board must meet periodically, in person or online.

The configuration of the editorial board and their activities in the manuscript arbitration process must be recorded in the manuscript management system adopted by the journal, as indicated in the next section.

Changes in the structure and configuration of the editorial management of the journal must be reported to SciELO in order to update the journal page on the SciELO interface.

5.2.5. Multilingualism – full text and metadata

SciELO is multilingual in all dimensions of scholarly communication. It is an expression of diversity and inclusion aligned with the open science modus operandi.

Regarding the language of the articles, the journals of the SciELO Brazil Collection can publish all articles in a single language, all articles simultaneously in more than one language, some articles in one language and others in another language and still others simultaneously in more than one language. The most used languages are English, Portuguese and Spanish. However, German, French and Italian are occasionally used. The proper use of the original or translation language is an important factor in the quality of journals.

Multilingual versions of the same article each receive their own DOI identifier.

SciELO's priority line of action for internationalization seeks to maximize the number of original and review articles in English according to their thematic area. **Table 1** details the recommended minimum annual percentages of original and review articles in the English language for sets of SciELO journals by subject area and for the entire Collection with reference to the evolution of the distribution of languages over the last five years.

Table 1. Evolution of the percentage of articles in English between 2017 and 2021 by subject area and minimum expected value from 2022:

Year Published articles		all	agricultural sciences	biological sciences	health sciences	exact and earth sciences	Human Sciences	applied social sciences	enginee- ring	Linguistics, Literature and Arts	multidiscipli- nary
articles in English	2017	14.504	2.715	1.503	466	1.017	7.422	506	1.212	134	497
	2018	15.105	3.008	1.633	476	1.188	7.395	512	1.175	146	563
	2019	15.642	3.153	1.383	438	1.417	7.662	607	1.289	170	555
	2020	16.615	2.988	1.632	464	1.480	8.684	702	877	222	670
	2021	16.846	2.582	1.599	426	1.637	8.999	818	968	186	781
% articles in English	2017	70%	77%	82%	70%	27%	89%	35%	75%	26%	100%
	2018	71%	82%	90%	77%	29%	88%	36%	70%	25%	100%
	2019	74%	89%	93%	75%	33%	88%	38%	78%	31%	100%
	2020	74%	90%	92%	70%	33%	89%	43%	69%	38%	100%
	2021	75%	95%	97%	73%	34%	89%	47%	75%	31%	100%
variation per year		2%	5%	4%	1%	6%	0%	8%	0%	4%	0%
minimum recommended		76%	95%	95%	75%	35%	90%	50%	75%	32%	100%

Source: SciELO Brazil, July 2022

The metadata of articles in SciELO journals is automatically extracted from the full texts structured in XML according to the SciELO Publishing Schema⁷. They comply with the requirements of international bibliographic and bibliometric indexing. The metadata must express the multilingualism of the full texts of the articles. Thus, it is mandatory for all documents the title, abstract and keywords in the original language of the article text and in the English language, when this is not the original language. The same criteria apply for the visual summary.

Keywords must be extracted from thesaurus, thematic dictionaries, or controlled lists in the languages the journal publishes.

The use of structured abstracts according to article sections is recommended for journals in certain subject areas. The SciELO Advisory Committee will determine which journals should, according to international practice, preferentially use structured abstracts. It is also recommended to use a visual summary or infographic when applicable.

5.2.6. Informed evaluation of manuscripts

The evaluation of manuscripts that communicate research is the main function of journals in scholarly communication. It is the function of validating the research rigorously regarding the formulation of the question or object of study, methods applied, and materials used, results, discussion on the contribution of the research in relation to the state of knowledge of the subject. The evaluation also comprises the research's compliance with ethical canons, its alignment with open science practices and with the specific practices of the research thematic area, with the journal's editorial policy, including instructions to authors and guidelines to those responsible for the evaluation that orientate the final decision on publishing the article.

As is customary in research communication, the evaluation of manuscripts submitted to journals indexed by SciELO or of manuscripts commissioned by their editors generally comprises two main stages. The first aims at verifying the suitability of the manuscripts to the scope of the journal and the fulfillment of the requirements for evaluation. The selected manuscripts move on to the second evaluation stage, which is generally coordinated by an associate or section editor appointed by the editor-in-chief and carried out by one or more reviewers. Review recommendations support the Associate Editor and Editor-in-Chief in approving or rejecting manuscripts. The name of the editor

ultimately responsible for accepting the article according to the processing flow adopted by the journal must appear in the final published article.

Journals may adopt different evaluation processes and naming the responsible bodies that lead to the approval or rejection of manuscripts. However, the procedures adopted must be formally specified in the instructions to authors and must apply equally to special issues, supplements, and dossier sections. The arbitration process must be transparent, consistent, and documented in detail. The author must always have access to the progress status of the assessment.

Alignment with open science comprises the following improvements in manuscript management:

- upon submission of manuscripts, the corresponding author must inform about the alignment of the research and compliance of the manuscript with the practices of open science. To this end, SciELO recommends the use of the Open Science Compliance Form⁷ that must be submitted as a supplementary file to the manuscript and must be shared with the editors and reviewers; and
- peer review procedures, guidelines and forms must be up to date regarding verification of research and manuscript compliance with open science practices and compatible with the instructions to authors.

5.2.6.1. Manuscript evaluation management system or service

All SciELO journals must manage and operate the evaluation of manuscripts with the support of an online management system certified by SciELO, aiming at maximizing the efficiency and transparency of the evaluation process, minimizing the time between submission and the final opinion, allowing involved parties follow the evaluation process and having records and statistics to control the flow of manuscript management.

SciELO-certified manuscript management systems or services must meet the following minimum characteristics:

- Register the data of the corresponding author and other authors, including e-mail and ORCID-iD registration number through secure authentication;
- Enable the submission of additional files to the manuscript;
- Start the submission process with a form (check list) about the requirements that the manuscript must meet to follow the assessment process;
- Record the manuscript evaluation process with emphasis on the recommendations of the editors and reviewers;
- Enable the author to follow online the evolution of the evaluation of the manuscript, from its submission, indicating the start and end dates of each of the stages of the assessment process;
- Interoperate with recognized plagiarism control systems or services;
- Interoperate with systems for collecting article processing charges to serve journals that select this option;
- Interoperate with preprint servers, facilitating the submission of manuscripts previously deposited as preprints;
- Interoperate with research data repositories;
- Provide the option of direct interaction between the corresponding author and reviewers

- when they are in common agreement;
- Produce statistics on the evaluation process, including, among others, the number of manuscripts received, rejected in the first evaluation by the editor-in-chief or associate editor, sent to associate (or section) editors when applicable, sent to peer review, approved, and rejected. Statistics on manuscripts should be controlled by the authors' geographical and institutional origin, language, and subject area(s); and
- Produce statistics on the duration of the manuscript processing steps between receipt and the first evaluation, the interactions between the editor, associated (or section) editors and the authors until the final review.

Basic controls and statistics will be part of the journals' annual performance report and will be used by the SciELO Brazil Advisory Committee as one of the sources for evaluating the journal's performance. To this end, journals must inform every six months the number of manuscripts received and processed in the previous semester.

The SciELO Brazil Advisory Committee may ask the editor-in-chief for clarification on the peer review procedure adopted by the journal.

5.2.6.2. Average manuscript processing time

The average processing time of manuscripts should be a maximum of up to 6 (six) months, considering the time between the submission and final decision dates, and up to 12 (twelve) months, considering the time between the submission and final decision dates. publication of the manuscript. However, an average total cycle of 6 (six) months is recommended.

The submission of manuscripts must be available on a continuous basis, that is, journals indexed in SciELO must not suspend the reception of manuscripts at any time for any reason. SciELO may assist the journals or appoint consultants to promote the improvement of manuscript management processes in order to avoid the removal of the journal from the Collection.

5.2.6.3. Internationalization of manuscript assessment

SciELO's priority line of action for internationalization seeks to maximize the number of researchers affiliated with foreign institutions among editors and reviewers according to thematic area. Thus, in a set of journals by subject area, a minimum percentage of 15% and a recommended percentage of 25% of manuscripts must be evaluated with the participation of editors and reviewers from abroad.

5.2.6.4. Good ethics practices in scholarly communication

Good ethical practices in scholarly communication apply to journals in a special way, given their status as research validators. They apply to the management of journal and its editorial practices with an emphasis on relations with authors and especially on the evaluation of their manuscripts.

In their instructions to authors, journals must express their commitment to the observance of best ethical practices in manuscripts management, which involves editors, reviewers, and authors, with emphasis on:

- the conditions that manuscripts must fulfill in relation to ethics in research and its communication; and

- the journal's policies regarding the identification and handling of misconduct and the acceptance of reports of misconduct.

To this end, journals must be guided by the main ethical practices of COPE⁷, the “SciELO Guide to Good Practices for Strengthening Ethics in Scientific Publishing”⁷ and the recommended “Principles of Transparency and Good Practices in Academic Publications”⁷ by COPE, DOAJ, OASPA and WAME. Mandatory ethics practices that must follow the SciELO articles are documented below.

5.2.6.4.1. Authorship

The authorship of a document grants recognition and academic credit to the authors and implies accountability for the published content.

In the instructions to authors, journals must precisely inform the authorship criteria, which normally require significant contributions in the conception and/or development of the research and/or writing of the manuscript and mandatorily in the review and approval of the final version.

In addition, and as an expression of transparency and recognition of the different contributions of researchers to a manuscript and the research communicated, the manuscript must inform, at its end, 17 precisely the specific contribution of each author.

The SciELO Brazil Criteria adopt the CRediT specification system (Contributor Roles Taxonomy)⁷ which is maintained by NISO. CRediT defines 14 different authorship roles or roles, described as follows:

Conceptualization - Ideas; formulation or evolution of overarching research goals and aims.

Data curation - Management activities to annotate (produce metadata), scrub data and maintain research data (including software code, where it is necessary for interpreting the data itself) for initial use and later re-use.

Formal analysis - Application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data.

Funding acquisition - Acquisition of the financial support for the project leading to this publication.

Investigation - Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection.

Methodology – Development or design of methodology; creation of models.

Project administration – Management and coordination responsibility for the research activity planning and execution.

Resources - Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools.

Software - Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing code components.

Supervision - Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team.

Validation - Verification, whether as a part of the activity or separate, of the overall replication/reproducibility of results/experiments and other research outputs.

Visualization - Preparation, creation and/or presentation of the published work, specifically visualization/data presentation.

Writing – original draft - Preparation, creation and/or presentation of the published work, specifically writing the initial draft (including substantive translation).

Writing – review & editing - Preparation, creation and/or presentation of the published work by those from the original research group, specifically critical review, commentary, or revision – including pre- or post-publication stages.

(Source: <https://credit.niso.org/>)

Journals may adopt other systems for specifying the roles of authors. In any case, they must inform the classification adopted in the instructions to authors. Regardless of contribution and registration system, all authors are equally responsible for the article.

Journals should also ask authors to formally specify whether or not there are possible conflicts of interest in carrying out and communicating research.

5.2.6.4.2. Clinical trials registry

Journals of the SciELO Brazil Collection that publish clinical trials results must include in the instructions to authors the recommendation for prior registration of published trials. They must also require the manuscript to inform the registration identification number as a condition for proceeding with the evaluation.

5.2.6.4.3. Registry of biological reference material and DNA sequences

SciELO Brazil Collection journals that publish results on experiments with living organisms such as fungi, bacteria, plants, etc., should include in the instructions to authors the recommendation for prior registration and deposit of reference material (vouchers) in registered and public access collections and require the respective identification number as a condition for manuscript acceptance.

The same procedure applies to the deposit of DNA sequences in enabled databases.

5.2.6.4.4. Similarity check

The journals of the SciELO Brazil Collection must interoperate with recognized systems or services to control and verify the similarity of texts of manuscripts received with other documents to assist in the detection of texts not properly cited or situations that characterize plagiarism. SciELO mediates access to the Similarity Check service operated by Crossref with the Turnitin⁷ system.

5.2.6.4.5 Errata and retractions

The editors-in-chief must send SciELO the notification of errata as soon as they are issued for publication in the corresponding journal issue or volume in SciELO, in accordance with the Guidelines for registry and publication of erratum⁷.

When an article is retracted, the journal editor-in-chief must inform SciELO on the reasons for retraction and follow the procedures of the Guidelines for registry and publication of retraction⁷.

5.2.7. Editorial production flow periodicity, punctuality, and number of articles

The periodicity, punctuality, and number of articles published per year are indicators of a journal's editorial production flow that is analyzed according to its thematic area. It is also an indicator related to the timeliness and speed of communication.

Journals must publish articles continuously throughout the year, as soon as they are approved and edited. The articles are collected in an annual volume with or without periodic editions (issues). Each article is identified by a unique number within the volume and has pagination always starting from one. Continuous publication contributes decisively to accelerating research communication and, thus, advancing the exposure of research with gains in visibility. In the web publishing environment, journals operate as article publishing platforms and no longer as packages of articles published in journals. With continuous publication, journals will promote a flow of research communication with gains for all actors and stakeholders.

When adopting continuous publication, it is necessary to observe that the anticipated publication of the numbers must be in accordance with the current year or, at most, be published or anticipated until the month of October of the following year.

Continuous publication is a requirement for indexing new journals. Journals already indexed must adopt continuous publication from 2023. Only in special cases will journals that do not adopt continuous publication be accepted. To this end, the editor-in-chief must send a justification to the SciELO Brazil Advisory Committee and commit to publishing the numbers in the month prior to the edition's coverage period. Thus, journals with quarterly editions must send articles from January to April in December, from May to August in April and from September to December in August.

Table 2 updates the recommended minimum average number of articles per year for sets of journals per thematic area based on the evolution over the last five years.

Table 2. Evolution of the average number of articles between 2017 and 2021 by subject area and the minimum recommended value from 2022:

Year Published articles		all	agricultural sciences	biological sciences	health sciences	exact and earth sciences	Human Sciences	applied social sciences	engineering	Linguistics, Literature and Arts	multidisciplinary
articles per year	2017	20.611	3.524	1.823	8.352	665	3.792	1.453	1.613	511	499
	2018	21.195	3.655	1.822	8.402	621	4.148	1.410	1.689	582	564
	2019	21.204	3.561	1.484	8.667	581	4.266	1.585	1.661	548	555
	2020	22.312	3.314	1.767	9.764	662	4.525	1.618	1.271	582	670
	2021	22.332	2.721	1.649	10.056	584	4.784	1.740	1.287	607	781
articles per year by journal	2017	71	104	83	92	95	45	38	90	34	100
	2018	72	104	83	92	89	48	37	94	39	113
	2019	71	99	71	92	83	49	40	98	39	111
	2020	74	92	84	104	95	50	39	79	39	134
	2021	73	76	79	105	83	51	41	76	40	156
variation per year		1%	-8%	-1%	3%	-3%	3%	2%	-4%	4%	12%
minimum recommended		73	70	75	105	80	51	40	75	40	150

Source: SciELO Brazil, August 2022

Articles already approved and in the process of being edited for publication that already have a DOI⁷ can be deposited by the journal on the SciELO Preprints⁷ server and, in this case, count as a published article.

Journals with six months without publishing or that practice embargo, which consists in the postponement of the open access publishing of new issues, will not be indexed, admitted for evaluation, or allowed to remain in the Collection.

The punctuality of indexed journals and processing times are controlled by the publication date of articles in the SciELO Collection.

5.2.8. Structuring of texts, citations, and bibliographic references and authorship

Journals must specify in the instructions to authors the rules followed for the structuring and presentation of manuscripts, their elements, and supplementary materials. In general, these standards are dependent on thematic areas and types of documents.

5.2.8.1. Texts in XML – SciELO Publishing Schema

All types of documents published by SciELO journals must be capable of structuring in Extensible Markup Language (XML) following the set of elements and the marking rules defined by the SciELO Publishing Schema⁷ that follows the JATS - Journal Article Tag Suite standard (ANSI/NISO Z39.96-2021)⁷ which comprises the following main identifications: article structure; bibliographic elements that make up their metadata used by indexing, bibliometrics, referencing and interoperability functions; and, text of the article, including notes, formulas, tables, figures, schemes, maps, bibliographic references, statements, acknowledgments etc.

Citations and respective bibliographic references must faithfully follow one of the norms established nationally or internationally according to the thematic area of the journal. Journals must explain the adopted standard in the instructions to authors and ensure that it is applied in the final version of the articles.

Documents with simpler text structures than articles such as editorials, reviews, obituaries, and letters must also be structured according to the SciELO Publishing Schema⁷ and with the mandatory presence of the following elements:

- Title of the journal section to which the document belongs;
- Authorship;
- Institutional affiliation of the authors;
- Document title different from the section title;
- One or more citations in the text; and
- List of bibliographic references of citations in the body of the text.

Journals indexed in the SciELO Brazil Collection must send the files of articles in Portable Document Format (PDF), XML and optionally Electronic Publication (ePUB) to the Publication Unit, following the Package Delivery Guide for Publication in SciELO⁷. XML files must be accompanied by high-definition images. When the article is multilingual, the XML file shall contain all versions.

XML files and their images are considered by SciELO as the original source of articles for reference and preservation.

5.2.8.2. Authorship – identification of authors, their institutional affiliation and contribution

Documents published by SciELO journals must record the authors' names accompanied by the respective ORCID unique identifiers and their institutional affiliations. E-mails of all authors must accompany the submission of manuscripts.

5.2.8.3. ORCID iD

The Open Researcher and Contributor Identifier (ORCID-iD)⁷ is a global researcher identifier. It is 16 characters long and is assigned free of charge by the ORCID iD⁷ non-for-profit organization. The ORCID iD is open, unique, and persistent for use across instances and systems that involve the researcher names, distinguishes homonymous researchers, and aggregates researcher name variations. It is compliant with ISO 27729 - International Standard Name Identifier (ISNI)⁷.

All authors of articles in SciELO journals must have institutional affiliation accompanied by their respective ORCID iD. In addition to contributing to the correct identification of authors in the processes of project management and scientific output, the ORCID iD contributes to systems for verifying research and authorship integrity.

5.2.8.4. Institutional affiliation of authors

Authors' affiliation identifies their institutional and geographic location from when the research was conducted. It is mandatory for all authors. The affiliation is called institutional because, in general, the location is a legally established institution related to research, but it can be another type of instance such as a program, project, network etc. In the case of authors without any affiliation, the author is identified as an Autonomous Researcher. Geographic affiliation must include city, state, and country. Authors may have more than one institutional affiliation.

The complete record of authors' affiliation is essential to support bibliographic control systems, authorship security and tracking of the origin and institutional and geographic contribution of research reported by SciELO journals. As it is well known, a good part of the visibility of scientific output measured at a global level of countries, institutions, thematic areas, research groups, and researchers is measured from the authors' affiliations in the indexed articles.

For the purposes of applying the SciELO Brazil Criteria, the distribution of affiliations of published articles is an indicator of the representativeness, extent, and diversity of the journal's presence and, therefore, of its relevance. As a result, journals with author affiliations restricted to a specific institution or geographic area are not considered for evaluation.

Full institutional affiliation is also a key element to assist in the initial evaluation of manuscripts with regard to the scientific tradition of the authors' institutions and their respective Lattes Curriculum for Brazilian authors and in the ORCID iD for foreign authors.

All types of documents, without exception, must have authorship with full specification of the institutional and geographical instances of the authors' location when the research was carried out and the manuscript prepared. Each institutional instance is identified by names of up to three hierarchical or programmatic levels and by the geographic location (city, state, and country) in which it is located. When an author is affiliated with more than one instance, each affiliation must be identified separately. When two or more authors are affiliated to the same instance, the instance identification is done only once. When the author has no institutional affiliation, the affiliation is registered indicating that he is an Autonomous Researcher, including the other elements of the geographic location.

Academic instances are the most common author affiliation. Typical academic affiliation structures usually combine two or three hierarchical levels, for example: department-faculty-university, graduate program-faculty-university, research institute-university, hospital-faculty of medicine-university etc. Institutes, companies, clinics and public or private foundations related to research and development are also common. There are also instances that develop or participate in research that are government bodies, linked to ministries, autarchies, state companies, state, or municipal secretariats. There are also authors affiliated with programmatic instances or involving communities of researchers or professionals that work around a program, project or network and may have a limited lifetime.

The presentation of affiliation must be uniform in all documents and the following format is recommended:

- The identification of the affiliation group must come just below the authors' names. When different authors have different affiliations the names and affiliations are related to each other by tags;
- The identification of institutional bodies should, whenever applicable, indicate the corresponding hierarchical units. It is recommended that hierarchical units be presented in descending order, e.g., university, faculty and department;
- In no case should affiliations be accompanied by the authors' titles or mini-curricula. These, when present, should be published separately from the affiliations as author's notes;
- Corresponding author address must be presented separately and may appear at the end of the article;
- The names of institutions and programs must be presented in full and in the institution's original language or in the English version, when written in non-Latin. see the examples:
 - Universidade de São Paulo, Faculdade de Medicina, Departamento de Pediatria, São Paulo, SP, Brasil;
 - Universidad Nacional Autónoma de México, Instituto de Investigaciones Biomédicas,

Departamento de Pediatría, Ciudad de México, México;

- Johns Hopkins University, School of Medicine, Department of Pediatrics;
- Authors' names must be accompanied by the respective ORCID iD identifiers.

The geographical distribution of articles' authorship in a journal is an indicator of the journal's relevance, the authorship networks it covers, the prestige and visibility potential for the reception of manuscripts and the impact of published articles. Collaboration between authors from different institutions, states and countries is an indicator of the journals' quality, while high and persistent levels of endogamy negatively affect the improvement of their relevance and impact. The level of endogeneity is a key indicator in the performance analysis of journals for the purpose of joining and remaining in the Collection. In particular, the SciELO Criteria assess the proportion of articles with affiliation abroad in line with the SciELO Program's priority line of internationalization action. **Table 3** presents the minimum recommended annual percentages of authors with international institutional affiliation by subject area based on the evolution of authors' internationalization over the last five years.

Table 3. Evolution of the annual percentage of foreign authors between 2017 and 2021 by subject area and minimum percentage recommended from 2022:

Year Published articles		all	agricultural sciences	biological sciences	health sciences	exact and earth sciences	Human Sciences	applied social sciences	enginee- ring	Linguistics, Literature and Arts	multidiscipli- nary
articles with foreign affiliation	2017	4.824	545	308	538	464	159	2.078	858	114	177
	2018	5.123	628	256	542	596	126	2.175	947	124	152
	2019	5.246	721	268	431	482	126	2.384	920	100	197
	2020	5.714	749	303	579	313	123	2.717	1.001	170	227
	2021	6.066	662	350	531	333	124	3.011	1.069	120	322
% articles with foreign affiliation	2017	23%	15%	21%	30%	29%	24%	25%	23%	22%	35%
	2018	24%	17%	18%	30%	35%	20%	26%	23%	21%	27%
	2019	25%	20%	17%	29%	29%	22%	28%	22%	18%	35%
	2020	26%	23%	19%	33%	25%	19%	28%	22%	29%	34%
	2021	27%	24%	20%	32%	26%	21%	30%	22%	20%	41%
variation per year		4%	12%	-1%	2%	-3%	-3%	5%	0%	-3%	4%
minimum recommended		28%	25%	20%	33%	25%	21%	31%	22%	20%	41%

Source: SciELO Brazil, August 2022

5.2.9. Required indexing and evaluation by received citations

The indexing of bibliographic indexes represents a recognition of the journal and the research it publishes, according to the index evaluation system. They are essential for the visibility and interoperability of journals and the research they publish. There are numerous bibliographic indexes, both multidisciplinary and thematic, with different indexing criteria and different bibliometric indicators.

Indexes whose scope is to record the description of journals are known as directories or catalogs. Those that record the description of articles from journals they index are known as bibliographic or bibliometric indexes or databases. Some indexes have as one of their functions to assign unique identifiers to communication objects such as the DOI⁷ for articles and the ORCID iD⁷ for researchers.

The SciELO Brazil Criteria are compatible with the main multidisciplinary and thematic bibliographic indexes of international reference. Thus, the admission or permanence of a journal in the SciELO Brazil Collection is, in principle, independent of its indexing level, since one of SciELO's objectives is

to contribute to maximize the indexing of the journals it indexes.

The SciELO Brazil Criteria make use of bibliographic indexes to promote or ensure that journals operate regularly with the following characteristics:

- cataloged and with one or more ISSN (International Standard Serial Number) identifiers⁷;
- cataloged and indexed in DOAJ (Directory of Open Access Journals)⁷;
- all articles indexed in a DOI (Digital Object Identifier)⁷ unique identifier provider index. SciELO uses mainly Crossref⁷; as a DOI provider;
- the number of citations received by the articles in the different bibliographic indexes must be compatible with the thematic area and with an increasing trend; and
- preserved through the national archival agency LOCKSS/CARINIANA⁷;

5.2.9.1. Indexing of the journal and the articles' metadata in DOAJ

All SciELO journals must be indexed in the Directory of Open Access Journals (DOAJ)⁷ which is the globally recognized quality index of open access journals. DOAJ is managed by an independent association based in Sweden with members of scholarly communication organizations that support open access. SciELO is a member of DOAJ and sits in its Advisory Board.

It is up to the journal to obtain indexing in DOAJ. If necessary, the SciELO indexing team supports the submission preparation, as well as helps to solve eventual issues with the indexing. Journals that are excluded from DOAJ for more than six months because they do not meet mandatory criteria will be automatically excluded from the SciELO Brazil Collection. Being indexed in DOAJ is an indicator of quality, compliance with good ethical practices and states that the journal is not predatory (pseudo journal). It is desirable that all journals of the SciELO Collection obtain the DOAJ Seal⁷ by the end of 2023 and it is mandatory by the end of 2024.

SciELO is responsible for sending the articles metadata monthly to DOAJ.

5.2.9.2. Indexing metadata in Crossref

All documents in the SciELO Brazil Collection must have their Digital Object Identifier (DOI)⁷ recognized globally as a unique and persistent document identifier. DOI is essential to promote the indexing of articles, promoting their visibility and interoperability

DOIs for documents in the SciELO Brazil Collection are obtained from Crossref⁷ or from another DOI provider recognized by the International DOI Foundation⁷. Crossref is the most used provider by journal publishers. Crossref is a non-for-profit organization governed by a Board of Directors on which SciELO is represented.

The DOI for journal articles can be obtained from the SciELO Brazil Collection free of charge, under a common prefix, directly from the journal or to whom the journal delegates. Obtaining a DOI is made by sending the metadata to Crossref repository.

The metadata referring to the articles' DOI in the journals of the SciELO Brazil Collection must be as exhaustive as possible and meet the following criteria:

- The metadata registered in Crossref to obtain the DOI must include the front bibliographic elements of the SciELO Publishing Schema⁷ supported by the Crossref metadata and the

elements of all cited references, which must be qualified with the OPEN parameter, that is, the references can be used by any user or service such as the Initiative for Open Citations (I4OC)⁷;

- The link element for the full text of the DOI records in Crossref⁷ sent directly by the journals must always contain the Uniform Resource Locator (URL) of the article's full text in the SciELO Collection, in addition to other URLs as a guarantee of access to the articles;
- Multilingual articles must have different DOIs for each version;
- Use the Crossmark⁷ element to register an article's new version and changes; and
- DOI must always be specified in the XML and PDF texts of the files sent to SciELO, following the Crossref⁷ Guidelines for displaying DOIs.

5.2.9.3. Received citations in indexes or bibliometric databases

The distribution of citations received in recent years by articles published by the journal is a key indicator for assessing its visibility and one of its relevance indicators. The journal should show an increasing trend in the number of citations received from other publications and self-citations compatible with other journals in the same thematic area.

The SciELO Brazil Criteria for admission of journals consider the indicators of citations received in the different bibliographic indexes in relation to the performance of the thematic area, having as a common reference the indicator H5⁷ from Google Scholar for journals with more than five years of existence. Admission is favored when the journal contributes to increasing the performance of the set of journals already indexed in the corresponding thematic area.

For the evaluation of the Collection, the thematic areas and the journals already indexed, in addition to Google Scholar⁷, the SciELO Brazil Criteria uses the SciELO Citation Index⁷ which comprises the SciELO and Web of Science (WoS)⁷ journals, Dimensions⁷, and other indexes that index all journals.

Table 4 shows the evolution of the Google Scholar H5 indicator over the last five years by subject area and the expected value from 2022.

Table 4. Evolution of the H5 indicator between 2017 and 2021 by thematic area and minimum recommended value from 2022:

Year Index H5	all	agricultural sciences	applied social sciences	biological sciences	engineering	exact and earth sciences	health sciences	human sciences	linguistics, literature and arts	multidisciplinary
2017	13	12	12	12	13	13	8	10	13	13
2018	13	12	13	13	13	13	9	10	13	13
2019	15	14	14	14	15	15	10	12	15	15
2020	17	15	15	16	16	16	11	14	17	16
2021	18	16	16	17	17	17	12	14	18	17
variation per year	8%	7%	7%	9%	7%	7%	11%	9%	8%	7%
minimum recommended	19	17	17	18	18	18	13	15	19	18

5.2.10. Marketing and scientific dissemination

The editorial policies and management of journals indexed in SciELO must rely on marketing and scientific dissemination actions that contribute to decisively reinforce their relevance and the

visibility of the research they communicate. In addition to the scientific and educational environment, the marketing and dissemination of journals should target the different levels of society related to the journal's theme. In this sense, marketing and dissemination plans contribute to strengthening the cultural, social, and economic relevance of journals.

Among the components and activities of the journals' marketing and dissemination plans, the SciELO Brazil Criteria considers the following:

- management of communications aimed at researchers, potential authors, national and international users, and potential readers, as well as institutions related to priority audiences for marketing and dissemination actions, always in accordance with the General Law for the Protection of Personal Data (*Lei Geral de Proteção de Dados Pessoais* (LGPD)⁷) and the General Data Protection Regulation (GDPR)⁷;
- periodic publication of press releases of new editions and new selected articles that can be prepared by the journal itself or by news agencies. In addition to journal initiatives, SciELO operates with two main solutions:
 - o SciELO in Perspective⁷ blog, which, besides analytical posts, publishes press releases of indexed journals; and
 - o Agência Bori⁷ which selects articles of public interest from SciELO journals and prepares press releases that are published on its portal and are available for replication in other media. A part of these press releases are shared with a network of science journalists along with the respective original articles and author's contacts, to support the publishing of news along with the articles. To use this feature, journals must establish formal collaboration with Agência Bori.
- use of public social networks such as Twitter and Facebook to disseminate new journal editions or articles; and
- encourage and collaborate with researchers to disseminate their articles on academic social networks such as Academia.edu⁷, Mendeley⁷, Research Gate⁷ etc.

5.2.10.1 Interoperability - summary of methodological conditions

Maximizing the interoperability of journal articles is one of the most important functions of the SciELO Publishing Model. It consists of maximizing the availability of journals and research that communicate in scholarly communication flows and thus maximizing the probability of being retrieved, accessed, used, and cited. The objective is to sustainably increase the visibility and relevance of journals and the research they communicate. The open science *modus operandi* presupposes high interoperability capability.

The conditions that enable the visibility of articles and journals that permeate the SciELO Brazil Indexing Criteria are of a social, methodological, and technological nature. The following are methodological conditions that the articles in the journals of the SciELO Brazil Collection meet:

- Marking of full texts in XML according to the SciELO Publishing Schema⁷ norm, that follows the NISO JATS standard, which semantically enables all elements of the article and is a condition for interoperability. In particular, it allows automatic generation of metadata (see 5.2.8.1);
- Full texts of articles available in open access with CC-BY⁷ license or CC0⁷ public domain license when required by authors;
- CC0 public domain licensed metadata;

- All documents with DOI⁷ identifier. In the case of multilingual articles, different DOIs are required for each version
- Indexing of all documents in global indexes such as Crossref⁷, Google Scholar⁷, Dimensions⁷, Lens⁷, 1findr etc.;
- All authors with ORCID iD⁷ in Institutional Affiliation
- Specification of authors' contributions to documents according to the CRediT⁷ system or another standard; and
- Digital preservation to ensure continuous access to journal articles in the long term.

5.2.11. Responsibilities for published content

The responsibility for the content of journals and articles rests with the authors and editors, according to agreements established between the parties. The SciELO Program does not assume any legal responsibility related to the contents published by the journals. Any demand received will be forwarded to the editor-in-chief of the corresponding journal.

5.3. Procedures of the admission assessment process

The journal must accept and follow the SciELO Brazil Criteria to submit its admission and subsequent permanence in the SciELO Brazil Collection.

All decisions regarding the admission and permanence of journals in the SciELO Brazil Collection are the responsibility of the Advisory Committee.

The admission process for a journal in the SciELO Brazil Collection begins with the voluntary submission of an evaluation request by the journal's editor-in-chief. The evaluation request must be sent by e-mail to <scielo.avaliacao@scielo.org> addressed to the Indexing Unit of the SciELO Brazil Collection, which acts as the technical secretariat of the Consultative Committee of the SciELO Brazil Collection. The message must be accompanied by the following attachments:

- **Presentation letter**
Signed by the Editor-in-Chief, the letter introduces the journal to the Advisory Committee of the SciELO Brazil Collection, justifying the journal's indexing based on its academic relevance, and, if applicable, its social, cultural, and economic relevance. The emphasis should be on the differentiated or specific contribution that the journal makes to the thematic area of the research it communicates and to the SciELO Brazil Collection and on advances made by the journal in alignment with the open science modus operandi. The letter must express knowledge of the SciELO Brazil Criteria and justify any criteria that the journal does not currently meet and the prospects for compliance in the near future.
- **Journal evaluation request document for admission to the SciELO Brazil Collection**
The submission document of a journal for indexing in the SciELO Brazil Collection is organized in a spreadsheet with 14 tabs that gather data that together describe a journal in relation to the SciELO Brazil Criteria. Each of the tabs allows the editor to describe specific characteristics and capabilities of the journal. They are Introduction, 1. Open Science, 2. Identification, 3. Presentation format, 4. Permanent editorial board, 5. Reviewers & ad-hoc editors, 6. Authors, 7. Manuscript evaluation, 8. Conflicts of interest, 9. Publication of dossiers, special issues and supplements, 10. Ethics in the communication flow, 11. Production flow - quantity, 12. Production flow - times, 13. Cultural and social relevance and 14. DEIA principles. The template document is available online⁷.

- **Guideline and manuscript evaluation form used by the journal**
Copy of the reviewers' guideline on the assessment of manuscripts and/or the form used by reviewers to record the review and its recommendations.
- **Editorial Development Plan (EDP)**
Description of the journal's management plan that defines actions, necessary resources, and desired results for the next 3 to 5 years.

The documentation gathered is enriched with a performance analysis of the journal with indicators of the main bibliometric databases. Together, they compose a dossier on the journal that begins the evaluation process for admission, organized in two stages. The initial stage is called pre-assessment, as it aims to verify whether the journal meets the minimum criteria of scope, format, endogeneity and alignment with open science practices to proceed to the second stage, when it is evaluated for its scientific, cultural, social, and economic relevance, with an emphasis on the contribution to the performance of the respective thematic area, to the development of the SciELO Brazil Collection and the scientific output in Brazil. In the second stage, the journal's dossier is enriched with two or more expert opinions in the field.

The journal's relevance is evaluated regarding the set of indexed journals in the same thematic area and the SciELO Collection as a whole.

For the journal's evaluation, only the output communicated in the last two years is considered. Special numbers and supplements will not be considered for the evaluation process.

5.3.1. Pre-assessment

It is the first step of the evaluation process and comprises the analysis and verification whether the journal complies or may comply in the near future four sets of indispensable criteria for indexing in the SciELO Brazil Collection.

5.3.1.1. Alignment with the open science modus operandi

The adoption of open science practices compatible with the thematic area of the journal is a precondition for the journal's evaluation. Alignment with open science is verified in the pre-evaluation by analyzing the journal's editorial policy (see 2.3).

The application of three practices are verified in the editorial policy, especially in the instructions to authors: the journal expresses in its editorial policy the alignment with open science; informs that it accepts to consider for publication manuscripts deposited on known preprint servers; requires citation, referencing and declaration of research data; and promotes informed peer review.

However, the full adoption of the open science modus operandi is expected by the end of the year 2023.

5.3.1.2. Scope, peer review, lifetime, and punctuality

This set of criteria allows analyzing the suitability of journals within the scope of the SciELO Brazil Collection, which prioritizes the communication of original research (item 4) and with well-defined policy and procedures for evaluating manuscripts (item 5.2.6). The journal's history, minimum time

of existence for evaluation (item 5.2.1) and punctuality for admission are also considered (item 5.2.7).

5.3.1.3. Format, representativeness, and institutional, thematic, and geographic distribution

Format evaluation comprises the analysis of a set of structuring, standardization and presentation characteristics of the journal based on international standards for publishing scientific journals. The texts of the different types of documents must have a structure capable of providing the standard metadata for bibliographic indexing and XML markup, according to the SciELO Publishing Schema⁷ (item 5.2.8.1).

The journal must publish continuously, i.e., make the articles available as soon as they are approved and edited. Only in exceptional cases approved by the Advisory Committee will the submission of journals that do not publish continuously be accepted.

The format evaluation also includes the initial verification of the journal's contribution to the compliance by the respective thematic area of the recommended minimum percentages of number of articles (Table 2), of articles in English (Table 1), of authors with foreign affiliation (Table 3), and editors and reviewers with foreign affiliation. When the subject area does not reach one or more of the minimum values required, the journal will be considered for admission only if it contributes to increasing the percentage of the area. When the subject area already meets the minimum values, journals that do not reach them will be considered for admission by decision and conditions established by the Advisory Committee.

The evaluation of the coverage and representativeness of the journal in the respective thematic area is based on the distributions of the affiliations of the authors, the members of the body of editors and reviewers. The institutional or geographic concentration of any of the actors is considered a limiting factor for the journal's admission into the Collection, while broad national representation and minimum expected international representation is considered a positive indicator. The results of the pre-assessment are analyzed at a meeting of the Advisory Committee that decides in favor of continuing the assessment process or rejecting the admission request, with the respective justification.

5.3.2. Assessment of scientific, cultural, social, and economic relevance

Journals approved in the first stage are evaluated by a set of indicators on compliance with the indexing criteria and by two or more ad hoc specialists. The evaluation is centered on the scientific relevance of the journals and additionally on the cultural, social, and economic contribution to related research communities, to formal education, continuing education, technology transfer, innovations and to society in general.

The journal's relevance assessment is carried out by two or more ad hoc experts from the journal's thematic area and is conducted through the SciELO Journal Evaluation Form⁷ in Portuguese, addressing the following specific questions:

- Alignment of the journal with the open science modus operandi compatible with the thematic area;
- Promotion of diversity, equity, inclusion and accessibility in research that communicates and in communication processes;
- Scientific character of the journal and of the research they communicate;

- Scientific representation and institutional and geographical coverage of the body of editors and reviewers;
- Scientific rigor and quality of the journal's articles;
- Peer review process;
- Contribution to the coverage of regional diversity of journals in the SciELO Brazil Collection;
- Cultural and social contribution;
- Potential contribution to the economy and technological development; and
- Importance and contribution of the journal for the development of the respective thematic area and for the development of the SciELO Brazil Collection.

5.3.3. Evaluation of a set of journals in a specific thematic area

The Advisory Committee may decide to evaluate a set of journals in a given thematic area, indexed or not in the Collection, in order to analyze the relative performance of the journals to support indexing decisions in the SciELO Brazil Collection. This option applies in the following situations:

- high demand for admission of journals in a given thematic area;
- indexing an initial core of journals of a discipline; and
- evaluation of the permanence of journals in a thematic area with decreasing performance.

The process of evaluating journals by subject area establishes a ranking based on the individual evaluation of each journal based on the pre-evaluation and relevance criteria documented in the previous items. Journals that participate in the thematic evaluation and are eventually not approved for admission may make individual submissions to the Advisory Committee, which is recommended to be done after the introduction of improvements suggested in the evaluation.

5.3.4. Final evaluation of the journal admission process by the Advisory Committee

The final analysis of the journals' evaluation process that were approved in the first phase is carried out in a face-to-face or online meeting with a minimum participation of 70% of the members of the Advisory Committee.

The initial dossier of each journal is enriched with the results of the pre-evaluation, peer review and a set of indicators on the performance of the journal in all indexing criteria. In the case of evaluation by subject areas, dossiers are prepared for the journals with the best performance selected by the Advisory Committee.

The dossier of each journal is analyzed by all members of the Advisory Committee. The committee member representing the journal's thematic area makes a presentation on his analysis, considering the journal's performance, followed by a recommendation for admission or not. All committee members are invited to comment, and discussions continue until consensus or a broad majority on decisions is reached, according to the following options:

- a. pre-assessment approval or rejection;
- b. approval or rejection in the merit assessment;
- c. approval in the merit assessment can be:
 - I. immediate admission without restrictions;
 - II. immediate admission with restrictions and subject to the editor-in-chief's commitment to complying with recommendations within a set deadline;
 - III. admission after compliance with recommendations;

- d. recommend evaluation in the context of the discipline or thematic area of the journal; and
- e. postpone decision pending further background.

All decisions are based on the Committee's internal reports and communicated individually to each of the editors-in-chief of the analyzed journals. Approved journals are publicly reported in the Results of the Advisory Committee Meetings⁷, published on the SciELO Brazil Collection website.

After the approval decision, the process of registry and publishing of the journal in the SciELO Brazil Collection begins.

6. Performance reports and review and debate meetings

The SciELO Indexing Unit periodically presents to the Advisory Committee the state of progress of the Collection, thematic areas and individual journals that stand out for their increasing or decreasing performance. The state of progress of the journals is analyzed internally in the Collection, in the set of scientific output in Brazil and in comparison, with the performance of journals published by the BRICS countries, Mexico, Spain and South Korea.

The performance of the thematic areas and the Collection is decisive in the evaluation of admission of new journals and in the permanence of the indexed ones. The basic rule is to sustainably improve the performance of individual journals, subject areas, and the Collection as a whole.

The journals' individual performance evaluations consider the state of progress of alignment with open science communication practices, compliance with the evaluation criteria for indexing listed in the previous section, that promote the implementation of priority lines of action, good editorial practices in general, and ethics in particular, the state of development foreseen in the Editorial Development Plan (EDP) of each journal, bibliometric indicators based on citations received, number of accesses to documents and indicators of their presence in social networks. When the performance of a journal systematically harms its subject area or the Collection as a whole, it is liable to receive recommendations for improvement from the Advisory Committee and eventually to be excluded from the Collection.

The implementation of priority lines of action according to the SciELO Brazil Criteria is discussed and analyzed in meetings with individual editors and groups of editors by thematic areas. The production flow of the Collection is monitored through the semi-annual collection on the flow of reception and processing of manuscripts.

Annually, the SciELO Program organizes an annual meeting with the editors of indexed journals to report on the state of progress of the Collection, discussion, analysis, and debate on the state of the art of scholarly communication, innovations, trends and their impact on journals and the Collection. Every five years, it holds a meeting of the coordinators of the national collections of the SciELO Network⁷ it is an International Conference to debate the state of scholarly communication. The five-year meeting of the SciELO Network updates the priority lines of action for the professionalization, internationalization and operational and financial sustainability of journals, collections, and of the SciELO Program.

The SciELO Analytics⁷ portal publishes, with monthly updates, statistics and data sheets extracted from the collections that allow journals and scholars to monitor the development of the Collection,

thematic areas, and individual journals.

7. Decision of the title exclusion process

In case of unfavorable results in the performance evaluation and non-compliance with mandatory criteria, the journal receives a notification on the aspects to be improved, which must be met within the period established by the Advisory Committee.

The journal that remains unpublished for 6 months is automatically excluded from the collection. In other cases, the exclusion is effective upon the decision of the Advisory Committee and will be communicated publicly in the Results of the SciELO Brazil Advisory Committee Meetings⁷.

Deleting a journal from the Collection does not affect the availability in the Collection of already published issues.

8. Appeals against Advisory Committee decisions

Editors-in-chief of journals may submit, at any time, appeals questioning the Advisory Committee's decision in cases of non-admission, admission restrictions, warnings and exclusion from the SciELO Brazil Collection. The contact for sending the resources is the SciELO Brasil Collection Indexing Unit, which acts as the technical secretariat of the Advisory Committee via the e-mail <scielo.avaliacao@scielo.org>.

Appeals will be examined by the Advisory Committee, which may take the following decisions:

1. Accept the appeal;
2. Request that the journal be re-evaluated with the support of experts in the field;
3. Request additional information from the editor-in-chief;
4. Maintain part of the decision that motivated the appeal; or
5. Maintain the decision that motivated the appeal.

The decision of the Advisory Committee will be communicated to the journal's editor-in-chief.

9. Readmission

Journals excluded from the SciELO Brazil Collection may be readmitted by decision of the Advisory Committee whenever they meet the indexing criteria again, that is, following the evaluation procedures for admission described in item 5.3.

Review for readmission will not take effect immediately after deleting a title from the Collection. To be re-evaluated, the journal must submit updated documentation and demonstrate that it meets the criteria considering the publication of new articles in an amount equivalent to half the number of articles from the previous year.

10. Results of SciELO Brazil Advisory Committee meetings

All decisions of the Advisory Committee that change the composition or development policy of the Collection will be communicated to all editors-in-chief of indexed journals and publicly in the Journal Evaluation section of the SciELO Brazil Collection⁷, on the SciELO Brazil Collection website.

Annex 1. Types of documents

The following types of documents, with their own authorship and title different from the section title, will be indexed, published and included in SciELO's performance metrics: addendum, research article, review article, data article, letter, article comment, brief communication, quick communication, guidelines or norms, speech, discussion, editorial or introduction, essay, interview, errata, methods, obituary or record, review of approved article, positioning or collective thought, case report, book review, reply, retraction, partial retraction, and "other" (when the document has scientific content that justifies its indexing but none of the previous types apply), according to the following description:

Table A: Indexable documents

Types of documents	Description of type of document
addendum	A published article that adds information or clarification to another article (it is different from the "errata" type, that corrects an error in previously published material).
research article	Article that communicates original research.
data article	Article that describes research data in the text of the article or made available in a data repository or data papers...
review article	Article that critically summarizes scientific knowledge on a given topic. Also known as a literature review.
letter	Letter addressed to the journal, typically commenting on a published work.

article comment	A document whose object or focus is another article or articles; article that comments on other articles. This document type can be used when the editor of a publication invites an author with an opposing opinion to comment on a controversial article and then publishes the two articles together. The "editorial" type, which is similar, is reserved for comments written by the editor or editorial staff member or guest author.
brief communication	Succinct communication of research results.
quick communication	Updating a poll or other news items.
guidelines or norms	Document of a guide or guideline established by a biomedical or other authority such as a committee, society, or government agency.
speech	Document of a speech or oral presentation.
discussion	Invited discussion related to a specific article or journal issue.
editorial or introduction	Opinion piece, political statement or general comment written by a member of the editorial team (with authorship and proper title different from the title of the section).
essay	detailed reflection, with greater freedom on the part of the author to defend a certain position, aimed at deepening the discussion or presenting a new contribution/approach to a relevant topic.
interview	The act of interviewing or being interviewed. It is a conversation between two or more people for a specific purpose with questions asked by the interviewer in order to obtain necessary information from the interviewee.

errata	Modification or correction of previously published material. It is also called "correction". (The "Addendum" type only applies to material added to previously published material.).
methods	Document describing methodological advances, including innovative methods and improvement of existing methods. The document must include evidence of the method's effectiveness and comparisons with previously available methods.
obituary, record	Announcement of death or commendation of a recently deceased colleague.
review of approved article	Document of analysis of a manuscript that communicates research with an assessment of its relevance, the methods applied, and presentation and discussion of the results obtained. The review highlights research contributions that recommend its acceptance and recommendations for corrections and improvements.
positioning or collective thinking	Document, position, or collective thought prepared together with researchers who are experts in certain subjects.
case report	Case study, case report, or other description of a case.
critical book review	Review or critical analysis of one or more books in print or online. (The "product review" type is used for product review).
reply	Reply to a letter or comment, typically by the original author commenting on comments.
retraction	Retraction or denial of previously published material.
partial retraction	Withdrawal or denial of part or parts of previously published material.
other	When the document is indexed and none of the previous types precisely apply.

The following types of documents will not be indexed, published, and included in SciELO performance metrics: proceedings, announcement, calendar, calls, books received, news, reprint, meeting report, abstract, expanded abstract or thesis abstract, product review, thesis, and translation (of an article already published), as described below:

Table B: Non-Indexable Documents

Types of documents	Description of type of document
annals	Material published in congress.
announcement	Material advertised in the journal (may or may not be directly related to the journal).
calendar	List of events.
calls	Summary or call for items of the current issue of the journal.
books received	Notification that items, such as books or other works, have been received by the journal for analysis or consideration.
news	News, usually current, however, atypically, historical.
reprint	Reprint of a previously published document.
meeting report	Report of a conference, symposium, or meeting.

summary, expanded summary or thesis summary	The document itself is a summary (of a paper or presentation) that has been normally presented or published separately
product review	Description, analysis or review of a product or service, such as a software package (the "book review" type is used for book analysis).
thesis	Thesis or written dissertation as part of completing a course.
translation	<p>Translation of an original article written in another language and already published</p> <p>Note: Articles may be unpublished or previously available on preprint servers recognized by the journal. Duplication of publication or translation of an article already published in another journal or as a book chapter is not allowed. However, documents derived from original documents according to the rules of Creative Commons licenses or other licenses and which are characterized as a new document with authorship and their own DOI are acceptable.</p>