Quality in Diamond Open Access Publishing: guidelines, policies and templates

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1. Introduction

Diamond Open Access (OA)[1] journals are often managed by small teams with limited resources, making it difficult to keep pace with evolving policy developments, best practices and technical requirements. Support and guidance are needed to help these journals adopt current best practices.

The guidelines and policy and document templates in this document are designed to help Diamond OA journals establish themselves as trustworthy sources of knowledge by providing practical tools to enhance quality and align with best practices in OA publishing. These non-exhaustive materials build upon established frameworks, including the DOAJ's Basic Criteria, the Best Practices Checklist for Diamond OA Publishers, and the Diamond Open Access Standard (DOAS) developed by the Developing Institutional Open Access Publishing Models To Advance Scholarly Communication (DIAMAS) project, taking into account the specific challenges faced by Diamond OA journals in Africa and aiming to provide practical, adaptable solutions.

The document includes:

- Essential elements of Diamond OA journals
- Journal Policies Template, as well as Author Statement, Conflict of Interest and Licence Agreement templates
- Technical guidelines: elements to include in article landing pages and the full-text of the article, displaying licensing information, general advice regarding journal websites and accessibility.

2. Essential elements of Diamond OA journals

DOAJ's Basic Criteria and Diamond Open Access Standard (DOAS) were used as a starting point in defining these baseline requirements.

1. The journal has an ISSN (print or eISSN), which is clearly displayed on the journal website and can be checked in the ISSN registry.
2. The journal has a regular schedule of publication, either issue by issue or via continuous publication.
3. All information provided on the journal website is up-to-date.
4. The journal does not charge fees to authors for publishing or to readers for reading and articles are made immediately available online upon publication.
5. The information that authors do not pay Article Processing Changer (APCs) or any other charges should be clearly stated on the journal website (preferably in journal policies and author guidelines).

[1] In this publishing model, often referred to as Diamond Open Access publishing, no fees are charged to authors to publish and readers to read.

6. The journal must have its own dedicated URL and a homepage that is accessible from any location.
7. The information about the mission (i.e. in a journal mission statement), aims and scope, as well as the languages in which manuscripts can be submitted is displayed on the journal website.
8. The journal publishes scholarly content and contains original research articles and the criteria for acceptance of manuscripts are defined and publicly available on the journal website.
9. The journal must have an editorial board (with editorial board members from more than one institution) and may also have other editorial bodies. The composition of the editorial bodies is publicly displayed (i.e. with the editorial team names, functions and roles; affiliations) on the journal's website, as well as on any platforms hosting the journal's content.
10. Manuscripts submitted to the journal must pass peer review by at least two peer reviewers in order to be published. The information about the peer review process is publicly displayed on the journal website.
11. Clear and detailed author guidelines are publicly available on the journal website. They include at least:
    - An explanation of the types of manuscripts that a journal will consider.
    - A detailed style guide (that includes referencing style).
    - A description of how to submit an article.

3. Journal policies template and supporting documents

Journal policies help authors understand what is expected of them and how their work will be handled, from submission to publication. For readers, clear policies build trust by showing that the journal follows fair and consistent practices. They also make it easier for indexing services and research assessment bodies to see that the journal meets recognized standards.

EIFL has developed a journal policies template as a structured framework that Diamond OA journals can easily adapt to their needs. It covers the key policies on journal scope, ownership, open access, indexing, and archiving. It defines editorial responsibilities, peer review processes, ethical standards, and provides guidelines for authorship, checking and dealing with plagiarism, and conflict of interest. It also includes policies on using generative AI (artificial intelligence) tools, research transparency (data, code, and protocol sharing), complaints, misconduct investigations, retractions and post-publication discussions. Copyright, licensing, self-archiving, and metadata policies are also addressed.

By using this policies template and aligning practices with it, journals can ensure compliance with best practices in scholarly publishing.

Policies should be displayed on the journal website. If a journal is hosted on a platform hosting multiple journals, the platform should allow for displaying journal policies on dedicated pages (rather than as attachments).

The following documents can be found in the annexes:

- Journal policies template
- Author statement template
- Conflict of Interest statement template
- Licence agreement template.

4. What to display on article landing pages

(Note: Bold typeface indicates mandatory elements.)

1. **Article title**
2. **Full names of authors**
3. ORCID (Open Researchers and Contributor ID - personal persistent identifier). See: ORCID iD display guidelines
4. **Institutional affiliations of authors**
   Institutional affiliations should contain the full name and address of the institution, e.g. University, Faculty/Institute, City, Country
5. ROR ID (Institutional persistent identifier)

   See: Logos and display guidelines
6. **Journal title, volume, issue, publication year, and article number (or pagination)**

   The journal title should be the same as registered in the ISSN International Registry. Don't use any unofficial translated or abbreviated forms.
7. Article type (e.g. research article, review, short communication, etc.)
8. **A persistent identifier for the article**: DOI (Digital Object Identifier) or ARK (Archival Resource Key), Handle or URN
   DOI (and other PIDs) should always be displayed as a full URL link. See: Display guidelines - Crossref
9. **Abstract**

   A brief summary of an article that helps readers quickly understand its purpose and significance, highlighting the research questions, methods, key findings, and main conclusions. It should be between 150 - 250 words.
10. **Keywords**
    Specific terms or phrases that capture the main topics of the study. It is a good idea to enrich author-provided keywords with terms from relevant controlled vocabularies.

11. Supporting information

    Provide links to related research outputs (e.g. preprints, and registered studies, etc.). Use persistent identifiers to establish links with the related content.

12. Data availability statement providing the details of the data availability, including the DOI linking to it. If the data is restricted in any way and/or is not being made available within the journal publication, a statement from the author should be provided to explain why. See: [Journal policies template]

13. Author contributions
    Contributions include not only writing but also the activities related to the conceptualisation and execution of the research, collection and production of the research data/materials, analysis and interpretation. Use the Contributor Role Taxonomy (CRediT) to describe the key types of contributions made to the article. How to implement: [How to implement CRediT]

14. Conflict of interest statement. See: [Journal policies template]

15. Funding information
    This section typically includes details about grants, sponsorships, institutional support, or other financial resources that contributed to the study. It often specifies the funding organisations or agencies, grant numbers, and any relevant funding acknowledgements. Use ROR IDs of institutions and funding organizations. See: [Logos and display guidelines]

16. References
    Use standardised citation styles (e.g., APA, MLA, Chicago) to ensure consistency and facilitate accurate identification of sources. When deciding which citation style to use in your journal(s), you should give preference to those that include DOI or URL in reference list entries (e.g. APA, Chicago). Always display DOIs and URLs as links.

17. **Copyright information**

    Specify who has the legal rights to the article. Diamond OA journals should allow authors to retain copyright.

18. **Licence information**

    See below: [Displaying Creative Commons licences]

19. **Publisher's name**
    Display the publisher's name prominently on the journal website. Use the official name, as registered in the [ISSN International Registry].

20. **ISSN and eISSN**
    ISSN (International Standard Serial Number) and eISSN (electronic ISSN) are unique identifiers assigned to print and electronic versions of a serial publication, respectively. Display these numbers prominently on a journal website to make it easy for users to locate and verify this information. See: [What is an ISSN? | ISSN]

21. **Link(s) to access the full text**

5. Recommendations for publishing the full text of journal articles

5.1. What to include in the full text

Publishers are sometimes unsure about what information should be included in the full text of published articles. In many cases, the layout and structure of full-text documents still follow a design logic inherited from print publishing. As a result, key metadata elements, such as persistent identifiers, are often missing from the full text or are included without being rendered as interactive links. Similarly, elements like the ISSN may be omitted under the assumption that they are available elsewhere on the journal website.

Publishers should be aware that most users now access full-text documents directly through search engines, bypassing article landing pages. Due to this, it is essential to include all relevant metadata within the full-text file itself to ensure the article is properly identified, cited, and linked within scholarly infrastructure.

The following list outlines the key information that should be embedded in the full-text document. Bold typeface indicates mandatory elements.

1. **Journal title**
   It should be the same as registered in the ISSN International Registry. Don't use any unofficial translated or abbreviated forms.
2. **Online and/or Print ISSN**. Include both, if available. See: What is an ISSN? | ISSN
3. **Journal volume, issue (if available), article number (or pages)**
4. **Persistent identifier for the article**: DOI (Digital Object Identifier) or ARK (Archival Resource Key), Handle or URN. DOI (and other PIDs) should always be displayed as a full URL link. See: Display guidelines - Crossref
5. Article type (e.g. research article, case study, review, short communication, etc.)
6. **Article title**
7. **Full names of authors**
8. ORCID (Open Researchers and Contributor ID - personal persistent identifier).
   Display it as a full URL link. If there is no space in the usual author information block, provide a list of authors along with relevant identifiers in a footnote or on the final page. See: ORCID iD display guidelines.
9. **Institutional affiliations of authors**
   Institutional affiliations should contain the full name and address of the institution, e.g. University, Faculty/Institute, City, Country
10. ROR ID (Institutional persistent identifier)

    Display it as a full link. If there is no space in the usual author information block, provide a list of authors along with relevant identifiers in a footnote or on the final page. See: Logos and display guidelines
11. **Abstract**

A brief summary of an article that helps readers quickly understand its purpose and significance, highlighting the research questions, methods, key findings, and main conclusions. It should be between 150 - 250 words.

12. **Keywords**
    Specific terms or phrases that capture the main topics of the study. It is a good idea to enrich author-provided keywords with terms from relevant controlled vocabularies.
13. **The text of the article**
14. Supporting information

    Provide links to related research outputs (e.g. research data deposited in repositories, preprints, and registered studies, etc.). Use persistent identifiers to establish links with the related content.
15. Data availability statement providing the details of the data availability, including the DOI linking to it. If the data is restricted in any way and/or is not being made available within the journal publication, a statement from the author should be provided to explain why. See [Journal policies template]
16. Author contributions
    Contributions include not only writing but also the activities related to the conceptualisation and execution of the research, collection and production of the research data/materials, analysis and interpretation. Use the Contributor Role Taxonomy (CRediT) to describe the key types of contributions made to the article. How to implement: [How to implement CRediT]
17. Conflict of interest statement. See: [Journal policies template]
18. Funding information
    This section typically includes details about grants, sponsorships, institutional support, or other financial resources that contributed to the study. It often specifies the funding organisations or agencies, grant numbers, and any relevant funding acknowledgements. Use ROR IDs of institutions and funding organizations. See: [Logos and display guidelines]
19. **References**
    Use standardised citation styles (e.g., APA, MLA, Chicago) to ensure consistency and facilitate accurate identification of sources. When deciding which citation style to use in your journal(s), you should give preference to those that include DOI or URL in reference list entries (e.g. APA, Chicago). Always display DOIs and URLs as links.
20. **Copyright information**

    Specify who has the legal rights to the article. Diamond OA journals should allow authors to retain copyright.
21. **Licence information**

    See below: [Displaying Creative Commons licences]
22. **Publisher's name**
    Display the publisher's name prominently. Use the official name, as registered in the [ISSN International Registry].

5.2. Full text in multiple formats

Providing journal articles in multiple formats (PDF, HTML, EPUB, XML, and plain text) improves accessibility, discoverability, and preservation. Using XML-first workflows, where content is initially created or converted (e.g. from DOCX) into XML format and then transformed into multiple output formats (e.g., PDF, HTML, EPUB), is recommended as this ensures consistent metadata embedding. Resources: Journal Publishing Tag Library NISO JATS Version 1.4 (ANSI/NISO Z39.96-2024)

However, providing journal articles in multiple formats requires technical and financial resources, e.g investing in conversion tools and staff operating format conversion workflows. If resources are limited, journals can prioritize commonly used formats (e.g., PDF and HTML) and plan for a gradual expansion of format options through collaboration and partnerships with universities, libraries, or open-access initiatives.

General recommendations

- Use open-source, Unicode-supporting fonts. See: Open-Source Unicode Typefaces. (Wikipedia)
- Avoid multi-column layout, as this can make it difficult for accessibility assistants and indexing services to process the text.
- Do not use outdated file formats (e.g. DOC, RTF, WPD, etc.).

JATS XML

- Embed detailed metadata, including CRediT information, copyright and licence information, and conflict of interest statements in the full text. Learn more: See: JATS4R

PDF

- Ensure that the PDF version is PDF/A compliant. In most typesetting tools it is possible to generate PDF/A files.
- Do not restrict access to the full text (e.g. by preventing text copying or converting text in PDFs to outlines).
- If PDFs include abstracts in another language, make sure that the key metadata (Title, author affiliations, abstract, keywords) are provided in that language.

6. Displaying Creative Commons licences

Properly displaying Creative Commons (CC) licences remains a challenge for many journals. Frequent issues include not displaying a licence at all, mismatching the licence name and the licence logo, linking to the wrong licence, or presenting inconsistent information across different parts of the journal website (e.g. declaring one licence in the journal policies and another in full-text articles).

This section provides guidance on where Creative Commons licences should be displayed and how to display them correctly.

General considerations

- Use Creative Commons licences (please note that version 4.0 is the latest international recommended version). Avoid custom non-standardized licence statements, as they can't be displayed in a machine-readable way.
- Always link the licence name to the licence website.
- Use the latest version of the licence
- Make sure that licence information is consistent across the publishing platform (in journal policies, footer, landing pages, full text).

Journal policies

- Licensing policy is usually addressed together with the copyright policy:
  "Authors retain copyright of the published papers and grant to the publisher the non-exclusive right to publish the article, to be cited as its original publisher in case of reuse, and to distribute it in all forms and media. Articles will be distributed under the Creative Commons Attribution 4.0 International (CC BY 4.0) licence." See the Journal policies template
- In the journal policy, link the licence name to the licence web page:
  "Articles will be distributed under the Creative Commons Attribution 4.0 International (CC BY 4.0) licence."

Article landing pages

- Licence logo
- Licence name (link it to the licence website)
- A short description of licence terms
- The licence information is usually accompanied with copyright information

Example

This work is licensed under a Creative Commons Attribution 4.0 International License.

Authors retain copyright of the published papers and grant to the publisher the right to publish the article, to be cited as its original publisher in case of reuse, and to distribute it in all forms and media. Articles will be distributed under the Creative Commons Attribution International License (CC BY 4.0).

Note: It is also acceptable to display licensing information in the website footer. In this case, indicate that the licence displayed applies to the entire website content unless otherwise indicated: "Unless otherwise indicated, the content of this website is published under license: Creative Commons Attribution 4.0 International."

Full-text article

- Licence logo
- Licence name (link it to the licence website)
- A short description of licence terms (optional)
- The licence information is usually accompanied with copyright information.

Example

This work is licensed under a Creative Commons Attribution 4.0 International License.

Authors retain copyright of the published papers and grant to the publisher the right to publish the article, to be cited as its original publisher in case of reuse, and to distribute it in all forms and media. Articles will be distributed under the Creative Commons Attribution International License (CC BY 4.0).

There is no fixed place for this information. It can be placed either on the first or on the last page of the full-text article.

Machine-readable metadata

- Submit licensing information when registering DOIs (or other PIDs). Learn more: License information - Crossref
- Include licensing information in HTML meta tags. This is easy in platforms such as OJS or Janeway.
- Expose licensing information via OAI-PMH.

7. Depositing metadata with PID registration agencies

- Deposit rich metadata about publications, including bibliographic references and abstracts, when registering persistent identifiers for articles in line with the recommendations of the Initiative for Open Citations (I4OC) and Initiative for Open Abstracts (I4OA).
- Include PIDs for authors, organisations and related research outputs (e.g. research data)
- Include metadata in multiple languages, if available.
- Include access level and licensing information

Release the metadata into the public domain using the CC0 licence, e.g. by including the following statement in the journal policies: “The journal metadata are freely accessible to all, and freely reusable by all, under the terms of the Creative Commons Universal (CC0 1.0) Public Domain Dedication licence.” See: Journal policies template.

8. Journal website

If possible, use free and open source software (FOSS) platforms that support the entire publishing workflow, from manuscript submission and peer review to content display (e.g. Open Journal Systems, Janeway, Kotahi). These platforms also enable metadata display in line with widely adopted metadata schemas (e.g. Dublin Core, DataCite, Crossref, JATS XML, etc.) and support metadata exchange through standard protocols such as (Open Access Initiative Protocol for Metadata Harvesting – OAI-PMH, REST API, HTTPS, etc.). All these features are more difficult and costly to ensure in custom-made platforms based on generic software solutions that are not specifically adjusted to software management.

Popular FOSS solutions (e.g. Open Journal Systems, Janeway, Kotahi) come with a set of inbuilt interface themes ensuring responsive design and a clear menu structure. Use default themes (normally, you can customize colors and fonts by editing a stylesheet) for the journal website to ensure easier maintenance and compatibility with future upgrades. Be cautious when using non-default themes, as they may not always be available in future software updates. Make sure that software is regularly updated and that back-up procedures are in place.

Managing a publishing platform based on free and open-source software (FOSS) can be challenging, especially when dedicated IT support or reliable server infrastructure is not readily available. For this reason, it is advisable to use established continental, national or institutional publishing platforms based on FOSS solutions, if such platforms are available. These shared infrastructures can provide the necessary technical support, maintenance, and sustainability that individual journals may not be able to ensure on their own.

8.1. Website accessibility for people with visual impairment

Making journal websites more accessible to blind and visually impaired people is important. However, many Diamond OA journals have limited budgets to cover the costs of making websites accessible, and journal technical staff may lack the technical skills needed to set up and maintain assistive technologies. It is recommended that journals develop a strategy and plan for accessibility. If alternatives are unaffordable, start with cost-free improvements. The following recommendations offer practical ways to improve accessibility, even with limited resources:

- Use clear and simple menu labels.
- Provide the full text in HTML (which works well on mobile devices) and machine-readable formats like EPUB or XML (which are suitable for users with screen readers).
- Make colors accessible for people with color vision impairment. Avoid using color alone to convey meaning, ensure good contrast (e.g. black text on a white background), and use patterns or labels when necessary.
- Avoid small and thin fonts, and make sure the text doesn't blend into the background.

- Allow users to adjust the font size. This can be achieved with the help of free accessibility tools, such as Sienna Accessibility Widget
- Add descriptions for images**.** If you include charts, figures, or images, add a short text description (ALT text) for people using screen readers.
- Help screen readers understand your site by using headings – H1, H2, H3.
- If users need to fill out forms (e.g. for submissions), label fields clearly and explain errors in plain language. Avoid CAPTCHA tests that require clicking images as some users can't complete them.
- If your site has content in multiple languages, make it easy to switch between them.

Many tools that can help you improve accessibility for blind or otherwise visually impaired people are available, but few are free. One free and easy to implement tool is Sienna Accessibility Widget, which helps adjust text display (font size, line height, dyslexia font, contrast and saturation adjustments, etc.).

You can use free tools like WAVE Web Accessibility Evaluation Tools to check if your website has issues that may present obstacles for people with visual impairment. Also, ask people with visual impairment to test the site and give feedback.

However, authoring tools are a major problem: it is usually difficult or impossible to create accessible tables and forms using office tools. Watch this webinar to learn more about available tools and strategies: OpenAIRE coffee break on e-accessibility

Resources

DOAJ's Basic criteria – updated and rewritten in plain English

Best Practices checklist for Diamond OA publishers - DIAMAS

Consortium of the DIAMAS project. (2024). The Diamond OA Standard (DOAS) (1.2). Zenodo. https://doi.org/10.5281/zenodo.13820036

Better Practices in Journal Metadata

JATS4R

Toolsuite Articles | CAP portal

Guidelines | CAP portal

Bowker, L., Pölönen, J., Laakso, M., & Redhead, C. (2024). Deliverable D4.6 – Equity, Diversity, Inclusion and Belonging (EDIB) in scholarly communication - working with communities to develop resources for multilingualism, gender equity and accessible and inclusive websites (1.0). Zenodo. https://doi.org/10.5281/zenodo.13786107

Annex 1: Journal policies template

This is a generic policies template for Diamond OA journals. It can easily be adjusted to include discipline-specific considerations. The policies template is aligned with the Diamond Open Access Standard developed by the DIAMAS project and it can help journals meet policy-related requirements for acceptance in the Directory of Open Access Journals (DOAJ).

Edit the red text or remove it if it's not relevant for your journal. The blue text contains instructions and should be removed when you finish drafting your policies.

General information

The journal *Journal's title* is dedicated to [define aims and scope].
You may also provide a short history of the journal, the previous title (if applicable, etc.)
The journal is owned and published by ______________.[2]
The journal is financially supported by ______________.[3]

The journal *Journal's title* publishes original papers that have not been published previously. (Define article types: scientific articles, reviews, communications, letters, conference papers, etc.).
Journal's title is an open access journal that doesn't charge any fees either to readers to read, nor to authors to publish.

Contributions to the journal shall be submitted in language(s), with summaries in language(s). The journal is open to all researchers globally, regardless of gender, career stage or ethnic and religious affiliation.

The Journal is issued _______times a year.[4]
The journal is indexed in _______.
Digital copies of the journal are archived in the ………[5]

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[2] Adjust the statement if the owner and publisher are different entities. If the journal is co-published by multiple entities, mention all of them. Please note that service providers providing online publishing platforms or technical support are usually not publishers. The publisher name declared on the journal website must be the same as that declared in the record on the ISSN Portal. If the information on the ISSN Portal is not up-to-date, contact your National ISSN Centre (if there is one in your country) or the International ISSN Centre to update the information: https://www.issn.org/.
[3] List all entities, programmes and/or projects providing financial support to the journal. Acknowledge in-kind support provided by academic institutions and other entities (e.g. hosting, paid staff assigned to support publishing, etc.), as well as any voluntary contributions.
[4] Continuous publication, where articles are published as soon as they are accepted rather than waiting for a complete issue to be compiled. In this model, articles are usually grouped into volumes or thematic collections.
[5] E.g. LOCKSS, CLOCKSS, Portico.

Editorial policies

Editorial responsibilities

The editorial bodies include: __________

Editor / Editor-in-Chief / Section Editor is appointed by ____[6]

Editorial operations related to content and peer review are independent and free from the influence of the entities that support the journal.
The Editor / Editor-in-Chief / Section Editor / Editorial Board is responsible for deciding which articles submitted to *Journal's title* will be published. The Editor / Editor-in-Chief / Section Editor / Editorial Board is guided by the Editorial Policy and constrained by legal requirements in force regarding libel, copyright infringement and plagiarism.

The Editor / Editor-in-Chief / Section Editor / Editorial Board reserves the right to decide not to publish submitted manuscripts in case it is found that they do not meet relevant standards concerning the content and formal aspects. The Editorial Staff will inform the authors whether the manuscript is accepted for publication within __________from the date of the manuscript submission.

Editor / Editor-in-Chief / Section Editor / Editorial Board must hold no conflict of interest with regard to the articles they consider for publication. If an Editor feels that there is likely to be a perception of a conflict of interest in relation to their handling of a submission, the selection of reviewers and all decisions on the manuscript shall be made by the _______.[7]

Editor / Editor-in-Chief / Section Editor / Editorial Board shall evaluate manuscripts for their scientific content free from any racial, gender, sexual, religious, ethnic, or political bias.

The Editor and the Editorial Staff must not use unpublished materials disclosed in submitted manuscripts without the express written consent of the authors. The information and ideas presented in submitted manuscripts shall be kept confidential and must not be used for personal gain.

Variant 1 (in case of single-blind peer review) Editors and the Editorial Staff shall take all reasonable measures to ensure that the reviewers remain anonymous to the authors before, during and after the evaluation process.

Variant 2 (in case of double-blind peer review) Editors and the Editorial Staff shall take all reasonable measures to ensure that the reviewers remain anonymous to the authors before,

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[6] List all relevant editorial functions and bodies and describe briefly their roles and procedures to select members of editorial bodies, including the mandate length, regular renewal process, and dissolution of the editorial board.
[7] If the decision whether to accept the manuscript or not is made by the Editorial Board: In case one or more members of the Editorial Staff hold a conflict of interest regarding a submitted manuscript, these members of the Editorial Staff shall withdraw from the selection of reviewers and all decisions related to the manuscript.

during and after the evaluation process and the authors remain anonymous to reviewers until the end of the review procedure.

Variant 3 (in case of open peer review) Describe.[8]

Authors' responsibilities

Authors warrant that their manuscript is their original work, that it has not been published before and is not under consideration for publication elsewhere. Parallel submission of the same manuscript to another journal constitutes misconduct and eliminates the manuscript from consideration by ***Journal's title*****.** Please note that posting of preprints on preprint servers or repositories is not considered prior publication.[9] Authors should disclose details of preprint posting upon submission of the manuscript. This must include a link to the location of the preprint. Should the submission be published, the authors are expected to update the information associated with the preprint version on the preprint server/repository to show that a final version has been published in the journal, including the DOI linking directly to the publication.

If a manuscript has previously been submitted elsewhere, authors should provide information about the previous reviewing process and its outcome. This provides an opportunity for authors to detail how subsequent revisions have taken into account previous reviews, and why certain reviewer comments were not taken into account. Information about the author's previous reviewing experience is to the author's advantage: it often helps the editors select more appropriate reviewers.

In case a submitted manuscript is a result of a research project, or its previous version has been presented at a conference in the form of an oral presentation (under the same or similar title), detailed information about the project, the conference, etc. shall be provided in a footnote / Acknowledgements.

It is the responsibility of each author to ensure that manuscripts submitted to ***Journal's title*** are written with ethical standards in mind. **(If necessary, cite the relevant codes of conduct.)**[10] Authors affirm that the manuscript contains no unfounded or unlawful statements and does not violate the rights of third parties. The Publisher will not be held legally responsible should there be any claims for compensation.

Reporting standards

Journal's title is committed to serving the research community by ensuring that all articles include enough information to allow others to reproduce the work. A submitted manuscript should contain sufficient detail and references to permit reviewers and, subsequently, readers to verify the claims presented in it - e.g. provide complete details of the methods

[8] For various definitions and models of open peer review, see: Ross-Hellauer, Tony. 2017. 'What Is Open Peer Review? A Systematic Review'. *F1000Research* 6: 588. https://doi.org/10.12688/f1000research.11369.2.
[9] In case preprints are allowed, double-blind review is not an option for your journal because it is impossible to ensure the anonymity of authors.
[10] Depending on the area of science covered by the journal, relevant ethical guidelines may be specified (e.g. research involving human subjects or experimental animals, privacy issues).

used, including time frames, etc. Authors are required to review the standards available for many research applications from Equator Network and use those that are relevant for the reported research applications. The deliberate presentation of false claims is a violation of ethical standards.[11]

Authors are exclusively responsible for the contents of their submissions and must make sure that they have permission from all involved parties to make the content public.[12] Authors are also exclusively responsible for the contents of their data/supplementary files. Authors affirm that data protection regulations, ethical standards, third party copyright and other rights have been respected in the process of collecting, processing and sharing data.

Authors wishing to include figures, tables or other materials that have already been published elsewhere are required to obtain permission from the copyright holder(s). Any material received without such evidence will be assumed to originate from the authors.[13]

Inclusive language

The journal Journal title promotes accessible, and inclusive language to ensure that scientific research is widely understood and respectful of all individuals. To promote accessibility, authors should:

- Use clear, simple language that is understandable across disciplines and for non-native English speakers;
- Avoid overly technical or unnecessary terminology, unnecessary complexity, long sentences, repetition, uncommon acronyms and abbreviations, stereotypes, idiomatic speech, slang, and cultural assumptions;
- Explain technical terms when needed;
- Respect diversity and avoid implying superiority of any group based on gender, race, ethnicity, nationality, disability, health status, age, or socio-economic background.
- Use inclusive and appropriate language in relation to race and ethnicity and provide participants with a comprehensive range of categories and subcategories to choose from when collecting self-reported racial or ethnic identity data, as well as the option to select multiple, not mutually exclusive categories;
- Be cautious in generalizing findings from studies to groups simply on the basis of a shared identity category and provide the rationale behind any racial or ethnic groupings used in the Methods section;
- Where it is necessary to make reference to the indigenous identity of a person or group, use the terms preferred by the person or group. If in doubt, ask the person or group;
- Make a distinction between biological sex and socially constructed gender. Use self-identified pronouns and gender-neutral terms (e.g., "chairperson" instead of "chairman");
- Use "impairment" for medical conditions and "disability" for societal barriers. Avoid discriminatory language and offensive terms (derogatory labelling, depersonalising,

[11] If the journal publishes technical papers or book reviews: Book reviews and technical papers should be accurate and they should present an objective perspective.
[12] Authors may be required to provide the proof that they have obtained such permission.
[13] Authors may be required to include evidence that such permission has been granted when submitting their manuscripts.

stereotyping and emphasising the disability) in relation to the portrayal of people with disabilities (e.g. use ‘a person diagnosed with cancer’ rather than ‘a cancer victim’)

Consult also additional resources from C4DISC (Coalition for Diversity and Inclusion in Scholarly Communications): https://c4disc.org/toolkits-for-equity/

Authorship

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[15] Double blind / single blind / Open
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[17] Some suggestions:
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[19] Additional information about journal data policies: Hrynaszkiewicz, Iain, Natasha Simons, Azhar Hussain, Rebecca Grant, and Simon Goudie. 2020. 'Developing a Research Data Policy Framework for All Journals and Publishers'. *Data Science Journal* 19 (1): 5. https://doi.org/10.5334/dsj-2020-005.

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The phrasing has been taken from: Hrynaszkiewicz, Iain, Natasha Simons, Azhar Hussain, Rebecca Grant, and Simon Goudie. 2020. 'Developing a Research Data Policy Framework for All Journals and Publishers'. *Data Science Journal* 19 (1): 5. https://doi.org/10.5334/dsj-2020-005.

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