



Criteria, policy and procedure 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 Collection⁷. It is defined and adopted by the SciELO Open Science Program for journals in Brazil and also serves as a reference document for the evaluation of journals in the other national and thematic collections of the SciELO Network. The document is referred to as the SciELO Brazil Criteria.

The function of this evaluation is to monitor, promote and strengthen the development of the quality and scientific, cultural, social, economic and technical relevance of the SciELO Brazil Collection of journals published in Brazil and its alignment with the open science *modus operandi* and technological advances and thus contribute to the sustainable increase in the visibility and impact of the collection as a whole, of the thematic areas and, individually, of the journals it indexes and publishes and the research it communicates. The evaluation is convergent with national policies for the advancement of research, the conditions and priorities of research communities and international standards for indexing, publishing, ethics and good editorial practices, interoperability and performance evaluation 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 research and quality journals complement each other.

The criteria for evaluating journals to decide whether they should be indexed and remain in the SciELO Collection, as well as the policy and procedures for applying them, were originally discussed at the “Seminar on Criteria for Evaluating and Selecting 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, they have been periodically updated to keep pace with the evolution of scholarly communication and the development priorities of the SciELO Program⁷ and the SciELO Network Collections⁷.

This version of the Criteria is centered on SciELO's status as an open science program that operates collections of different research communication objects originating from open science practices. Thus, the SciELO Brazil Collection of journals is accompanied by the SciELO Preprints⁷, SciELO Data⁷ and SciELO Books⁷ Collections. Each of these collections of research communication objects has its own indexing and operating criteria. In this context, the SciELO Brazil Criteria promote 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 approved articles. They also promote transparency and openness in the evaluation processes of the different research communication objects.

The prospect of the intensive and transparent use of Generative Artificial Intelligence applications throughout the research communication flow in search of greater efficiency and quality is considered and promoted in this version of the Criteria.

This document is referred to specifically as the SciELO Brazil Criteria because the criteria defined, the policy and the procedures for their application are, in parallel with the adoption of international standards for scholarly communication, contextualized with the conditions and characteristics of Brazil's national system of science, technology and innovation, Brazil's scholarly communication and the national agenda for adopting the SciELO Program's priority lines of action for the professionalization, internationalization and operational and financial sustainability of the journals it

indexes and publishes in the open science modus operandi.

The SciELO Criteria follow and promote the objectives, principles and lines of action defined in the documents:

- Declaration in Support of Open Science with IDEIA - Impact, Diversity, Equity, Inclusion and Accessibility⁷
- SciELO Program, SciELO Publishing Model and SciELO Network⁷
- SciELO Network - Priority lines of action for professionalization, internationalization and sustainability - 2024-2028⁷

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

The SciELO Brazil Criteria for journal evaluation are defined in the context of the objectives, functions and principles of the SciELO Program, which is maintained by the national consortium formed by the Coordination for the Improvement of Higher Education Personnel (CAPES)⁷, the National Council for Scientific and Technological Development (CNPq)⁷, the São Paulo State Research Support Foundation (FAPESP)⁷ and supported by 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 research communication capacities in open science, according to the state of the art, with a focus on quality journals whose articles are linked to any previous versions in preprints, with the research data (data files, computer software and other content underlying the texts) and whose evaluation process is informed by the dates of the main events (reception, approval, publication), of computer software and other content underlying the texts) and whose evaluation process is informed by the dates of the main events (reception, approval, publication), the name of the editor responsible for the evaluation process and the highly recommended edited publication of the review reports from the peers who evaluated and approved the manuscript. The specific and permanent objective is to help maximize the quality, visibility and impact of research, cooperation between researchers, reproduction, replication, reuse, 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 Publishing Model⁷. The communication objects and the operating platform follow and implement the SciELO Criteria. The collections operate in a network and make up the SciELO Network⁷.

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

On the occasion of the celebration of SciELO's 25th anniversary of regular operation in 2023, which promoted an analysis of the program's state of progress and the state of the art and perspectives of research communication in the open science modus operandi, the program's vision began to be oriented towards the pursuit of Open Science with IDEIA - Impact, Diversity, Equity, Inclusion and Accessibility.

Internationally, SciELO is being developed as an international technical cooperation program to

support national policies for scholarly communication through nationally published journals. International cooperation takes place, on the one hand, through the SciELO Network⁷ of national and thematic collections of quality open access journals operated by the same SciELO Publishing Model. On the other hand, SciELO actively participates in the national and global flow of scientific information. It systematically seeks alignment with the state of the art in 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, in particular Crossref⁷, Dimensions⁷, Directory of Open Access Journals (DOAJ)⁷, Google Scholar⁷, LARReferencia⁷, OpenAlex⁷, Lattes Platform⁷, CAPES Journals⁷, ORCID iD⁷, Scimago⁷, Scopus⁷, Web of Science⁷; and
- participate in scholarly communication instances, particularly the Brazilian Association of Scientific Editors (ABEC Brazil)⁷, the 6th Open Government Action Plan⁷, the Cariniana Digital Preservation Network⁷, the Coalition for Diversity & Inclusion in Scholarly Communication (C4DISC)⁷, the Committee on Publication Ethics (COPE)⁷, Crossref⁷ which assigns the DOI and operates essential interoperability services, the Directory of Open Access Journals (DOAJ)⁷ which qualifies open access journals, the NISO Journal Article Tag Suite (JATS)⁷ Standing Committee, which assists in the development of JATS, the standard that governs the SciELO Publishing Schema⁷ in the XML tagging of articles, the Open Access Scholarly Publishing Association (OASPA)⁷, which brings together open access publishers, the Public Knowledge Project (PKP), which develops and maintains tools to support scholarly communication used by the SciELO Network, such as Open Journal Systems (OJS), Open Monograph Press (OMP), and Open Preprints Systems (OPS).

2.1. SciELO Program Principles

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

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

In accordance with these six principles, the evaluation for indexing in the SciELO Brazil collection considers quality journals published in Brazil as an essential part of the infrastructure, bibliodiversity and dynamics that characterize the totality of Brazilian scientific output. This totality of production is communicated through journals and books published both abroad and in Brazil and on various

continuous publishing platforms, which operate as journals. With the open science *modus operandi*, scientific output is progressively also taking into account preprints and research data archives.

The evaluation also considers the journals in the SciELO Brazil Collection as a heritage of Brazilian culture and science that must be preserved, valued and improved. The journals are owned and managed 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, the research reported by journals in Brazil in all thematic areas has been predominantly by Brazilian authors, but the number of articles by authors affiliated abroad is growing, with a high degree of variability between thematic areas. In terms of multilingualism, there is a continuous adjustment of the distribution of articles in Portuguese, English and Spanish, according to the thematic areas, in an attempt to maximize the national and global visibility of the research.

Under these conditions, quality journals in Brazil communicate a significant part of the national scientific output that is indexed internationally, as well as a large part that is not indexed internationally due to various biases, limitations or restrictions of the indexes. SciELO journals communicate basic and applied research whose results are part of the global flows and bases of scientific information and knowledge. However, SciELO believes that a distinctive feature of from Brazil in terms of Brazilian scientific output is the communication of research on issues of national interest, which, in addition to promoting scientific progress, are essential for informing society, public policies, professional training, educational curricula, and cultural, social and economic development. By extending the quality assessment criteria beyond scientific impact to the local, 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 general objective of the SciELO Brazil Criteria is to guide the development of the SciELO Brazil Collection⁷ of quality journals in the open science *modus operandi* and to contribute to 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 the evaluation of the performance of journals for inclusion in 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 in order 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, thematic areas and the collection as a whole;
- e. Contribute to strengthening the professionalization, internationalization, operational and financial sustainability of the journals;
- f. Contribute to strengthening diversity, equity, inclusion and accessibility in the management of journals and the research they communicate;
- g. Contribute to 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 scholarly communication policies, as well as to the strengthening of national communication capacities and infrastructures for research and education systems and their international insertion;
- i. Guarantee the digital preservation of journals to ensure their future use and meet the criteria of international indexes; and
- j. Keep the SciELO Brazil Criteria up to date in line with the progress of the SciELO Program.

2.3. SciELO Brazil Criteria and the Open Science *modus operandi*

From 2020, the SciELO Brazil Criteria will promote and progressively demand compliance with good open science communication practices in the policies, management and editorial operation of journals. By the end of 2025, the open science *modus operandi* should be adopted by the entire collection.

Open science is the new *modus operandi* for doing and communicating research, with an emphasis on transparency of processes and sharing content in open access in favor of methodological rigor and cooperation between researchers. The advancement of open science depends on the proactive action of all the actors and instances of scientific research, including journals, their editors and referees. SciELO is a world pioneer in the adoption of open access publishing in the golden mode. Making articles available on the web in open access is the main practice of open science.

Since 2018, SciELO has been promoting with journals and the scientific community the adoption of open science practices in five dimensions, in order to ensure that the quality journals it indexes follow the state of the art in scholarly communication.

- The first dimension includes improving the adoption of open access with a CC0⁷ (public domain) license for metadata and CC-BY⁷ for all articles and with authors retaining (copyright).
- The second dimension includes the adoption of preprints and continuous publication in SciELO's scholarly communication flow.

A preprint is defined as a manuscript ready for submission to a journal and which is deposited on reliable preprint servers before or in parallel with submission to a journal. Continuous publication takes place as soon as the article is approved and edited. In the continuous publication mode, journals can operate with or without periodical editions (issues) within annual volumes. The absence of issues in continuous publication advances journals to the status of article publishing platforms, a modality that is more suited to web publishing.

The use of preprints and continuous publication are formal mechanisms to speed up research communication. Preprints share with journals the novelty of publishing articles and inhibit the use of the double-blind procedure of manuscript evaluation. 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.

For their part, journals can deposit manuscripts that have already been approved

and are in the process of being edited into their final version on the preprints server.

The SciELO Program operates SciELO Preprints⁷ as a preprint web library that follows international standards for reliable preprint servers and can therefore be recognized by all journals. Thus, acceptance for evaluation of manuscripts already available on reliable preprint servers and continuous publication are requirements of the indexing criteria.

- The third dimension comprises the sharing of data, texts, codes, methods and other materials used by or generated in the research process, which generally underlie the texts of articles published by journals. This content is generically identified as “research data”.

This sharing is the responsibility of researchers involved in the research and they must inform the journal when submitting the manuscript. As a matter of editorial policy and instructions to authors, journals must first demand that the content underlying articles is properly 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 openly available in reliable data repositories.

The SciELO Program operates the repository SciELO Data⁷, which allows each journal to operate its own data server in accordance with international data repository standards and can therefore be used by all journals. Thus, the inclusion of a section declaring the availability of research data in all articles is a requirement of the indexing criteria.

- The fourth dimension comprises the peer review of manuscripts, which should be as informed as possible. The final published version of the article should include the name of the editor(s) responsible for the evaluation process. Journals should also offer referees and authors the option of opening up their identities in order to encourage interaction during the manuscript evaluation process.

Final articles should progressively include the publication of review reports as annotations to the articles published online or as a separate document type, when they receive similar treatment to research articles.

- The fifth dimension comprises the development of contexts for the management and operation of research communication characterized by diversity, equity, and inclusion in the geographical, gender and ethnic spheres. The main contexts are the management and operation of the SciELO Program and the journals. The composition of the editorial teams of the journals, as well as that of the SciELO Program, must be publicly informed in an up-to-date manner with consensual identification of gender and ethnicity. The authors of the articles must inform the respective genders and ethnicities in the submission, including the preference of not informing.

Journals indexed in the SciELO Brazil Collection are called upon to promote the alignment of editorial policy and management with open science practices in order to operate fully in the new *modus operandi* by the end of 2025. Journals wishing to be included in the Collection must have their editorial policies and management aligned with the principles of open science as a preliminary evaluation criterion.

The evaluation of the adoption of open science practices by the journals will verify six compliances: (i) expresses alignment with open science in the editorial policy, usually in the section about the journal and in the instructions to authors; (ii) adopts the CC-BY license; (iii) accepts to evaluate manuscripts deposited in reliable preprint servers; (iv) operates with continuous publication modality; (v) requires declaration of availability of research data that subsidizes the text; and (vi) promotes informed peer review.

2.4. Use of generative AI in the research communication flow

The appropriate use of generative AI by journals should occur progressively and systematically in the near future, with the prospect of a profound renewal of all editorial management and operation processes with notable gains in productivity and quality.

The communication of research from the submission of manuscripts and its associated data to a journal to their public availability is shaped by the successive generation of new content, in which language models will play critical roles in generating solutions that combine compliance with recommended procedures with the existing knowledge base on the context of the research.

Just as in the classic flow of article production, in which journals, whether or not they are part of a publishing house, have a broad market for products and services, the new flow will be enriched by a growing offer of generative AI solutions for free or commercial access. The SciELO Publishing Model should provide AI solutions in an accessible form to SciELO journals. Among the main applications, the SciELO Program plans to incorporate into its publishing model assistants for the interaction of journals with their users, particularly with the authors in the submission processes in attention to the instructions to authors, with the editorial team in verifying the conformity of the manuscript with the standards and thematic scope of the journal, with the editors and reviewers in the evaluation processes, with the technical teams in the publishing processes including translation, search and dissemination of content aimed at different audiences. Multilingualism as one of the critical aspects of the SciELO model to serve international audiences in English and Spanish and national audiences in Portuguese will have to rely on pervasive AI solutions in the coming years.

The SciELO Criteria in all their manifestations will progressively take into account, directly or indirectly, the presence and impact of AI applications. This process should take place in parallel with international advances and best practices, the experiences of journals, and the analyses and recommendations of the Advisory Committee.

2.5. SciELO Brazil Criteria – assessment of thematic areas

The SciELO Brazil Criteria include evaluating the performance of individual journals, sets of journals according to subject area, and the collection as a whole.

The performance of the collection is a determinant of the evolution of its overall composition and by subject area. To this end, the indicators of the quantitative criteria relating to the composition of the collection in terms of the number of articles, the proportion of articles in English or Spanish and the proportion of articles with a foreign affiliation are specified in terms of minimum expected values for the major areas of knowledge. These values are adjusted periodically in line with the development of the collection.

In this way, the minimum expected values serve as a reference for all the journals in each subject area and for the collection when new journals are added. This approach makes it more flexible to apply the criteria to the indexing of new journals individually, i.e., a quality journal can have its indexing accepted without meeting a certain quantitative criterion, as long as this is met by the whole of the respective subject area. However, the majority of journals must progressively comply with the values recommended for their subject area.

3. The SciELO Brazil Collection Advisory Committee

The purpose of the Advisory Committee is to assist in the development of the SciELO Brazil Collection (hereinafter also referred to 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 have the function of analyzing, discussing, proposing recommendations and making decisions in the following thematic areas, lines of action and decisions:

- a. Improving the scientific character, adoption of good ethical practices, performance, influence and scientific, cultural, social, technological and economic impact of the Collection as a whole, of sets of journals in thematic areas, of individual journals and of 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 individual journals, proposing recommendations and deadlines for improvement;
- e. Updating the SciELO Brazil evaluation criteria for the 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 with the adoption of generative AI and other technologies; and
- f. Defining and improving the Committee's operation in order to efficiently fulfill the above objectives.

The Advisory Committee operates within the scope of the SciELO Program and the SciELO Brazil Collection and is made up of scientific editors representing all the editors of the journals in the SciELO Brazil Collection, according to the main areas of knowledge, and representatives of the institutions that maintain SciELO, which are currently CAPES⁷, CNPq⁷ and FAPESP⁷, ABEC Brazil⁷ and the Office of Ethics and Good Practices in Research Communication (SciELO Ethics). The Committee has the following composition:

- a. Six Editors or Editors-in-Chief of journals in the Collection representing their peers from journals in the areas of Agricultural Sciences, Biological Sciences, Physical Sciences (including Engineering, Exact and Earth Sciences and Multidisciplinary Sciences), Humanities (including Applied Social Sciences), Linguistics, Letters and Arts, and Health Sciences, elected from among the editors and editors-in-chief of the journals in their respective areas indexed in the SciELO Brazil Collection, with a two-year mandate, with one reappointment permitted;
- b. Representative of the Brazilian Association of Scientific Editors (ABEC Brazil);
- c. Representatives of the members of the National Consortium for the Maintenance of the SciELO Program, which are currently CAPES, CNPq and FAPESP;
- d. Representative of the Office of Ethics and Good Practices in Research Communication (SciELO Ethics);

- e. Director or Scientific Director of the SciELO Program in the capacity of principal investigator of the CNPq grant to SciELO; and
- f. Director of the SciELO Program or their representative who acts as Coordinator of the Advisory Committee.

The Committee must promote its own gender-equitable composition. Each of the above representations must have a member and an alternate.

The Committee must meet at least three times a year and can also count on the participation of external consultants in its meetings and activities to meet specific purposes, when necessary. The committee may also recommend the formation of temporary technical groups to analyze specific thematic areas and demands.

In any case, the committee is solely and exclusively responsible for decisions on the inclusion and exclusion of journals. In particular, the committee may approve the indexing or permanence of journals subject to the fulfillment of criteria within certain deadlines.

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

4. Scope of the SciELO Brazil Collection

The SciELO Brazil Collection is an online indexer and publisher of quality journals from Brazil in an open science modus operandi. To this end, it indexes, preserves, makes available, interoperates and disseminates online in open access, in golden mode with a CC-BY license⁷ full texts of scientific journals from Brazil in all areas of knowledge, which predominantly communicate original scientific research articles by authors with affiliations in Brazil or abroad, use informed peer review procedures for the manuscripts they receive or commission, cite, reference and report the availability of research data, and show increasing performance in the indicators of compliance with indexing criteria.

The Collection is an integral part and promoter of the SciELO Network⁷ of national and thematic journal collections and is proactively positioning itself in the global flow of scholarly information and communication in favor of valuing the quality journals published nationally, their geographical and cultural diversity and the research they communicate.

The Collection favors the admission and permanence of journals with sustainable operations that have an identified body that owns or is responsible for their publication, with an editorial policy and instructions for authors that are up to date and in line with open science communication practices, with an identified editorial board, progressively internationalized and representative of the journal's field and with management and operation documented and supported by an updated Editorial Development Plan (EDP) aimed at strengthening professionalization, internationalization and operational and financial sustainability and the vision of Open Science with IDEIA - Impact, Diversity, Equity, Inclusion and Accessibility.

The collection of volumes of each journal in the SciELO Brazil Collection should start as soon as it is approved for admission to the Collection, with retrospective volumes being added gradually up to two years previously 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 international in scope in terms of their presence in the global flow of scholarly information and communication of original research by affiliated authors in Brazil or abroad. Journal texts may be written in any language, preferably English and/or Portuguese and/or Spanish. The option of multilingualism must be documented in the instructions to authors. However, the metadata, including the title, abstract and keywords must be in English.

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

5. SciELO Brazil criteria for journal admission and permanence

5.1. Criteria for automatic admission during 1999, 2000 and 2001

This section is kept for reasons of historical record due to the fact that the initial Collection was selected on the basis of meeting predefined conditions.

The SciELO Brazil Criteria for admitting new journal titles took into account, until 2001, the evaluations to which these journals had previously been submitted, including their participation in selected international indexes, the 1997 FAPESP evaluation and the 1997 CNPq/Financiadora de Estudos e Projetos (FINEP) evaluation.

Therefore, from 1997 until the year 2001:

- A journal was automatically eligible for admission if it was indexed in one of the selected indexes or if it had obtained a high score in the FAPESP and CNPq/FINEP evaluations;
- Journals from Brazil indexed in the following international indexes were automatically eligible for their first admission to the SciELO Brazil Collection:
 - Journal Citation Reports of the then Institute of Scientific Information (ISI);
 - MEDLINE/Index Medicus from the US National Library of Medicine (NLM);
 - PsycInfo from the American Psychological Association (APA);
- The 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 the decision of the Advisory Committee based on the application of the criteria, as defined below in its updated version.

5.2. Criteria for evaluating journals for admission and permanence in the Collection

This section describes the criteria applied in the process of evaluating the performance of journals to guide decisions on their inclusion or permanence in the SciELO Brazil Collection. The decision on whether to include or keep a journal in the Collection is the sole responsibility of the SciELO Brazil Collection Advisory Committee⁷.

The SciELO Brazil Criteria combine the evaluation of the individual performance of journals and their contribution to the performance of the set of journals in the corresponding subject area and the Collection as a whole. Since 2020, the SciELO Brazil Criteria have promoted and considered the alignment of journals with open science research communication practices (see 2.4). The open science *modus operandi* must be adopted by all journals in the Collection by the end of 2025 and is a mandatory condition for the acceptance of new journals. From 2024, the SciELO Brazil Criteria began to promote and consider the use of generative AI in the policies, management and editorial operation of the journals.

As defined in its objectives (see 2.2), the SciELO Brazil Criteria are applied in order to identify, measure and promote the following characteristics of journals:

- a. scientific character, i.e., that they communicate original research in alignment with open science practices. 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. promotion of diversity, equity, inclusion and accessibility in the evaluation and communication of research;
- e. contribution to the performance of the respective subject area in the Collection; and
- f. adoption of generative AI solutions in editorial management and operation processes.

The application of the SciELO Brazil Criteria in the evaluation of the admission of new journals is carried out in two stages. The first, called pre-assessment, consists of an exhaustive collection of data on the journal's characteristics listed above. This data is analyzed by the Advisory Committee, which decides whether or not the journal meets the indispensable conditions for the second stage, which comprises an analysis of scientific merit that is conducted with the support of *ad hoc* specialists in the journal's field, also based on the characteristics listed above. Thus, new journals are admitted after approval in both stages. The SciELO Advisory Committee makes the following decisions:

- a. approval or rejection in the pre-evaluation;
- b. rejection in the merit assessment;
- c. approval in the merit assessment, which may be:
 - o immediate acceptance without restrictions;
 - o immediate admission subject to the editor or editor-in-chief's commitment to comply with recommendations within a specified period;
 - o admission after recommendations have been met;
- d. recommend joint evaluation with other journals in the context of the journal's discipline or subject area; and
- e. decision pending further background.

The SciELO Brazil Criteria are applied to evaluate the permanence of journals every six months for some criteria and annually for all criteria.

In the first year of implementation of the new versions of the SciELO Brazil Criteria, three provisions are applied:

- the previous version of the Brazil Criteria continues as a reference for the evaluation of journals submitted for admission before the new version comes into force;
- the Advisory Committee can make adjustments to deadlines to take into account the specificities of thematic areas; and
- journals approved under the previous criteria must commit to adopting the new criteria within a timeframe determined by the Advisory Committee.

5.2.1. Time of existence and number of articles per year for admission

Journals must have been in existence for at least one year to be admitted to the evaluation process. To be admitted to the collection they must have published a number of articles in the last year equal to or greater than the median of the number of articles published in the last year by all journals in the corresponding subject area (Table 1).

Table 1. Distribution of the median number of articles by major subject area, 2023

Agricultural	Biological	Engineering	Exact and Earth	Human	Linguistics, Literature, and Arts	Health	Applied Social	Multidisciplinary
56	50	44	46	36	36	71	35	46

Source: SciELO Brazil, 2024

For journals with a smaller number of articles, but which meet the other criteria, the SciELO Brazil Advisory Committee (AC) will make indexing conditional on the publication of a minimum number of articles within a given period.

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

Journals eligible for indexing should predominantly publish research articles, as well as review articles, data articles or essays relevant to the subject area. Journals should progressively recommend, request and, as of 2025, require that submitted manuscripts cite, reference and include a statement of availability of research data (numerical data files, program codes and other materials that were used or generated in the research).

Manuscripts submitted to journals must be unpublished or previously available on preprint servers recognized by the journal. It is not permitted to duplicate the publication or translation of an article that has already been previously published (in the same or another journal) or as a book chapter. However, documents derived from original documents are acceptable, according to the rules of Creative Commons licenses or other licenses, and are characterized as a new document with its own

authorship and DOI.

5.2.3. Types of documents

Only documents with relevant scientific content that can be structured in XML according to the SciELO Publishing Schema⁷, which ensures the generation of exhaustive metadata for bibliographic and bibliometric indexing, will be indexed.

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

Editorials for an issue or an introduction to a section are optional, but must deal with a scientific topic that can be cited. Editorials simply listing published articles or news related to the journal or its thematic area are not acceptable, texts that are currently better disseminated on blogs or news sections of the journal's or its institution's website. Likewise, only critical reviews that provide new knowledge beyond a simple summary of a work, obituaries analyzing the work and contribution of the honored author with scientific content and letters on a relevant topic or commenting on other articles will be accepted.

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

Annex 1 describes the types of documents mentioned above.

As part of the evaluation process, the SciELO Brazil AC may request the review reports of ad hoc experts to verify the predominance of original contributions from the 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 the respective research communities, as well as its contribution to the performance of the respective thematic area in the SciELO Brazil Collection and more broadly to the scientific output in Brazil. Relevance is progressively permeated by the adoption of open science practices.

In addition to scientific performance, which is essential, and the promotion of diversity, equity, inclusion and accessibility, 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 on the basis of the dossier on the journal, which is put together in the evaluation process. Performance in all the criteria is taken into account for the recognition of the journal's relevance, which is a synthesis criterion for all the others.

Operational and financial sustainability are key conditions for the journal to continue operating in

favor of the development of research in the thematic area and research community it covers. Sustainability is verified by the flow of manuscripts the journal receives, the percentage of approvals and the processing time in the context of the thematic area. Interruptions and delays at any stage of the article production flow are indicators of sustainability problems. SciELO ensures the up-to-date execution of all indexing, storage, preservation, online publication, dissemination and interoperability functions. It is up to the journal to ensure efficient management of the process of receiving and evaluating manuscripts, and editing and marking approved articles, in accordance with SciELO PS. In this sense, the combination of editorial management capacity with the political, operational and financial support it receives from the institution or body that owns or is responsible for its publication, as well as from the research community it serves, is decisive for the journal's sustainability. In the evaluation processes for admission and permanence, journals are expected to have a previously available annual budget or to have an established capacity to generate resources, in order to ensure continuity of operation in the Collection.

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

The editorial policy comprises all of the journal's positions and commitments to the advancement of research in its thematic area, to the respective communities of researchers and to alignment with the state of the art in scholarly communication. It is a determining factor in the journal's alignment with the open science *modus operandi*. The editorial policy is generally expressed through the journals' mission, objectives and priorities and their plans and actions in favor of operational sustainability, the improvement of editorial qualifications and visibility, influence and impact, i.e., their relevance. The editorial policy largely determines the quality of the journal's editorial management and operations.

The qualification of editorial management is identified by the level of professionalization of the journal's management and operation according to the state of the art and compliance with 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, editorial qualification is verified, on the one hand, in the composition of the editorial board based on the academic background, geographical and gender distribution of its members and, on the other, in the efficient management of the flow of receipt and evaluation of manuscripts, editing of approved articles and marketing of the journal. The evolution and projection of the journal's performance in bibliometric indicators in the context of the subject area also informs the editorial qualification of the journal. A critical component of editorial management is the Editorial Development Plan (EDP), which defines actions, necessary resources and desired results for the next 3 to 5 years. The EDP can be structured on the basis of the SciELO Criteria and the priority lines of action of professionalization, internationalization and operational and financial sustainability.

The historical background of the journal as well as its positions, commitments and recommendations of the editorial policy and management that affect researcher-authors who submit manuscripts for evaluation, people who use the communicated research, bibliographic indexes, promotion and evaluation systems and the general public must be duly documented and published online in specific sections similar to those described below with the minimum contents required for indexing in the Collection.

- **Title and identification.** This section identifies the journal bibliographically with the following elements:
 - o Title according to the International Standard Serial Number International Center⁷ and, if applicable, subtitle;
 - o ISSN of the online version and ISSN of the printed version, if any;
 - o Previous title, if any;
 - o Name of the entity or entities legally responsible;
 - o Date of creation; and,
 - o Thematic coverage coded according to the CAPES classification, identifying the first and second level.
- **About the journal.** This section describes the journal politically and thematically with the following minimum documentation:
 - o The journal's mission is associated with the advancement of research in a discipline, thematic area, school of thought, social or cultural movement;
 - o Reference to a statute and/or other document on the origin, institutionality, mission and governance of the journal;
 - o The journal's history, including its origin and the main milestones in its development, highlighting its specific characteristics;
 - o Explanation of alignment with open science practices;
 - o Explanation of the promotion of diversity, equity, inclusion and accessibility in management and operation;
 - o Performance in indexing and bibliometric indicators;
 - o Use of generative AI in the management and operation of the journal;
 - o Funding model.
- **Instructions to authors.** This section presents the criteria that must be met by authors and manuscripts in order to be accepted for evaluation and how they will be evaluated. The instructions should state the date of the update and should be reviewed and updated at least once a year. The instructions to authors are expressions of the journal's editorial policy and management and should include at least the following guidelines:
 - o Scope and prioritization of research that can be evaluated for publication;
 - o Types and structure of acceptable documents;
 - o Expression of commitment to ethics and good practice in research communication
 - Alignment with principles, guidelines, policies;
 - Responsibilities and commitments of the editorial board and referees; and,
 - Responsibilities and commitments of authors, including the use of generative AI in submitted manuscripts;
 - o Compliance of the manuscript with good open science practices:
 - Acceptance conditions for manuscripts previously deposited on a recognized preprint server;
 - Recommendations and requirements regarding research data: citation,

- referencing and declaration of availability;
 - Publication in the article of the name of the publisher or editor responsible for the evaluation;
 - Option for reviewers and authors to request or accept, by mutual agreement:
 - publication of the review reports 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;
- The procedures for evaluating manuscripts must be duly documented;
- Adoption of the CC-BY⁷ open access publishing license;
- Inform the authors that they maintain the intellectual or copyright rights over the article; and
- When adopted, inform the amount of publication fees and exemption options.

The editor-in-chief must send to SciELO the instructions to authors updated annually for publication in the SciELO interface. Whenever necessary, the AC SciELO Brazil may request clarification on the instructions to the authors and eventually make recommendations for their improvement.

- **Composition of the editorial team.** - Composition of the editorial team. This section describes the structures and denominations of editorial management instances adopted by the journal, which must correspond to the following functions:
 - **Editors-in-chief.** All journals must have one or more defined editors-in-chief, with national or foreign affiliation. The editors-in-chief are national or foreign recognized researchers in the area of the journal; their institutional affiliation and updated resumes should be available online and accessible preferably by the respective ORCID iD⁷. They are responsible for the development and implementation of the 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 function of head of the editorial board can be shared with editors and assistant editors. The function may also be delegated to experts invited to the editorial management of special issues, supplements, or sections of journal dossiers. However, the editors-in-chief are always ultimately responsible for the journal's performance.
 - **Body of associated or section editors.** Editorial management should preferably rely on one or more defined groups of editors who actively and systematically collaborate with the editors-in-chief in managing the manuscript evaluation flow, with emphasis on the selection and interaction with reviewers, authors, and authors. In general, they are grouped in the editorial board under the denomination of associate editors or section editors. Editors or ad hoc publishers who collaborate in the sporadic evaluation of manuscripts are listed separately.

Associated or section editors or other denominations) are researchers with national or foreign affiliation, with recognition in the area under their responsibility and must have their updated resumes made available online and associated with the

respective ORCID iD⁷ record numbers. In addition to academic background, the evaluation of the journal's editorial qualification considers diversity, equity, and inclusion in the composition of the editorial board.

Journals indexed by SciELO should maximize the internationalization of the editorial board. Together, they must meet the minimum percentage of 25% and recommended 35% of active associate editors and publishers with institutional affiliation abroad. This control does not apply to journals in which the head of the editorial board centralizes the responsibility for selecting reviewers and monitoring the evaluation processes.

Although the gender distribution of the members of the editorial board tends to reflect that of the journal's reference research community, the recommendation is to seek a composition that is as equitable as possible. In this sense, it becomes a criterion for indexing into the SciELO Brazil collection that the gender composition of the members of the editorial board of the journals has at least 25% men and at least 25% women. From 2025 onwards, journals must have an explicit gender equity policy and practice in the conditions of the thematic area.

Published articles must always contain the name of the editors and publishers responsible for evaluating the manuscript.

- o **Honorary editors.** When scientists or personalities associated with the history of the journal are referenced for honorary reasons or to add prestige to the journal, without, however, actively participating in the editorial management, the names must be listed separately under a corresponding denomination that shows that they do not work in the management of the manuscripts.
- o **Editorial Board.** When it formally exists, it has the function of advising the institution responsible for the journal, the editors and publishers, evaluating the performance of the journal and preparing recommendations on editorial policies, visibility and innovations for its improvement. The members of the editorial board must be recognized scientists in the area of the journal with institutional affiliation in Brazil or abroad. Associate or section editors may sit on the editorial board or participate in its meetings. The editorial board must meet periodically, in person or online.

The composition of the editorial team and its 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 composition of the journal's editorial management must be informed to SciELO for updating the journal's page in 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 SciELO's diversity, equity and inclusion policy aligned with the open science *modus operandi*.

As for the language of articles, journals in the SciELO Brazil Collection may 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 commonly used languages are English, Portuguese and Spanish. However, German, French and Italian are occasionally used. The appropriate use of the original language or translation is an important factor in the quality of journals.

SciELO's priority line of internationalization action seeks to maximize the number of original and review articles in English and/or Spanish according to their thematic area. Thus, to be admitted to the collection, journals must publish a percentage of articles in English and/or Spanish equal to or greater than the percentage of articles in English and/or Spanish published in the last year by all journals in the corresponding thematic area (Table 2).

Table 2. Average percentage of articles in English and/or Spanish, 2023

Agricultural	Biological	Engineering	Exact and Earth	Human	Linguistics, Literature, and Arts	Health	Applied Social	Multidisciplinary
90%	90%	80%	70%	40%	40%	90%	50%	100%

Source: SciELO Brazil, 2024

For journals with a lower percentage of articles in English and/or Spanish, but which meet the other criteria, AC SciELO Brazil will make indexing conditional on the publication of a minimum percentage of articles in English and/or Spanish within a certain period of time.

The use of AI to translate articles should become common practice in the near future, with emphasis on areas with the best performance of language models and should be reported together with the article title.

Multilingual versions of the same article are identified as distinct communication objects, and each receives its own DOI identifier.

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

Keywords should be extracted from standard thesauruses of the journals' subject areas, thematic dictionaries or controlled lists in the languages in which the journal publishes.

The use of abstracts structured according to the sections of the articles is recommended for journals in certain subject areas. The SciELO AC will determine which journals should, according to international practice, preferably use structured abstracts. The use of visual or infographic abstracts is also recommended 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 involves rigorously validating the research in terms of the formulation of the question or object of study, methods applied and materials used, results, and discussion of the contribution of the research in relation to the state of knowledge of the question or object of study. The evaluation also includes compliance with ethical standards, its alignment with open science practices and with the specific practices of the research thematic area, with the editorial policy of the journal, including instructions to authors and guidelines for those responsible for the evaluation that guide the final decision on the publication of the article.

As is customary in research communication, the evaluation of manuscripts submitted to journals indexed by SciELO or manuscripts commissioned by their editors generally comprises two main stages. The first aims to verify the adequacy of the manuscripts to the scope of the journal and compliance with the evaluation requirements. Selected manuscripts proceed to the second stage of evaluation, which is generally coordinated by an associate or section editor appointed by the publisher or editor-in-chief and carried out by one or more reviewers. The recommendations of the reviews support the associate editor and the publisher or editor-in-chief in decisions to approve or reject manuscripts. The name of the publisher or publishers or editor or editors 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 designate 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 of the evaluation.

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

- when submitting manuscripts, the author or corresponding author must inform about the alignment of the research and compliance of the manuscript with open science practices. To this end, SciELO strongly recommends the use of the Open Science Compliance Form⁷, which should be submitted as a supplementary file to the manuscript and shared with editors and reviewers; and
- peer review procedures, guidelines, and forms must be up to date regarding verification of compliance of the research and manuscript with open science practices, DEIA principles 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 to maximize the efficiency and transparency of the evaluation process, minimize the time between submission and final review, allow the parties involved to monitor the evaluation process and have records and statistics to control the flow of manuscript management.

Manuscript management systems or services certified by SciELO must meet the following minimum characteristics:

- Register the data of the corresponding author and other authors, including email and ORCID

- ID through secure authentication;
- Enable the submission of files complementary to the manuscript;
- Start the submission process with a form (checklist) on the requirements that the manuscript must meet to continue in the evaluation process;
- Record the manuscript evaluation process with emphasis on the recommendations of the editors and reviewers;
- Enable the author to monitor the progress of the manuscript evaluation online, from its submission, indicating the start and end dates of each of the stages of the evaluation process;
- Interoperate with recognized plagiarism control systems or services;
- Interoperate with systems for charging fees for publishing articles to serve journals that adopt this option;
- Interoperate with preprint servers, facilitating the submission of manuscripts previously deposited in preprint servers;
- Interoperate with research data repositories;
- Provide the option for direct interaction between the corresponding author and reviewers when they are in agreement;
- Produce statistics on the review process, including, among others, the number of manuscripts received, rejected in the first review by the editor-in-chief or associate editor, sent to associate (or section) editors when applicable, sent to reviewers, approved, and rejected. Statistics on manuscripts should be controlled by the geographic and institutional origin of the authors, language and thematic area or areas; and
- Produce statistics on the duration of the manuscript processing stages between receipt and the first review, the interactions between the editor, associate (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 report the number of manuscripts received and processed in the previous semester on a half-yearly basis.

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

5.2.6.2. Average manuscript processing time

The average processing time for manuscripts should be no more than 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 publication dates of the manuscript. However, an average total cycle of 6 (six) months is recommended.

Manuscript submissions must be available continuously, that is, journals indexed in SciELO must not suspend the reception of manuscripts at any time for any reason. SciELO may assist journals or appoint consultants to promote the improvement of manuscript management processes in order to avoid the withdrawal of the journal from the Collection.

5.2.6.3. Internationalization of manuscript evaluation

SciELO's priority line of internationalization action seeks to maximize the number of researchers

affiliated with foreign institutions among editors and reviewers according to the thematic area. Thus, in a group of journals by thematic area, a minimum percentage of 15% and a recommended percentage of 25% of the manuscripts must be evaluated with the participation of editors and reviewers from abroad.

5.2.6.4. Standards and ethical good practices in scholarly communication

Compliance with standards and good ethical practices in scholarly communication apply to journals in a special way, given their role as validators of the research they publish. Thus, standards and ethical good practices must be an integral part of the journal's policy, management, and operation, with an emphasis on relations with editors, reviewers, and authors, and especially in the evaluation of their manuscripts.

In their instructions to authors, journals must explicitly state their commitment to compliance with standards and good ethical practices in the management of manuscripts involving editors, reviewers, and authors, highlighting:

- the conditions that manuscripts must meet regarding research and its communication; and,
- the journal's policies regarding the identification and handling of misconduct and mechanisms for accepting 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, as “Guidelines for research ethics”⁷ of the Forum for Humanities, Social Sciences, Applied Social Sciences, Linguistics, Literature and Arts (FCHSSALLA), and scientific integrity” and the “Principles of Transparency and Good Practices in Academic Publications”⁷ recommended by COPE⁷, DOAJ⁷, OASPA⁷, and WAME⁷.

In 2023, on the occasion of the SciELO Network Meeting, SciELO Ethics - Office of Ethics and Good Practices in Research Communication of the SciELO Program was established with the objective of supporting journal editors, collections, SciELO Preprints⁷, SciELO Data⁷ and SciELO Books⁷ in the management of issues, events and processes related to ethics and good practices in research communication.

The intervention of SciELO Ethics may be requested by a communication, whether from readers, authors, reviewers, editors, journal and book publishers or coordinators of the SciELO Network.

The coordination of SciELO Ethics will establish, whenever necessary, a working group to analyze the cases and prepare a review report that will be forwarded to the SciELO Brazil AC or to the coordination of the national collection that will provide the final direction.

The following are mandatory ethical practices that SciELO articles must follow SciELO.

5.2.6.4.1. Credits to the authors

Authorship of a document grants recognition and academic credit to the authors and implies responsibility for the published content.

In the instructions to authors, journals must clearly state the criteria for accepting authorship, which

normally require significant contributions to the conception and/or development of the research and/or writing of the manuscript and, obligatorily, to 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 to the research communicated, the manuscript must accurately state at the end of the text the specific contributions of each of the authors.

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

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 reuse.

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. (Available from <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 Turnitin[↗] system.

5.2.6.4.5. Transparency in the collection of publication fees

Financial and operational sustainability is a priority line of action for the SciELO Program, which has open access as its principle. Journals have autonomy over the policy and financial management of their operations and must disclose the funding source(s) in their editorial policy and journal description.

The expected open access model is Diamond, which has a CC-BY[↗] license and no publication fee. However, if justified by the maintenance of the journal's operations, the Gold model with a CC-BY[↗] license and a publication fee is acceptable.

Journals that charge publication fees are recommended to follow the Statement on the use of Publication Funding Contributions (CCPs) in the SciELO Network[↗]. The instructions to authors and the article submission systems must clearly state the amounts requested, according to the currencies charged and optionally stratified by the authors' conditions. They must also state the date of the last update of the fees and whether they cover all or part of the costs and any exemptions provided.

The organizations responsible for collecting and receiving publication fees must be clearly identified

and have an updated breakdown of the estimated average cost of articles, which may include those related to physical and technological infrastructure, labor, expenses, indirect costs and possibly a surplus, in cases where a fund needs to be created for eventualities. When there is an accumulated surplus, it should be reserved for exclusive use related to the management of the journal.

The composition of the publication fee may be requested by the Advisory Committee of the SciELO Brazil Collection.

5.2.6.4.6. Use of Artificial Intelligence applications and systems

Journals must observe the ethical use of artificial intelligence applications and systems according to the updated guidelines of the “Guide to the Use of Artificial Intelligence Tools and Resources in Research Communication on the SciELO Network”⁷ and of national and international entities of standards and good practices in research communication.

5.2.6.4.7. Paper mills

Journals should avoid any type of association with manuscripts of questionable origin and adopt control mechanisms to identify submissions of manuscripts from so-called “paper mills”. Journals that are involved with paper mills will have their indexing interrupted for evaluation and recommendation of actions by SciELO Ethics.

5.2.6.4.8. Errata

Editors-in-chief should follow the Guide for the registration and publication of errata⁷ and send SciELO the communication of errata as soon as they are issued for publication in the corresponding issue or volume of the journal in SciELO.

5.2.6.4.9. Retractions

Articles and other types of documents may be partially or totally retracted by the journal or by the SciELO Brazil Collection Advisory Committee⁷ after recommendation from SciELO Ethics.

When an article is retracted by the journal, the journal's editor-in-chief must notify SciELO of the retraction and its reasons in accordance with the procedures in the “Guidelines for registry and publication of retraction”⁷.

The SciELO Collection Advisory Committee may decide to retract articles after a recommendation from SciELO Ethics is not accepted by the journal.

Retracted articles will remain in the SciELO Collection where they were originally published, with a record of why the article was retracted, in accordance with the Guidelines for registry and publication of retractions⁷.

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 issues (numbers). Each article is identified by a unique number within the volume and has pagination always starting from one. Continuous publication contributes decisively to accelerating the communication of research and thus advancing the exposure of research with gains in visibility. In the web publishing environment, journals operate as platforms for publishing articles and no longer as selected sets of articles published in periodic issues. With continuous publication, journals will promote a flow of research communication with benefits for all stakeholders. The classic editions of special issues or dossiers are replaced by sections in the continuous mode with numerous advantages, mainly the flexibility of the publication time.

By adopting the continuous publication format, it is necessary to note that the advanced publication of issues must be in accordance with the current year, with the option of anticipating publication with a date of the following year, starting in November.

Continuous publication is a requirement for the indexing of new journals. Journals already indexed must adopt continuous publication starting in 2024. Only in special cases analyzed and approved by AC SciELO Brazil will journals that do not adopt continuous publication until the year 2024 be accepted.

Articles already approved and in the editing process for publication that already have a DOI⁷ can be deposited by the journal in the SciELO Preprints⁷ server and in this case they are considered as published articles.

Journals that have not been published for six months or that have an embargo, which consists of postponing the open access publication of new issues/articles, will not be accepted for evaluation, indexed or remain in the Collection.

The punctuality of indexed journals and process times are controlled by the publication date of the 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 iD unique identifiers⁷ and their institutional affiliations. E-mails of all authors must join the submission of manuscripts.

5.2.8.3. ORCID iD identification

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.

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.

5.2.8.4. Authors' institutional affiliation

Authors' affiliation should identify 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 are 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 regarding 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/she 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 joined by the respective ORCID iD identifiers.

The geographic distribution of authorship of a journal's articles is an indicator of the journal's relevance, the authorship networks it encompasses, its prestige and potential visibility for receiving manuscripts and the impact of published articles. Collaboration between authors from different institutions, states and countries is an indicator of a journal's quality, while high and persistent levels of inbreeding negatively affect the growth of their relevance and impact. The level of inbreeding is a key indicator in the analysis of journal performance for the purposes of acceptance and permanence in the Collection.

In particular, the SciELO Criteria assess the proportion of articles with foreign affiliations in line with the SciELO Program's priority line of internationalization action. Thus, to be admitted to the collection, journals must publish a percentage of articles with foreign affiliations equal to or greater than the percentage of articles with foreign affiliations in the corresponding thematic area published in the last year (Table 3).

Table 3. Percentage of articles with foreign affiliation, 2023

Agricultural	Biological	Exact and Earth	Human	Engineering	Linguistics, Literature, and Arts	Health	Applied Social	Multidisciplinary
27%	31%	24%	25%	30%	31%	32%	20%	42%

Source: SciELO 2024

For journals with a lower percentage of articles with foreign affiliation, but which meet the other criteria, AC SciELO Brazil will make indexing conditional on the publication of a minimum percentage of articles with foreign affiliation within a given period.

5.2.9. Required indexing and evaluation by citations received

Indexing bibliographic indexes mean recognition of the journal and the research it communicates, 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 the production of different bibliometric indicators.

Indexes that aim to record the description of journals are known as directories and/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 the assignment of unique identifiers to communication objects, such as DOI⁷ for articles, and 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 maximizing 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 LOCKSS/CARINIANA⁷ national archival agency.

5.2.9.1. Indexing of the journal and article metadata in DOAJ

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

It is the journal's responsibility to obtain indexing with DOAJ. If necessary, the SciELO indexing team supports the preparation of the submission and helps to resolve any problems with indexing. Journals that are excluded from DOAJ for more than six months for not meeting 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 that the journal is not predatory. It is desirable that all journals in the SciELO Collection obtain the DOAJ Seal⁷ by the end of 2025 and it is mandatory by the end of 2026.

SciELO is responsible for sending the metadata of the articles to DOAJ on a monthly basis.

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 attributing DOI.

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 H5⁷ Google Scholar indicator for journals with more than five years of existence. Admission is favored when the journal contributes to increasing the performance of the set of already indexed journals in the corresponding thematic area, taking as reference the median of H5 by thematic area of the journals in the corresponding thematic area (Table 4).

Table 4. Median of the distribution of the H5 indicator / Google Scholar, 2023

Agricultural	Biological	Enginee- ring	Exact and Earth	Human	Linguistics, Literature, and Arts	Health	Applied Social	Multidiscipli nary
17	19	15	14	15	9	25	16	23

Source: Google Scholar, 2024

To evaluate the Collection, the subject areas and the journals already indexed, besides Google Scholar⁷, the SciELO Brazil Criteria uses the SciELO Citation Index, which includes SciELO and Web of

Science (WoS)⁷ journals, Dimensions⁷, and other indexes that index all journals.

5.2.10. Marketing and científica 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. The use of generative AI could contribute to the selective dissemination of research.

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

- management of communications aimed at researchers, potential authors, national and international users, potential readers, as well as institutions related to priority audiences for marketing and dissemination actions, always in accordance with the General Data Protection Law (LGPD)⁷ and the General Data Protection Regulation (GDPR)⁷;
- periodic publication of press releases of new issues and selected new articles that can be prepared by the journal itself or by news agencies. In addition to the journals' initiatives, SciELO operates with two main solutions:
 - the SciELO in Perspective⁷ blog, which besides analytical posts publishes press releases from indexed journals; and
 - Agência Bori⁷ which selects articles of public interest from SciELO journals and prepares press releases that are published on its portal and available for replication in other media. Some of these press releases are shared with a network of science journalists along with the respective original articles and contact details of the authors to support the publication of news along with the publication of the articles. To make use of this option, journals must establish a formal collaboration with Bori.
- use of public social networks such as Facebook, Instagram, Mastodon and X to disseminate new issues or new 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 their being retrieved, accessed, used and cited. The objective is to sustainably increase the visibility and relevance of journals and research that communicate. The *modus operandi* of open science presupposes a high capacity for interoperability.

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 articles from journals in the SciELO Brazil Collection meet:

- Markup of full texts in XML according to the SciELO Publishing Schema⁷ standard, which

follows the NISO JATS standard, which semantically enables all elements of the article and is a condition for interoperability. In particular, it allows the automatic generation of metadata (see 5.2.8.1);

- Full texts of articles made available in open access with a CC-BY⁷ licence or with a CC0⁷ public domain licence when requested by the authors;
- Metadata with a CC0 public domain license;
- All documents with a DOI⁷ identifier. In the case of multilingual articles, a different DOI is required for each version;
- Indexing of all documents in the global indexes Crossref⁷, Google Scholar⁷, Dimensions⁷, Lens⁷, OpenAlex⁷ etc.;
- All authors with ORCID iD⁷ in the Institutional Affiliation;
- Specification of the authors' contributions to the documents according to the CRediT⁷ system or other standard; and
- Digital preservation to ensure continued access to journal articles in the long term.

5.2.11. Responsibilities for published content

The authors and editors are responsible for the content of journals and articles, in accordance with agreements established between the parties. The SciELO Program assumes no legal responsibility for the content published by journals. Any requests received will be forwarded to the editor-in-chief of the corresponding journal.

5.3. Procedures for the evaluation process for admission

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 acceptance and permanence of journals in the SciELO Brazil Collection are the responsibility of the Advisory Committee.

The process of admitting a journal to the SciELO Brazil Collection begins with the voluntary submission of a request for evaluation by the journal's editor-in-chief. The request for evaluation should be sent by email to scielo.avaliacao@scielo.org addressed to the Indexing Unit of the SciELO Brazil Collection, which acts as the technical secretariat of the SciELO Brazil Collection Advisory Committee. The message should 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 assessment 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

regarding 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 model 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 review reports 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 is 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 2025.

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, 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. Assessment of a set of journals in a specific thematic area

The Advisory Committee may decide to evaluate a set of journals of a given thematic area, indexed or not in the Collection, 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 of 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 evaluation process of 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 can make individual submissions to the Advisory Committee, which is recommended to be done after the introduction of the improvements suggested in the assessment process.

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 and an International Conference to discuss the state of scholarly communication. The five-yearly meeting of the SciELO Network updates the priority lines of action in favor of the professionalization, internationalization and operational and financial sustainability of the journals, collections and the SciELO Program.

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

7. Decision on the title exclusion process

In the event of unfavorable results in the performance evaluation and failure to comply with mandatory criteria, the journal receives a notification of the aspects to be improved, which must be met within the deadline established by the Advisory Committee.

A journal that remains six months without publishing any articles is automatically excluded from the Collection. In other cases, the exclusion is carried out after the Advisory Committee's decision and will be publicly communicated in the Results of the SciELO Brazil⁷ Advisory Committee Meetings.

The exclusion of a journal from the Collection does not affect the availability of previously published issues in the Collection.

8. Appeals against decisions of the Advisory Committee

Editors-in-Chief of journals may, at any time, file appeals challenging the Advisory Committee's decision in cases of non-admission, restrictions on admission, warnings and exclusion from the SciELO Brazil Collection. The contact for submitting appeals is the Indexing Unit of the SciELO Brazil Collection, which acts as the technical secretariat of the Advisory Committee, via email scielo.avaliacao@scielo.org.

Appeals will be reviewed by the Advisory Committee, which may make 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 assessment procedures for admission described in item **5.3**.

The assessment for readmission will not be carried out immediately after the exclusion of a title from the Collection. To be reevaluated, the journal must submit updated documentation and demonstrate that it meets the criteria considering the publication of new articles in a quantity equivalent to half the number of articles from the previous year.

10. Results of the 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 the 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, article comment, brief communication, case report, critical book review, data article, discussion, editorial or introduction, errata, essay, guidelines or norms, interview, letter, methods, obituary or record, partial retraction, positioning or collective thinking, quick communication, reply, research article, retraction, review article, review report of an approved article, speech, and "other" (when the document has scientific content justifying its indexing but none of the above types apply), as described below:

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).
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.
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 reviewing a different product).
data article	Article that describes research data in the text of the article or made available in a data repository.
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).
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.).
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.
guidelines or norms	Document of a guide or guideline established by a biomedical or other authority such as a committee, society, or government agency.
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 to obtain necessary information from the interviewee.
letter	Letter addressed to the journal, typically commenting on a published work.
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.
partial retraction	Withdrawal or denial of part or parts of previously published material.
positioning or collective thinking	Document, position, or collective thought prepared together with researchers who are experts in certain subjects.
quick communication	Updating a poll or other news items.

reply	Reply to a letter or comment, typically by the original author commenting on comments.
research article	Article that communicates original research.
retraction	Retraction or denial of previously published material.
review article	Article that critically summarizes scientific knowledge on a given topic. Also known as a literature review.
review report of an approved article	Analysis document 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 report highlights research contributions that recommend its acceptance and recommendations for corrections and improvements.
speech	Document of a speech or oral presentation.
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: annals, announcement, books received, calendar, calls, meeting report, news, product review, summary, expanded summary or thesis summary, reprint, thesis, and translation (of an article already published), as described below:

Table B: Non-Indexable Documents

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

reprint	Reprint of a previously published document.
thesis	Thesis or written dissertation as part of completing a course.
Translation	Translation of an original article written in another language and already published Note: 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 chapter of a book is not permitted. However, documents derived from original documents under the rules of Creative Commons licenses or other licenses and which are characterized as a new document with its own authorship and DOI are acceptable.