



Scientific Electronic Library Online

SciELO Brazil Criteria: criteria, policy, and procedures for the admission and permanence of scientific journals in the SciELO Brazil collection

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## 1 Introduction

This document describes the criteria for evaluating scientific journals adopted by the SciELO Project (<http://www.scielo.org>) for the admission and permanence of titles in the SciELO Brazil electronic collection (<http://www.scielo.br>).

The criteria, as well as the policy and procedures for their application, were discussed at the Seminar on Evaluation and Selection Criteria for Scientific Journals, held in April 1999 at FAPESP, São Paulo, and approved by FAPESP and BIREME. They are hereafter referred to as SciELO Brazil Criteria because they maintain a close relationship with the Brazilian scientific publication in their formulation and application.

As the SciELO Project expands to other countries in Latin America, there is an expectation of progressive enrichment and generalization of the criteria, aiming to establish unique criteria for the admission and permanence of scientific journals in national and/or regional SciELO collections.

## 2 Objectives of SciELO Brazil Criteria

The SciELO Brazil Criteria are defined within the context of the SciELO Project, coordinated by FAPESP and BIREME, whose overall goal is to contribute to the development of national scientific research through the improvement and expansion of means for dissemination, publication, and evaluation of its results, making intensive use of electronic publishing.

In the short term, the SciELO Project aims to radically increase the visibility, accessibility, and national and international credibility of scientific publications in Latin America and the Caribbean through the integrated online publication of national or regional collections of scientific journals. In the long term, the project seeks to contribute to the increased impact of national scientific production.

To achieve the goals of the SciELO Project, it is essential to promote the improvement of national scientific communication in all its aspects, seeking to identify, encourage, and develop a core collection of scientific journals whose quality standards match those of top international scientific journals. In this sense, the criteria for the evaluation of journals and the policies and procedures for their implementation constitute a fundamental line of action for the SciELO Project.

The specific objectives of the SciELO Brazil Criteria are to contribute to the formation and development of the core collection of scientific journals in SciELO Brazil, including:

- a. Providing support for the evaluation of national scientific journals for the purpose of determining their admission to the SciELO Brazil collection;
- b. Monitoring the performance of scientific journals included in the SciELO Brazil collection to determine their continued inclusion;
- c. Producing performance indicators for the SciELO Brazil collection as a whole and for each of the participating journals.

The content and application of the SciELO Brazil Criteria should align with the dynamics of the SciELO Project and, in particular, the process of forming and developing the SciELO Brazil collection.

### 3 The SciELO Brazil Advisory Committee

The Advisory Committee aims, based on the application of the SciELO Brazil Criteria, to propose:

- a. The inclusion of new titles of scientific journals in the SciELO collection;
- b. The exclusion of titles of scientific journals from the SciELO collection;
- c. Modifications to the evaluation criteria for the admission and permanence of journal titles in the SciELO Brazil collection;
- d. Performance indicators of journals in the SciELO Brazil collection, to be periodically published;
- e. The definition and improvement of the Committee's functioning to efficiently achieve the aforementioned objectives.

The Committee will be composed of representatives from the community directly involved in national scientific communication, according to the following permanent composition:

- Operational Coordinator of the SciELO Project, as President;
- Representative of ABEC (Brazilian Association of Scientific Editors);
- Representative of the Program for Support to Scientific Publications of FAPESP (São Paulo Research Foundation);
- Representative of the Program for Support to Scientific Publications of CNPq/FINEP (National Council for Scientific and Technological Development/Funding Authority for Studies and Projects);
- Representative of CAPES (Coordination for the Improvement of Higher Education Personnel);
- Three Scientific Editors, one from the Biological Sciences, one from the Exact Sciences, and one from the Humanities, elected annually from the editors of scientific journals in the SciELO Brazil collection.

The Committee may also include, in its meetings and activities, the participation of consultants and external experts when necessary.

### 4 The Scope of the SciELO Brazil Collection

The SciELO Brazil Collection includes scientific journals that predominantly publish articles resulting from original scientific research and other significant original contributions to the specific field of the journal. The process of review and approval of contributions must be conducted by peers.

The collection of each individual title in SciELO Brazil should start from the year 1997 or from the first issue for journals created after 1997. Contributions may be written in English, Portuguese, or Spanish.

Journals in the SciELO collection do not necessarily have to be published in print.

## **5 SciELO Brazil Criteria for admission of journals to the collection**

### **5.1 Criteria for automatic admission during 1999, 2000, and 2001**

The SciELO Brazil Criteria for the admission of new journal titles take into consideration previous evaluations to which these journals have been subjected, including their participation in selected international indexes, the 1997 evaluation by FAPESP, and also the 1997 evaluation by CNPq/FINEP.

A journal title will be automatically eligible for admission if it is indexed in one of the selected indexes described in item 5.1.1 or if it has received a high score in the evaluations conducted by FAPESP and CNPq/FINEP.

#### **5.1.1 Journals included in international indexes**

National journals that are indexed in the following international indexes are automatically eligible for their initial admission to the SciELO Brazil collection:

- ISI
- MEDLINE/Index Medicus
- PsycINFO (APA)

The Advisory Committee is responsible for modifying this list of international indexes. The continued inclusion of journals from this group in the SciELO Brazil collection will be determined based on performance indicators defined in section 6.

#### **5.1.2 Journals pre-selected by FAPESP Criteria**

National journals that were evaluated by FAPESP during the year 1997, and received a classification of high-priority content, as well as performed very well or well, are automatically eligible for their initial admission to the SciELO Brazil collection.

The continued inclusion of journals from this group in the SciELO Brazil collection will be determined based on performance indicators defined in section 6.

#### **5.1.3 Journals pre-selected by CNPq/FINEP Criteria**

National journals classified as Group A by the Program for Support to Scientific Publications of CNPq/FINEP during the year 1997 are automatically eligible for their initial admission to the SciELO Brazil collection.

The continued inclusion of journals from this group in the SciELO Brazil collection will be determined based on performance indicators defined in section 6.

### **5.2 Evaluation Criteria for Journals for admission to SciELO**

When a journal title is not automatically eligible for admission to SciELO, it should be evaluated based on the following indicators:

### 5.2.1 Scientific character

The journals must predominantly publish original contributions resulting from scientific research and/or significant to the specific field of the journal. Whenever necessary, the SciELO Advisory Committee may request peer opinions to verify the predominance of original contributions.

### 5.2.2 Peer review

The review and approval of contributions must be conducted by peers. The journal should formally specify the procedure followed for article approval. From admission to SciELO, the peer review process must be documented. It is mandatory to indicate the key dates of the peer review process, including the dates of receipt and approval.

### 5.2.3 Editorial board

The composition of the editorial board of the journal must be public. Its members must be recognized experts, both nationally and internationally. Journals with a board predominantly affiliated with one institution and with articles mainly from a single institution or geographic region will not be admitted.

### 5.2.4 Frequency

Periodicity is an indicator that depends on the journal's field. It reflects the flow of scientific production in the specific area covered by the journal and is also related to the timeliness and speed of communication.

The following table indicates, according to major thematic areas, the minimum and desired periodicity, as well as the minimum and desired number of articles per year:

Thematic Area	Periodicity		Minimum Articles per year	
	Minimum	Desired	Minimum	Desired
Biological	quarterly	quarterly	32	60
Exact Sciences	quadrennial	quarterly	18	40
Humanities	biannual	quadrennial	10	24

### 5.2.5 Duration

O periódico deve ter pelo menos 4 números publicados para ser considerado para avaliação.

### 5.2.6 Punctuality

O periódico deve aparecer pontualmente de acordo com a sua periodicidade.

### 5.2.7 Abstract, keywords, and title in english

The articles must contain a title, abstract, and keywords in the language of the article, as well as in English when it is not the language of the article.

## 5.2.8 Standardization

The journal must specify the standard(s) followed for the presentation and structuring of texts, as well as for the presentation of bibliographic references, so that it is possible to assess compliance with the indicated standards.

## 5.3 Opinion on the admission process

The admission of a journal to the SciELO collection must be done after a positive opinion from the SciELO Advisory Committee.

Whenever necessary, the Committee will request peer review to support its opinions.

The SciELO National Unit will contribute to the Committee's work by providing the necessary information and documentation.

The Committee's opinion may include recommendations for improvements and modifications in the journals, which should be implemented within the specified time frame.

## 6 Performance evaluation criteria for continued inclusion in SciELO

In principle, all indicators adopted for the evaluation of journal titles for admission to SciELO Brazil also apply to their continued inclusion.

Compliance with the improvement recommendations presented in the journal's admission opinion should be treated as an indicator for its continued presence in the SciELO collection.

The following are specific indicators of journal performance in the SciELO collection, which should be used to justify their continued inclusion in the collection:

### 6.1 Punctuality in submitting files

Punctuality of submission is measured by the arrival of files at a SciELO Unit, which must follow the journal's specified frequency promptly. The SciELO Unit should report any delays in file submission.

Journals that are not punctual will be analyzed by the SciELO Advisory Committee and may be subject to exclusion from the collection.

### 6.2 Journal Usage Indicator

"The use of the journal is measured by the monthly evolution of the number of accesses or visits to the content of the journal. If the use of the journal is systematically low and/or decreasing when compared to journals in the same area, the continued inclusion of the journal in the collection should be assessed by the SciELO Advisory Committee. The Committee will provide an opinion to study the causes and possible solutions or propose the exclusion of the journal from the collection.

### 6.3 Impact Indicator

The impact indicator of each journal title, measured based on the citations the journal has received, must be assessed in conjunction with journals in the same field.

An increase in the impact factor or its stabilization at the average value of journals in the same field is considered a positive performance outcome and, therefore, ensures the continued inclusion of the title in the SciELO collection.

## **7 Opinion on the title exclusion process**

The exclusion of a journal from the SciELO collection must be done after an opinion from the SciELO Advisory Committee.

## **8 Resources**

The journal editor may appeal the decision of the SciELO Advisory Committee, both in cases of admission and exclusion from the SciELO collection.

Appeals will be examined by the Advisory Committee, and the journal may be reevaluated. The opinion of the Advisory Committee will be sent to the journal editor.

## **9 Readmission**

Journals that are excluded from the SciELO collection may be readmitted whenever they meet the inclusion and continued inclusion criteria for the SciELO collection again. Readmission will be evaluated by the SciELO Advisory Committee.

Readmission will not be effective immediately after the exclusion of a journal from the SciELO collection. To be reassessed, a journal must demonstrate that it again meets the criteria for at least 4 consecutive issues or 1 year.