



Scientific Electronic Library Online

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

Revised and Updated Version
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Summary

1. Introduction	4
2. Objectives of SciELO Brazil Criteria	4
3. The SciELO Brazil Advisory Committee	5
4. Scope of the SciELO Brazil Collection	6
5. SciELO Brazil criteria for admission and permanence of journals	7
5.1. Criteria for automatic admission in 1999, 2000, and 2001	7
5.2. Evaluation Criteria of Journals for admission and permanence in the SciELO Brazil Collection	8
5.2.1. Scientific attribute	8
5.2.2. Types of documents	8
5.2.3. Editorial management	9
5.2.4. Manuscript assessment	11
5.2.5. Editorial production flow	13
5.2.6. Time of existence for admission	14
5.2.7. Timelessness for admission	14
5.2.8. Language of titles, abstracts, keywords and text	14
5.2.9. Authors' affiliation	15
5.2.10. Received citations	17
5.2.11. Normalization of texts, citations and bibliographic references	17
5.2.12. Open access policy and alignment with open science	18
5.2.13. Clinical trials registry	18
5.2.14. Registry of biological reference material and DNA sequences	18

5.2.15. Availability of research data	19
5.2.16. Digital Object Identifier (DOI) and link to full texts	19
5.2.17. Full texts in XML	19
5.2.18. Marketing e dissemination	19
5.2.19. Indexing in DOAJ	20
5.2.20. Errata and retractions	20
5.2.21. Term of responsibility on published content	20
5.2.22. Declaration of the contribution of authors and collaborators	20
5.3. Procedures of the evaluation process for admission	20
5.3.1. Pre-assessment of scope, peer review, time of existence and timelessness	21
5.3.2. Evaluation of format, representativeness and institutional, thematic and geographical distribution	21
5.3.3. Peer review of scientific merit	22
5.3.4. Final evaluation of the journals' admission process by the Advisory Committee	22
5.4. Assessment of journals by subject area	23
6. Criteria for evaluating performance for permanence in the SciELO Brazil Collection	23
6.1. Timeliness of publication	23
6.2. Indicator of journal use by downloads	24
6.3. Citation impact indicator per article	24
6.4. Indicator of influence and presence of articles on the Web	24
6.5. Indicators of journals internationalization	24
6.6. Annual performance report	25
7. Result of the title exclusion process	25
8. Appeal against decisions of the Advisory Committee	25
9. Readmission	26

10. Results of meetings of SciELO Brazil Advisory Committee	26
Annex 1. Types of documents	27

1. Introduction

This document describes the criteria, policy and procedures for the evaluation of scientific journals adopted by the SciELO Program for the admission and permanence of titles in the SciELO Brazil Collection.

The purpose of this document is to guide and strengthen the advancement of scientific quality of the SciELO Brazil Collection and contribute to the sustainable increase of its visibility and overall impact and of the journals individually it indexes and publishes according to international standards of indexing, publishing, interoperability and performance evaluation.

The criteria for journal evaluation to define their indexing and permanence in the SciELO Collection, as well as the policy and procedures for their application, were originally discussed in the "Seminar on Criteria for the Evaluation and Selection of Scientific Journals", held in April 1999 at the São Paulo State Research Foundation (FAPESP) and approved for its adoption by the SciELO Project. Since then, the document has been periodically updated to follow the evolution and development priorities of the SciELO Network Collections.

The document is referred to as SciELO Brazil Criteria, considering that the criteria defined and the policies and procedures for its application are contextualized for the conditions and characteristics of the scientific research and communication of Brazil and the priority lines of action of SciELO/FAPESP in favor of the professionalization, internationalization and sustainable financing of the journals that indexes and publishes in progressive alignment with the communication practices of open science.

2. Objectives of SciELO Brazil Criteria

The objective of SciELO is to contribute to the development of scientific research by improving and expanding the means, infrastructures and communication capacities and evaluating its results published by journals of increasing quality of Brazil published in open access and progressively aligned with the communication practices of open science.

To achieve its objective, SciELO contributes to the systematic and sustainable increase of visibility, accessibility, quality, credibility, use and national and international impact of quality journals through its indexing, publication and interoperability on the Web in national, regional, global or thematic collections. SciELO promotes the development and operation of national collections through the SciELO Network to ensure in all of them the adoption and compliance to the same principles, objectives, methodologies and technologies.

The achievement of SciELO's objectives requires the continuous improvement of indexed journals, each one fulfilling its mission and in line with the state-of-the-art in publishing, dissemination, interoperability and scientific marketing. In this sense, maintaining and updating the assessment criteria of journals, as well as the policies and procedures for their application, is a significant line of action of the SciELO Program. In summary, the SciELO Brazil Criteria have as general objective to guide the development of the SciELO Brazil Collection. Its specific objectives are:

- a. To contribute to increase the quality, performance, availability, influence and impact of

- indexed journals and the overall collection;
- b. To contribute to strengthen professionalism, internationalization, financial sustainability, compliance with the ethical standards of scientific communication and innovation of the processes of indexing, publishing, and interoperability of indexed journals and the whole collection;
 - c. To promote and guide the systematic assessment of the performance and impact of the whole collection and specifically of the journals to contribute to its improvement and determine its permanence in the collection;
 - d. To maintain updated these criteria and the procedures for assessing the quality and performance of journals according to the main areas of scientific knowledge to determine their admission and permanence in the collection, aligned with the objectives of the SciELO Program and the international state-of-the-art in journal publishing and evaluation; and,
 - e. To serve as reference performance of the other national and thematic collections of SciELO Network; and.
 - f. To contribute to the development of Brazil's communication and education capacities and research infrastructures, as well as its international insertion.

From 2019, besides the individual performance of the journals, the SciELO Brazil Criteria also began to guide the performance evaluation by sets of journals according to thematic areas and the overall collection. The performance of the collection is a determinant of the evolution of its general composition and by thematic areas. For this purpose, the criteria indicators are specified in terms of expected and recommended minimum values that are adjusted for the broad areas of knowledge. The minimum expected values should be met by all the journals of each thematic area as a condition for the admission of new journals and the permanence of those already indexed. However, most journals in each area of knowledge should progressively comply with the recommended values.

The content and application of the SciELO Brazil criteria should be based on the scientific attribute of the SciELO Program and the SciELO Brazil Collection.

3. The SciELO Brazil Advisory Committee

The purpose of the Advisory Committee is to assist the development of the Brazil SciELO 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 task to analyze, discuss and propose recommendations in the following thematic areas and lines of action:

- a. Improvement of the scientific attribute, performance, impact and influence of the whole collection, 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 whole Collection and of individual journals, proposing recommendations for its improvement;
- e. Update of the assessment criteria for admission and permanence of journals in the collection; and
- f. Definition and improvement of the functioning of the Committee to efficiently fulfill the previous objectives.

The Advisory Committee operates under the SciELO Brazil Collection and is formed by scientific editors representing the set of SciELO Brazil journal editors according to the main areas of knowledge and by representatives of institutions promoting research and scientific communication. The Committee has the following composition:

- a. Five Scientific Editors representing the editors of Agrarian Sciences, Biological Sciences (including Health Sciences), Exact Sciences (including Engineering and Earth Sciences), Humanities (including Applied Social Sciences) and Literature, Linguistics and Arts, elected by the journal editors of the respective areas indexed in the SciELO Brazil Collection, with a two year mandate, only one renewal permitted;
- b. Representative of the Associação Brasileira de Editores Científicos (ABEC);
- c. Representative of the Fundação de Amparo à Pesquisa do Estado de São Paulo (FAPESP);
- d. Representative of the Conselho Nacional de Desenvolvimento Científico e Tecnológico (CNPq);
- e. Representative of the Coordenação de Aperfeiçoamento de Pessoal de Nível Superior (CAPES); and
- f. Director of the SciELO / FAPESP Program or its representative who acts as Coordinator of the Advisory Committee

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

The Committee shall meet at least <three times> a year and may also have meetings and activities with the participation of consultants and specialists to meet specific purposes, as required. The committee may also recommend the formation of temporary technical groups for the analysis of thematic areas and specific demands. In any case, the responsibility for decisions on the admission and exclusion of journals is the Committee's responsibility.

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

4. Scope of the SciELO Brazil Collection

The SciELO Brazil Collection indexes, makes available and disseminates online in open access in the gold route the full texts of scientific journals of the Brazil of all areas of knowledge that predominantly publish peer reviewed articles resulting from scientific research they receive or commission and that present increasing performance regarding the indicators of the indexing criteria. The collection privileges the admission and permanence of journals which, in their operation, advance in the professionalization, internationalization and models of sustainable financing.

The collection of the issues and articles of each individual title in the SciELO Brazil Collection must start from the date of its approval for admission into the collection, with the retrospective numbers or articles being gradually added until at least 2 years before or from the first number, for journals created in the last 2 years. However, the journals are free to contribute with the publication of numbers of previous years, formatted according to the SciELO Publishing Schema.

Journal texts may be written in any language, preferably in English and/or <other languages>. The option of multilingualism should be documented in the Instructions to authors section. However, the metadata, including the title, abstract, and keywords must be English language when the language of the text is not English.

For publication in SciELO, the printed version of journals is not required.

Submission of journal articles to SciELO should occur without delay, preferably continuously or in the first month of the coverage period of the new issue. Journals with late numbers or that practice embargo, which consists of the postponement of the publication in open access of new numbers, will not be indexed or no longer be accepted in the collection.

5. SciELO Brazil criteria for admission and permanence of journals

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

This section remains for historical record reasons due to the fact that the initial collection was selected based on the fulfillment of predefined conditions.

The SciELO Brazil Criteria for the admission of new journal titles took in consideration, up to 2001, the evaluations to which these journals were previously submitted, including their participation in selected international indexes, such as the 1997 FAPESP evaluation and the CNPq/FINEP evaluation, also from 1997.

By 2001, a journal title would automatically be eligible for admission if it was indexed in one of the selected indexes or if it had scored high in FAPESP and CNPq/FINEP evaluations.

The Brazilian journals indexed in the following international indexes were automatically qualified for their first admission into the SciELO Brazil Collection, until the year 2001:

- Journal Citation Reports of the then Institute of Scientific Information (ISI)
- MEDLINE/Index Medicus of the U.S. National Library of Medicine (NLM)
- PsycInfo of the American Psychological Association (APA)

The Brazilian journals evaluated by FAPESP during 1997, 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 until the year 2001.

The Brazilian journals classified as Group A by the CNPq/FINEP Scientific Publications Support Program in 1997 were automatically indexed in the SciELO Brazil Collection until the year 2001. However, the permanence of journals of this group in the SciELO Brazil Collection was determined based on the performance indicators defined in item 6.

From 2001 on, the admission and permanence of a journal in the SciELO Brazil Collection is determined exclusively by decision of the Advisory Committee, based on the application of the following criteria, as defined in its updated version. 5.2. Criteria for the evaluation of journals for admission and stay in the SciELO Brazil Collection

5.2. Evaluation Criteria of Journals for admission and permanence in the SciELO Brazil Collection

The following are the criteria applied for the evaluation of journals to define their inclusion or permanence in the SciELO Brazil Collection. From 2019, the criteria will also consider the performance of sets of journals by thematic areas, as well as the whole collection, i.e., the assessment for inclusion and permanence of journals in the collection considers their contribution to the performance of the journal of the corresponding thematic area and the whole collection. In these cases, the criteria are defined by acceptable minimum values and expected values.

5.2.1. Scientific attribute

Indexable journals should publish predominantly research articles, review articles or essays relevant to the subject area. Articles may be unpublished or previously posted in preprints repositories. However, duplicating (or republishing) an article already published in another journal is not allowed.

Journals may also publish other types of documents other than those cited above, such as editorials, studies or case reports, and critical reviews that will not be counted as original articles for the purpose of assessment criteria.

5.2.2. Types of documents

From 2019 on, only papers which present relevant scientific content, with authorship and institutional affiliation, with title different from session title, citations and bibliographical references submitted after 2019 will be indexed, published and included in the performance metrics of the SciELO Brazil Collection journals.

A journal number's editorial or introduction of a section are optional but, when used, should convey scientific content beyond the simple list of published articles or news related to the journal or its thematic area. Likewise, only critical reviews that contribute to innovative knowledge beyond the simple summary of a work, obituaries with analysis of the work and the contribution of a honored author with contribution of scientific content and comment letters to other articles will be accepted.

Based on the above, the following types of document will be indexed, published and included in SciELO performance metrics: addendum, research article, review article, letter, article comment, brief communication, fast communication, speech, discussion, editorial or introduction, interview, errata or correction, standard or guideline, obituary or record, case report, critical book review, response, retraction, partial retraction and "other" (when the document has scientific content which justifies its indexing but none of the above types apply).

The following types of documents will not be indexed, published nor included in SciELO performance metrics: announcement, calendar, call, received books, news, reprint, meeting report, abstract, expanded abstract or thesis abstract, product review, thesis and translation (of article already published). Annex 1 describes each of these document types. All documents, without exception, must be authored with full affiliation (Institution, city, state and country) to be accepted by SciELO as

specified in item 5.2.9.

The SciELO Brazil Advisory Committee may request the reviewers' assessment to verify the predominance of original contributions.

5.2.3. Editorial management

The editorial management adopted by the journals indexed in SciELO must be duly informed and must comprise at least the following periodically updated documentation:

- **About the journal.** The journals indexed in SciELO are described by the following minimum documentation:
 - o Title, online ISSN, date of creation, and previous titles, if applicable;
 - o Name of the legally responsible entity or entities;
 - o Statute and/or other document on institutionality;
 - o Financing model;
 - o Mission;
 - o Thematic coverage coded according to the classification adopted by SciELO, identifying first and second levels;
 - o Historical summary, including the origin and main milestones of the journal's development, with emphasis on the indexing reached;
 - o Open Access publishing Creative Commons License;
 - o Instructions to authors.

- **Instructions to authors.** All journals should annually update the Instructions to authors section, including at least the following editorial policy and management characteristics:
 - o Types of documents, scope and prioritization of the research that may be evaluated for publication;
 - o Criteria for acceptance of preprint manuscripts;
 - o Structure of texts;
 - o Bibliographic standards adopted for citations and bibliographic references to other texts, research data, methods and computer software;
 - o Publication guidelines and prior research records;
 - o Criteria for authorship;
 - o Guidelines on conflicts of interest, plagiarism and other ethical aspects;
 - o Description of the assessment (peer review) procedure;
 - o Copyright of the published article;
 - o Submission or publication fees and exemption policy.

The editor-in-chief should send to SciELO the updated Instructions to authors. The SciELO Brazil Advisory Committee may request clarification from the editor-in-chief on the Instructions to authors and make recommendations for their improvement, whenever necessary.

- **Editorial flow.** The manuscript management flow adopted by the journal should be properly documented, including the processing steps from receipt to final decision and the actors involved. Exceptions to the regular flow should also be documented, such as accelerated assessment when circumstances apply. In the case of submission of dossiers and supplements, responsibilities and editorial flow should be specified either in the editorial or in the dossier

introduction.

- **Composition of the Editorial Board.** The journals can adopt different structures and denominations of instances of editorial management. However, these structures and the functions they perform must be formally documented and updated periodically/annually.
 - o **Editor-in-chief.** All journals must have one or more established editors, with national or foreign affiliation. The editors-in-chief are recognized national or foreign researchers in the scientific area of the journal and their institutional affiliation and updated curricula must be available online and preferably accessible by their respective ORCID iD. They are responsible for the development and implementation of the journal's editorial policy and management and ultimate performance. They are responsible for meeting the SciELO indexing criteria. Also regarding the level of editorial coordination, journals may have deputy editors or associated editors.
 - o **Editorial Board or Associated Editors.** Editorial management should preferably rely on one or more established groups of editors who actively and systematically collaborate with the editor-in-chief on managing the manuscript evaluation flow, with an emphasis on selection and interaction with reviewers and authors. In general, these editors, grouped under the name of associated editors or section editors, are a formal part of the editorial board and contribute systematically to the assessment of manuscripts. Under the name of associate or section editors, only researchers who systematically contribute to the evaluation of manuscripts should be listed. Ad hoc editors who collaborate in the sporadic evaluation of manuscripts, at the request of the editor-in-chief or even an associate editor, should be listed separately.

A recommended option to disclose and keep the manuscript evaluating process transparent and to value the associated editors' work is to publish their names at the beginning or end of the article.

The editors (associated editors, section editors or any other denomination) are researchers with national or foreign affiliation, recognized in their own area whose updated curricula must be available online, preferably accessible by their respective ORCID iD (<https://orcid.org/>).

The journals indexed by SciELO should maximize the internationalization of the Editorial Board. They should, altogether, meet the minimum and ideally recommended percentages of active associate editors with institutional foreign affiliation, according to the thematic area and for the entire collection, according to **Table 1.**

Table 1. Percentage of associated editors with foreign affiliation for all journals in each thematic area

Thematic area	Percentage of active affiliated editors with foreign affiliation	
	Minimum	Recommended
Agrarian Sciences	20%	30%
Biological Sciences	25%	50%
Engineering	25%	50%
Exact and Earth Sciences	25%	50%
Humanities and Social Sciences	15%	25%
Linguistics, Literature and Arts	15%	25%
Health Sciences	20%	30%
Applied Social Sciences	15%	25%
SciELO Brazil	20%	35%

This checklist does not apply to journals whose editor-in-chief and assistant editors centralize responsibility for the selection of reviewers and follow-up of the evaluation processes.

- o **Honorary editors.** When scientists, former editors or personalities are referenced for honorary reasons or to add prestige to the journal, without, however, actively participating in editorial management, their names must be listed separately under a corresponding section that shows they do not act as managing editors evaluating manuscripts.
- o **Editorial Board.** When present, it has the role of advising the journal's institution, the editor-in-chief and associated editors in evaluating the journal's performance, and drawing up recommendations on editorial policies, visibility and innovations for its improvement. Members of the editorial board should be recognized scientists in the scientific domain of the journal, with institutional affiliation in Brazil or abroad. Associate or section editors may serve on the editorial board or participate in its meetings. The editorial board should meet periodically, in person or online. The composition of the editorial board and their activities in the manuscript arbitration process should 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 should be reported to SciELO to update the journal's page in the SciELO interface.

5.2.4. Manuscript assessment

The evaluation of manuscripts submitted to a journal indexed by SciELO or manuscripts commissioned by editors should be carried out through one or more editors and reviewers whose recommendations support the editors on decisions approving or rejecting the manuscripts. The editor-in-chief or the

associated editor (or section editor) is ultimately responsible for the decisions, according to the flow adopted by the journal.

The journals can adopt different processes of evaluation and denomination of the responsible instances that lead to the approval or rejection of manuscripts. However, the procedures adopted should be formally specified in the Instructions to authors section. The arbitration process must be transparent and well documented. The author must always have access to the current status of the evaluation process of their manuscript.

Approved articles must be published along with the main dates of the evaluation, editing and publication process, and the complete dates (day, month and year) of receipt and approval of the manuscript are mandatory. The SciELO controls consider the date of publication of the new articles as the date of upload in the SciELO database, when it is made available online on the SciELO website.

All SciELO journals should manage and operate the evaluation of manuscripts with the support of an online management system certified by SciELO, to maximize the efficiency and transparency of the evaluation process, minimize the time between submission and the final decision, allow the parties involved to follow the evaluation process and keep records and statistics to control the flow of manuscript management.

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

- Record the data of the corresponding author and other authors, including e-mail and ORCID iD;
- Start the submission process with a checklist about the requirements that the manuscript must meet to follow in the evaluation process;
- Register the assessment process of the manuscripts with emphasis on the recommendations by the editors and the referees;
- Enable the author to follow online the evolution of the manuscript assessment from submission, indicating the start and end dates of each of the steps of the evaluation process;
- Interoperate with recognized plagiarism control systems or services;
- Interoperate with charging systems for collecting article publishing charges for journals adopting this option;
- Provide statistics of the evaluation process, including, but not limited to, the number of manuscripts that have been received, number of rejections in the first assessment by the editor-in-chief or associate editor, number of manuscripts sent to associate editors (or section editors) for review and the final count of approved and rejected articles. The manuscript statistics should be controlled by geographical and institutional origin of the authors, language and thematic area;
- Provide statistics on the length of the processing steps of the manuscript assessment between the receipt and the first evaluation, the interactions between the editor, associated editor (or section editors) and the authors until the final outcome;

These controls and statistics should be part of the journals' annual performance report and shall be used by the Advisory Committee as one of the sources for assessing the journal's performance. The journals should report every six months on the number of manuscripts received and processed in the previous semester.

The Advisory Committee may request the editor-in-chief to provide clarification on the peer review

procedure adopted by the journal.

The average processing time of the manuscripts should be at most of 6 (six) months, considering the time frame between submission and final decision for publication, and up to 12 (twelve) months, considering the time between submission and publication of the manuscript. However, an average overall cycle of 6 (six) months is recommended.

Submission of manuscripts must be available on a continuous basis, i.e., journals indexed in SciELO should not suspend the receipt of manuscripts in any period for any reason. SciELO may advise journals or consultants to improve their manuscript management processes in order to avoid withdrawal of the journal from the collection.

Peer reviewers must be national and foreign researchers, recognized in their field of expertise, which shall evaluate the manuscripts. The journals indexed by SciELO should maximize the participation of foreign institution affiliated referees. **Table 2** will be considered as a reference to assess the number of referees with foreign affiliation who evaluated at least one manuscript. The table establishes the minimum expected and recommended annual percentages that journal sets must comply, according to the thematic areas and for the whole collection.

Table 2. Minimum percentage of referees with institutional foreign affiliation for all journals in each thematic area

Thematic area	Percentage of manuscripts assessed by reviewers with foreign affiliation	
	Minimum	Recommended
Agrarian Sciences	25%	30%
Biological Sciences	30%	40%
Engineering	30%	40%
Exact and Earth Sciences	30%	40%
Humanities and Social Sciences	20%	25%
Linguistics, Literature and Arts	20%	25%
Health Sciences	25%	30%
Applied Social Sciences	20%	25%
SciELO Brazil	25%	35%

5.2.5. Editorial production flow

The periodicity and number of articles published per year are indicators of the flow of the journal's editorial production and the scientific output of the corresponding thematic area. The reference values required by SciELO criteria depend on the thematic area in which the journal is classified. It is also an indicator related to the timing and celerity of communication.

Journals should preferably publish articles continuously as soon as they are approved and edited.

Articles are collected in an annual volume with or without periodic issues. When editions (numbers) are not adopted, the publication of articles should occur throughout the year.

When articles are collected in journal numbers, they should be finalized preferably at the beginning of the period. For journals that do not adopt [continuous publishing](#), **Table 3** indicates the minimum and recommended values for the periodicity.

As indicated in section 6.1, indexing is discontinued when a journal interrupts publishing for 6 months.

Table 3 also indicates, for the set of journals of each thematic area, the average - minimum and recommended - number of articles published per year.

Table 3. Flow of editorial production according to periodicity of journals and average number of minimum and recommended articles per year by sets of journals of each thematic area

Thematic area	Periodicity		Mean number of articles	
	Minimum	Recommended	Minimum	Recommended
Agrarian Sciences	Quarterly	Bimonthly	60	75
Biological Sciences	Quarterly	Bimonthly	65	85
Engineering	Quarterly	Bimonthly	48	60
Exact and Earth Sciences	Quarterly	Bimonthly	45	55
Humanities and Social Sciences	Triannual	Quarterly	25	35
Linguistics, Literature and Arts	Triannual	Quarterly	20	25
Health Sciences	Quarterly	Bimonthly	60	80
Applied Social Sciences	Triannual	Quarterly	25	35

5.2.6. Time of existence for admission

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

5.2.7. Timelessness for admission

The publication must be on time, according to its periodicity. Journals that have not published in the last 6 months will not be considered in the evaluation process of the SciELO Brazil Collection.

5.2.8. Language of titles, abstracts, keywords and text

Articles should contain title, abstract, and keywords in the original language of the article text and in the English language, when English is not the original language.

SciELO Brazil journal articles can be published in any language, with emphasis on <language> and English, and to a lesser extent in <language>. The SciELO model allows simultaneous publication in two or more languages. SciELO journals should maximize the number of original and review articles in the English language according to their thematic area.

Table 4 details the minimum annual percentages of original and review articles in English language and recommended in English or Spanish languages that SciELO journal collections should comply with by subject area and for the entire collection from 2016.

Table 4. Minimum percentage of articles in the English language and recommended articles in English and Spanish by journal collections per subject area

Thematic area	Percentage of original and review articles in English or Spanish	
	Minimum in English	Recommended in English or Spanish
Agrarian Sciences	50%	75%
Biological Sciences	85%	85%
Engineering	70%	85%
Exact and Earth Sciences	70%	85%
Humanities and Social Sciences	25%	30%
Linguistics, Literature and Arts	20%	30%
Health Sciences	80%	80%
Applied Social Sciences	25%	30%
SciELO Brazil	60%	75%

Proper use of the language, the quality of the translations and the use of a controlled list of keywords are considered in the evaluation.

The use of structured abstracts according to the sections of the articles is recommended for journals of certain subject areas. The SciELO Advisory Committee will determine which journals should, according to international practice, preferably use structured abstracts.

5.2.9. Authors' affiliation

The exhaustive record of authors' affiliations is required to follow the institutional and geographical origin of the research published by SciELO journals. Thus, all types of documents, without exception, must be authored with full specification of the institutional and geographical instances to which each author is affiliated. Each institutional instance is identified by names of up to three hierarchical or programmatic levels and by the geographical location (city, state and country) where 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 with the same instance, the instance identification occurs only once. When the author does not have an institutional affiliation, the affiliation is registered indicating that he/she is an autonomous researcher, including the other elements of the geographical location.

Academic instances are the most common affiliation of authors. Typical structures of academic affiliation typically combine two or three hierarchical levels, for example: department-college-

university, graduate-college-university program, university-research institute, hospital-medical-University College, etc. Public and private research and development institutes, companies or foundations are also common. There are also instances that develop or participate research that are governmental organs, linked to ministries, state or municipal secretariats. Other authors may also be affiliated to national and multinational companies. There are also authors affiliated with programmatic instances or involving communities of researchers or professionals who work around a program, project or network and may have limited life span.

The presentation of the affiliation should keep uniformity in all the documents and the following format is recommended:

- The affiliations identification should be grouped just below the authors names, in different lines. Names and affiliations are related to each other by tags;
- The identification of the institutional bodies should, where applicable, indicate the corresponding hierarchical units. It is recommended that hierarchical units be presented in descending order, for example, university, college, and department;
- In no case should affiliations be accompanied by the authors' titles or mini-CVs. These, when present, should be published separately from the affiliations, as authors' notes;
- The address of the corresponding author must be presented separately and may come at the end of the article;
- The names of institutions and programs should be presented in full in the institution's original language or in the English version when writing is not Latin. See examples:
 - Universidade de São Paulo, Faculdade de Medicina, Departamento de Pediatria, São Paulo, SP, Brasil;
 - Universidad Nacional Autónoma de México, Instituto de Investigaciones Biomédicas, Departamento de Pediatría, Ciudad de México, México;
 - Johns Hopkins University, School of Medicine, Department of Pediatrics;
 - <...>;
- Authors' names must be accompanied by their ORCID iDs.

Endogenous journals, i.e., that publish articles by authors whose affiliations, for the most part, are from a single institution or geographic region will not be admitted into SciELO Brazil.

The journals indexed in SciELO should maximize the internationalization of authors' affiliation based on **Table 5**, which presents the minimum expected and recommended annual percentages of authors with institutional affiliation abroad by thematic area, which should be fulfilled by thematic areas and for the whole collection.

Table 5. Minimum and recommended percentage of authors with foreign institutional affiliation

Thematic area	Percentage of authors with foreign affiliation	
	Minimum	Recommended
Agrarian Sciences	15%	30%
Biological Sciences	30%	40%
Engineering	30%	40%
Exact and Earth Sciences	30%	35%
Humanities and Social Sciences	20%	25%
Linguistics, Literature and Arts	20%	25%
Health Sciences	25%	35%
Applied Social Sciences	20%	25%
SciELO Brazil	20%	35%

5.2.10. Received citations

The journal should present a received citations index and self-citations compatible with the other journals of the same thematic area. For admission, the citations in the bibliographic indexes such as Google Metrics and other indexes where the journal is indexed will be considered.

For already indexed journals, the *SciELO Citation Index* comprising SciELO and WoS journals will be used as reference index.

5.2.11. Normalization of texts, citations and bibliographic references

The journals should specify in the Instructions to authors the rules that follow for the structuring and presentation of the texts and for the presentation and formatting of the citations and bibliographical references.

The structuring of texts depends on the subject areas and types of documents. Journals should preferably follow the most common standards and practices in their respective subject areas. Some thematic areas have standards and publishing guidelines for certain types of research documents, such as the EQUATOR Network for Health Sciences (<http://www.equator-network.org/>).

For citations and bibliographical references, it is recommended the rightful adoption of formally established norms as national and/or international standards and most used internationally in the thematic area of the journal. The precise adoption of bibliographic standards is essential to enable the process of marking and generating structured XML texts. Citations and bibliographical references are used when texts, methods, data, historical archives, collections and computer software are used in articles.

Only the references listed at the end of the text in a well-defined section will be marked to load them

into the databases for inclusion in the citation metrics. Bibliographical references appearing in footnotes and not included in the list of references at the end of the article will not be marked and will not take part in the SciELO metric system.

5.2.12. Open access policy and alignment with open science

All journals and articles indexed in SciELO are published in Gold Route Open Access. The SciELO Program formalizes open access through the adoption of Creative Commons License for all journals and articles indexed in its collections. The standard license adopted by SciELO from 2015 onwards is CC-BY, which authorizes sharing and editing articles as long as the authors' credit is ensured, as well as providing a link to the license and precise indication of the changes that have been made. The information of the type of license adopted by the journal must be included in the PDFs and XMLs sent for publication. Journals indexed before 2019 may eventually opt for CC-BY-NC assignments that do not allow commercial use and CC-BY-NC-ND that does not allow commercial use nor adaptations.

Background and documentation related to Creative Commons Licenses can be obtained from www.creativecommons.org or www.creativecommons.org.br.

SciELO has been promoting the alignment of the program and journals with the communication practices of open science that advocates the opening of all the components that support the communication of research, such as methods, data and computer software. This opening aim at contributing to accelerate the publication of research, facilitate the assessment of manuscripts, the replicability of research and reutilization of collected data. In this sense, SciELO is implementing the following advances:

- Accelerating publication of research through [continuous publishing](#);
- Accelerating publication of research through preprints, which are manuscripts ready for submission to journals that are made available in open access on the Web in preprints repositories before submission to a journal. SciELO will operate a central preprints server. Journals should specify in the Instructions to authors the criteria for accepting preprints;
- Identification and recommendation of research data repositories according to subject area to guide the deposit of such data. SciELO follows the FAIR principles (Findable, Accessible, Interoperable and Reusable) for qualifying data repositories;
- SciELO will follow the TOP guidelines (Transparency and Openness Promotion) for qualifying articles and journals regarding citing and referencing data, methods, computer software, etc.

The expectation is that SciELO indexed journals will operate in full compliance with the principles and practices of science open up to 2021.

5.2.13. Clinical trials registry

The journals of the SciELO Brazil Collection that publish clinical trials results should include in the Instructions to authors the recommendation for prior registry of published trials. They must also require the respective identification number as a condition for manuscripts acceptance.

5.2.14. Registry of biological reference material and DNA sequences

SciELO journals that publish results on tests on living organisms such as fungi, bacteria, plants, etc. should include in the Instructions to authors the recommendation for registry and prior deposit of reference material (vouchers) in publicly available registered collections and require their

identification number as a condition for manuscripts acceptance.

The same procedure applies regarding the deposition of DNA sequences in enabled databases.

5.2.15. Availability of research data

The availability of research data from research articles in open access repositories, following registration standards that ensures authorship, use and citation of the data, as well as the corresponding article, is recommended, since it contributes to the replicability of research, and increases the research visibility and journal citations.

5.2.16. Digital Object Identifier (DOI) and link to full texts

All documents published by SciELO journals must have their respective DOI registered in the [Crossref](#) database. The DOI can be obtained through SciELO under a common prefix or directly by the journal or to whom the journal delegates this task.

The DOI must be specified in the XML and PDF texts sent to SciELO and the DOI record in Crossref must contain a link to the full text of the article in SciELO, regardless of other access websites.

SciELO journals with their own DOI must use Crossref's 'Cited by' service and authorize the public use of the cited bibliographic references.

When the DOI is obtained through SciELO, all services are automatically activated as part of its regular operation.

5.2.17. Full texts in XML

All SciELO journals should have the complete texts of the documents structured in XML according to the SciELO Publishing Schema (SciELO PS) which is composed by NISO Z39.96-2015: Journal Article Tag Suite (JATS) and a set of rules that specialize aspects of the JATS specification named SciELO Style. The XML file of the different types of documents sent to SciELO must be accompanied by high definition images and the corresponding PDF file, and, whenever possible, the ePUB format file. When the article is multilingual, the XML file must necessarily contain all translated versions and must be submitted altogether for publication.

The archives of the articles in XML and the respective images are considered the original source of the articles for reference and preservation.

5.2.18. Marketing e dissemination

The journals indexed in SciELO must have an operational plan for marketing and dissemination, requiring, on the one hand, the management of an updated list of potential researchers, authors and national and international users, potential readers, as well as institutions. On the other hand, the production of press releases of each new issue or new articles selected. Press releases may also be shared with SciELO to be published on its portal (see "[Guidelines for publishing Press Releases](#)").

Journals are expected to disseminate new research on the most relevant social networks using Twitter, Facebook and/or other systems. They should also develop mechanisms that foster the presence in systems oriented to research information and communication, such as Academia.edu,

Mendeley, ResearchGate, etc. The journals can use their own collective instances, including those that SciELO operates in social networks, such as the [Blog SciELO in Perspective](#).

5.2.19. Indexing in DOAJ

As of January 2019, being indexed in the [DOAJ](#) became a mandatory criterion for the admission and permanence of journals in the SciELO Brazil Collection.

Indexing in DOAJ is an international indicator that open access journals follow good editorial practices. Particularly, being indexed in DOAJ has become an indicator that the journal is not predatory.

5.2.20. Errata and retractions

The editors-in-chief should send to SciELO the communication of errata as soon as they are issued for its publication in the corresponding number or volume of the SciELO journal, according to the [Guideline for the registry and publication of errata](#).

When an article is retracted, the journal's editor-in-chief should communicate to SciELO the reasons for the retraction and follow the [Guideline for registry and publication of retraction](#).

5.2.21. Term of responsibility on published content

The content of journals and articles is the authors' and publishers' responsibility, in accordance to agreements reached between the parties. The SciELO Program and the SciELO Brazil Collection do not assume any legal responsibility related to the contents published by the journals. Any demand received will be passed on to the corresponding journal's editor-in-chief.

5.2.22. Declaration of the contribution of authors and collaborators

The authorship of a document assigns credit and implies liability on the published content. SciELO journals should instruct the authors to record at the end of the articles the contribution of each author and collaborator, expressed in the Instructions to authors, using two minimum authorship criteria:

- a. Actively participate in the discussion of results;
- b. Revise and approve the final version of the manuscript

5.3. Procedures of the evaluation process for admission

To be included and to persist in the SciELO Brazil Collection, the journal must accept and follow criteria for admission and permanence in the collection.

All decisions regarding the acceptance and permanence of journals in the SciELO Brazil Collection are taken exclusively by the Advisory Committee.

The admission process begins with the voluntary submission of a request for evaluation by the journal's editor-in-chief by means of a letter addressed to the Advisory Committee justifying the submission, accompanied by documentation specified on the SciELO Brazil Collection website in the section [Procedures for Inclusion of Journals in the SciELO Brazil Collection](#). The minimum required documentation is as follows:

- a. The web address (URL) of the journal and access indication to the last 3 regular numbers or the current published volume, in case of continuous publishing. In the case of journals only available in paper or other medium, the last 3 regular numbers should be mailed;
- b. Form used by the journal in the manuscript evaluation process; and
- c. SciELO evaluation form filled with the journal data.

With the documentation gathered, the process follows two main stages of evaluation. The first is called pre-evaluation and comprises two sets of formal criteria described in this document, which is carried out by the SciELO team, and the second is the result of the submission to the Advisory Committee. The journals approved in the first stage are evaluated according to their scientific merit and contribution to the development of the respective thematic areas and the development of the SciELO Brazil Collection. The second evaluation is supported by two or more experts in the same scientific domain and is carried out by the Advisory Committee.

5.3.1. Pre-assessment of scope, peer review, time of existence and timelessness

The adequacy of the journals regarding the Scope (item 4), Evaluation of manuscripts (item 5.2.4), Time of existence (item 5.2.6) and Timelessness for admission (item 5.2.7) is necessary as an initial condition for their inclusion in the evaluation process for indexing in the SciELO Brazil Collection.

5.3.2. Evaluation of format, representativeness and institutional, thematic and geographical distribution

The characteristics of the presentation, structure and normalization of the journal, whose texts are to be marked according to the SciELO Publishing Schema (item 5.2.17), as well as aspects related to the representativeness and institutional, thematic and geographical distribution of the members of the editorial body, reviewers and authors of the articles of the 3 (three) latest published issues.

The format evaluation comprises the analysis of a set of characteristics of presentation, structure and normalization of the journal based on the international norms of edition of scientific journals. The texts of the different types of documents must have the structure capable of providing the standard bibliographic indexing metadata and also be possible to be marked in XML, according to the SciELO Publishing Schema (item 5.2.17). The frequency of publication must comply with the minimum required for the thematic area (Table 3) or the journal may adopt continuous publishing.

The format evaluation also includes the initial verification on the journal contribution to comply, according to the respective thematic area, with the recommended minimum percentages of number of articles (Table 3), articles in English (Table 4), authors with foreign affiliation (Table 5), editors with foreign affiliations (Table 1) and referees with foreign affiliation (Table 2). When the subject area does not reach one or more of the minimum required percentages, the journal will be considered for admission if it contributes to increase the overall percentage of the area. When the subject area already meets the minimum percentages, the journal will be considered for admission only if it does not adversely affect the performance of the area. In this analysis, the Advisory Committee will also take into account compliance with the recommended percentages.

The evaluation of the coverage and representativeness of the journal in the respective subject area, institutional affiliations and geographical locations comprises the distribution of members of the editorial board, ad hoc editors, referees and authors in the last three (3) published numbers or in the current volume and/or earlier volume, if the journal publishes continuously or numberless. The institutional or geographical concentration of any of the actors is considered a limiting factor for the

journal's admission into the collection, while the internationalization of the editorial board, referees and authors is considered a positive indicator.

The result of the pre-evaluation is analyzed by the Advisory Committee that decides by rejecting the application for admission with the respective justification or by continuing the evaluation process.

5.3.3. Peer review of scientific merit

The journals approved in the first stage will be evaluated for their content, based on evaluations by at least two researchers, experts in the journal's domain, whose assessments are requested to address the following characteristics from the journal numbers selected for evaluation:

- The journal's scientific attribute;
- Quality of journal articles;
- Scientific representativeness and institutional and geographical coverage of the body of editors and referees;
- Peer review process; and
- Importance and contribution of the journal to the development of the respective thematic area and to the development of the SciELO Brazil Collection.

5.3.4. Final evaluation of the journals' 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 on-line meeting with a minimum participation of 70% of the members of the Advisory Committee.

Journals are analyzed individually. The member of the Advisory Committee representing the journal's thematic area makes a presentation about the journal followed by a recommendation for admission or rebuttal. All members of the committee are invited to comment and discussions are held until consensus or a large majority is reached on the decisions, according to the following possibilities:

- a. Immediate admission approval without restrictions;
- b. Immediate admission approval with restrictions and conditioned to the editor-in-chief's commitment to fulfill the recommendations of the Advisory Committee within the established time frame;
- c. Approval to admission conditioned to the implementation of the recommendations by the Advisory Committee;
- d. Denied admission; and
- e. Postponed pending decision to request additional clarification or assessment.

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

After approval decision, the registration and publication of the journal begins in the SciELO Brazil Collection.

5.4. Assessment of journals by subject area

The Advisory Committee may decide to jointly evaluate journals of a specific thematic area with the purpose of analyzing their relative performance as a support for the indexing decision in the SciELO Brazil Collection. This option is applied when there is a high demand for journals admission of a given discipline or when starting to index a new discipline without an already indexed reference core collection.

The process of assessing journals by thematic area considers journals already indexed and not indexed and establishes a ranking based on a series of indicators that apply to all journals or at least most of them, including performance in Google Metrics, in the WoS using the "cited by reference" search option, the stratification in the national reference system of journal evaluation, the timelessness of publication, percentage of authorship with foreign affiliation and the level of endogeneity. Whenever possible, the preparation of the ranking and recommendations for indexing are carried out with the support of a group of specialists in the area.

The ranking is submitted to the Advisory Committee that makes decisions based on the specific recommendations associated with the ranking.

Journals participating in the thematic evaluation and eventually not approved may undertake individual submissions to the Advisory Committee, which is recommended to occur after the implementation of improvements suggested in the evaluation process.

6. Criteria for evaluating performance for permanence in the SciELO Brazil Collection

At first, as previously mentioned, most of the indicators described in section 5 and adopted for the evaluation of journals for admission in the SciELO Brazil Collection also apply to the permanence assessment.

Compliance with the recommendations for improvements presented upon the journal's admission and committed by the editor-in-chief is also considered an indicator for their permanence in the collection.

The following criteria (items 6.1 to 6.5) are specific indicators of the performance evaluation used to assess the permanence of journals in the SciELO Brazil Collection.

6.1. Timeliness of publication

The rapid communication of research results is one of the desirable and essential characteristics for advancing the performance of SciELO journals. As defined in item 5.2.4, the expected average time frame between submission of manuscripts and their publication should be of 6 months. To do so, SciELO encourages all journals to adopt [continuous publication](#).

However, for journals that continue to adopt the publication in numbered periodic editions, the recommendation is that each new issue should come out at the beginning of the reference period or preferably, even earlier. SciELO controls the timeliness of the publication of articles and issues by the date of arrival of the files in the production unit, which informs the Advisory Committee on the

occurrence of delays.

Journals that do not meet the timelessness criterion are analyzed by the SciELO Brazil Advisory Committee and may receive a warning or, in case of more than 6 (six) months without publication, the journal will be automatically excluded from the collection.

6.2. Indicator of journal use by downloads

The journal use is measured by the monthly evolution of the number of articles downloads. The count of valid downloads follows the COUNTER methodology.

If the journal use is systematically low and/or decreasing when compared to journals of the same area, based on a 3 (three) years period, the journal's permanence in the Collection will be evaluated by the Advisory Committee, which should issue a recommendation to study the causes and possible solutions of such behavior, or propose the exclusion of the title from the collection.

6.3. Citation impact indicator per article

The performance indicator of each journal, measured on the basis of the citations received per article, is evaluated, whenever possible, in conjunction with journals of the same area.

The increase in the number of citations per article or its stabilization in high position in the relative distribution of journals in the same area are considered positive performance results and, therefore, favor the permanence of the title in the collection. The number of citations is measured in the SciELO Citation Index considering the citations granted by all journals of the Web of Science (WoS) platform. The performances in WoS, Scopus and Google Metrics are also considered for comparison with other journals.

In the performance evaluation of journals based on the number of citations received per article, the Advisory Committee will also analyze the percentage of self-citation. High rates of self-citation in relation to other journals in the same subject area are considered prejudicial, and the Committee may request clarification from the editor-in-chief or issue a warning and decide to exclude the journal from the SciELO Collection.

6.4. Indicator of influence and presence of articles on the Web

The performance indicator of each journal, measured by the references received per article in social networks, is evaluated, whenever possible, in conjunction with journals in the same area.

The increase of references by article or its stabilization in high positions in the relative distribution of the journals of the same area are considered positive performance results and, therefore, favor the permanence of the title in the collection. Web and social networks presence are measured by alternative metrics indicators ([altmetrics](#)).

6.5. Indicators of journals internationalization

The internationalization of journals indexed by SciELO, including the management of the editorial processes, the authors affiliation and the publication language, comprises a set of conditions and practices that favor their insertion in the international flow of scholarly communication, reflecting in their visibility and international impact. Journals in line with their respective subject areas should progressively maximize their internationalization.

Taking into account all the journals of the SciELO Brazil Collection, the main indicators that will be used to evaluate the level of internationalization of SciELO journals are as follows:

- Evolution of the number of visits originating from Brazil and abroad, based on Google Analytics data;
- Evolution of the number of citations granted by non-SciELO journals and also by authors with foreign affiliation, using SciELO Citation Index as reference source;
- Evolution of the presence in social networks;
- Evolution of the percentage of articles published in English language;
- Evolution of the percentage of articles by authors with foreign affiliation;
- Evolution of the percentage of articles with international collaboration;
- Evolution of the proportion of researchers from other countries performing the functions of editor-in-chief, associate editor and referee.

The reference values used in the evaluation of the internationalization of SciELO journals will be defined by the SciELO Brazil Advisory Committee, according to the evolution of the set of journals in the corresponding thematic area.

6.6. Annual performance report

As part of the process of evaluating performance to ensure permanence in the SciELO Brazil Collection, in addition to the indicators that SciELO obtains automatically, editors should submit, at SciELO's request, annual reports on the journals, emphasizing the progress made in the previous year in specific aspects, according to a standard form, which also collects the editors' suggestions regarding improvement of SciELO functions.

7. Result of the title exclusion process

In the case of unfavorable results in the performance assessment, the journal receives a notification on the aspects to be improved, which must be fulfilled within the period established by the Advisory Committee.

The exclusion of a journal from the SciELO Brazil Collection is carried out after consulting the Advisory Committee and will be publicly communicated in the Results of the Meetings of the SciELO Brazil Advisory Committee.

Removing a journal from the collection does not affect the availability of the already published numbers in the collection.

8. Appeal against decisions of the Advisory Committee

The editor-in-chief of the journal may, at any time, appeal against the decision of the Advisory Committee in cases of non-admission, restrictions on admission, warnings, and exclusion of the SciELO Brazil Collection.

The appeals will be examined by the Advisory Committee, which may take one of the following

decisions:

- a. Maintain the decision that motivated the appeal;
- b. Maintain part of the decision that motivated the appeal;
- c. Request additional information from the editor-in-chief;
- d. Request that the journal be reassessed with the support of specialists in the area; or
- e. Accept the appeal.

The result of the Advisory Committee's deliberation will be informed to the journal editor-in-chief.

9. Readmission

Journals excluded from the SciELO Brazil Collection may be readmitted by decision of the Advisory Committee whenever they fulfill the criteria for inclusion and permanence in the collection. The readmission will be evaluated by the SciELO Brazil Advisory Committee, as described in items 5.2 and 5.3.

Readmission will not take effect immediately after deleting a title from the collection. To be re-evaluated, the journal must submit updated documentation and demonstrate that it meets the criteria in at least two consecutive issues or the equivalent number of articles in the case of continuous publication.

10. Results of meetings of SciELO Brazil Advisory Committee

All Advisory Committee decisions that influence the Collection's composition or advancement policy will be publicly communicated in the section "Evaluation of Journals of the SciELO Brazil Collection, on the SciELO Brazil Collection website.

Annex 1. Types of documents

The following types of documents, with authorship and title other than the section title, will be indexed, published and included in SciELO performance metrics: addendum, research article, review article, letter, article comment, brief communication, fast communication, speech, discussion, editorial or introduction, interview, errata or correction, standard or guideline, obituary or record, case report, critical book review, response, retraction, partial retraction and "other" (when the document has scientific content which justifies its indexing but none of the above types apply), as described below:

Type of document	Description of type of document
addendum	A published work that aggregates information or clarification to another work (the "erratum" type corrects an error in a previously published material).
research article	Article communicating original research (the review article type describes a literature review, research summary, or state-of-the-art article).
review article	Review article or state-of-the-art summary article (the "research article" type describes original research).
letter	Letter addressed to the journal, typically commenting on a published work.
article comment	A document whose object or focus is another article or articles; article that comments on other articles. This type of document can be used when a journal editor invites an author with an opposite opinion to comment on a controversial article and then publishes the two articles together. The "editorial" type that is similar is reserved for comments written by the editor or editorial team member or an invited author.
brief communication	Brief communication of research results.
fast communication	Update on a research or other news items.
speech	Speech or oral presentation document.
discussion	Invited discussion related to a specific article or a journal issue.

editorial or introduction	Piece of opinion, political statement or general comment written by a member of the editorial board (with authorship and own title different from the section title).
interview	The act of interviewing or being interviewed. It is a conversation between two or more people with a specific purpose with questions asked by the interviewer in order to obtain necessary information from the interviewee.
errata or correction	Modification or correction of previously published material. (The "addendum" type only applies to material added to a previously published material.
standard or guideline	Guideline or standard document established by a biomedical authority or another area such as a committee, society, or government agency.
other	When the document is indexed and any of the previous types does not apply precisely.
obituary, record	Announcement of passing or compliment to a recently deceased colleague.
case report	Case study, case report, or other description of a case.
critical book review	Review or critical analysis of one or more printed or online books. (The product review type is used for product analysis.).
response	Response to a letter or comment, typically by the original author commenting on comments.
retraction	Retraction or denial of a previously published material.
partial retraction	Retraction or denial of part or parts of previously published material.

The following types of documents will not be indexed, published, nor included in SciELO performance metrics: announcement, calendar, call, received books, news, reprint, meeting report, abstract, expanded abstract or thesis abstract, product review, thesis and translation (of article already published), according to the following description:

Type of document	Description of type of document
advertisement	Material advertised in the journal (may or may not be directly related to the journal).
calendar	List of events.
call	Summary or call for items for the current journal number.
received books	Notification that items, such as books or other works, were received by the journal for analysis or consideration.
news	News, usually current, but, atypically, historical.
reprint	Reprinting a previously published document.
meeting report	Report on a conference, symposium or meeting.
abstract, expanded abstract or thesis abstract	The document itself is a summary (of a paper or presentation) that was usually submitted or published separately.
product review	Description, analysis or review of a product or service, such as a software package (the "book review" type is used for book analysis).
thesis	Thesis or dissertation written as part of the completion of a course.
translation	Translation of an original article written in another language and already published.