SciELO
Scientific Electronic Library Online

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

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Summary

1. Introduction

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

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

The criteria for evaluating journals to determine on their indexing and permanence in the SciELO Collection, as well as the policy and procedures for their fulfillment, were originally discussed in the "Seminar on Evaluation Criteria and Selection of Scientific Journals", held in April 1999 at the São Paulo State Research Foundation (FAPESP) and approved for adoption in the SciELO Project. Since then, the document has been updated periodically in order to follow the evolution of scholarly communication and development priorities of the SciELO Program and the Collections of the SciELO Network. This version updates the SciELO Brazil Criteria with respect to aligning the collection and journals with open science communication practices and strengthening the interoperability of the collections, journals, articles, authors, affiliation institutions, research data and other elements and materials associated with the articles.

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

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

The SciELO Brazil Criteria for evaluating journals are defined in the context of the objectives, functions and principles of the SciELO Program of the São Paulo State Research Foundation (FAPESP), which is supported by the Coordination for the Improvement of Higher Education Personnel (CAPES), the National Council for Scientific and Technological Development (CNPq) and the Brazilian Association of Scientific Editors (ABEC).

SciELO is a program aimed at supporting research infrastructure with the objective of contributing to the systematic and sustainable advancement and increase of the visibility and scientific, cultural, social and economic impact of scientific research communicated by Brazil's increasing quality journals published in open access in a multilingual context and progressively aligned with open science communication practices in order to maximize the transparency of the production processes of journals, the reproducibility of the research they communicate, the sharing and reuse of data and other research

content underlying the texts of the articles.

As a program that supports the strengthening of scholarly communication capacities and infrastructures, SciELO develops globally as an international technical cooperation program to subsidize national policies to support scholarly communication carried out by nationally edited journals. International cooperation takes place through the SciELO Network of national and thematic collections of quality open access journals.

2.1. SciELO – global public good, operating principles and bibliodiversity

In order to achieve its objectives, SciELO is constituted and operated as a global public good in the exercise of bibliographic and bibliometric indexing, publication, storage and preservation of full texts and interoperability and dissemination of journals of increasing quality and of researches that communicate in in line with the state of the art of scholarly communication.

SciELO operates under three principles: first, the concept of scientific knowledge as a global public good; second, networking as a means of maximizing scalability in terms of cost-effectiveness and adoption of the state of the art in scientific editing, cooperation and management of asymmetries between collections, thematic areas and journals; and third, quality control, compliance with standards, good practices and innovations in scholarly communication.

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

The evaluation of the journals is conducted by the SciELO Brazil Collection, considering the bibliodiversity that characterizes the set of scientific production in Brazil that is communicated in journals edited abroad and in Brazil, on continuous publication platforms of articles that operate as journals and progressively with the deposit of manuscripts on preprint servers before submission for evaluation by journals. Historically, the research communicated by Brazilian journals in all thematic areas is predominantly of national authorship, but the number of articles by abroad affiliated authors is increasing with high variability between the thematic areas. In terms of multilingualism, there has been an evolution in the last five years towards a proportionality of articles in Portuguese and English according to the thematic areas in the quest to improve the global visibility of research. Under these conditions, Brazilian quality journals report a significant proportion of national scientific output indexed internationally, in addition to a good part of that which is not indexed due to different limitations or restrictions of the indexes. These journals communicate basic and applied research which results are part of the global flows and bases of information and scientific knowledge. However, SciELO considers as a distinguishing feature of most Brazilian journals the communication of research on issues of predominantly national interest which, in addition to promoting scientific advancement, are essential to inform public policies, continuing professional education, education curricula, and the cultural, social and economic development. By extending the evaluation criteria beyond the scientific impact for the cultural, social and economic contributions of journals, SciELO promotes the social function of science.

2.2. The objectives of the SciELO Brazil Criteria

Based on the above, the SciELO Brazil Criteria have the general objective of guiding the development of the SciELO Brazil Collection and serving as a reference for the development of the other collections of the SciELO Network. Its specific objectives are to:

a. Contribute to the sustainable increase of the quality and scientific, cultural, social and economic relevance of indexed journals, thematic areas and the collection as a whole;

b. Contribute to the strengthening of professionalization, internationalization, operational and financial sustainability and progressive alignment with the modus operandi of open science in favor of research transparency and communication, cooperation between researchers, reproducibility and the reuse of research content;

c. Promote and guide the systematic evaluation of the performance, availability, influence and impact of the collection as a whole, of the thematic areas and specifically of the journals to contribute to its improvement and its permanence in the collection;

d. Keep these criteria up to date, the policy and procedures for evaluating the quality and performance of journals according to the main areas of scientific knowledge to determine their admission and permanence into the collection, in line with the objectives of the SciELO Program and the international state of the art in publishing, editorial management and journal evaluation;

e. Serve as a reference for the performance assessment of other national and thematic collections of the SciELO Network as well as journals and journal portals outside the SciELO Network; and

f. Contribute to the development of public and institutional policies for scholarly communication, as well as to strengthen the communication capacities and infrastructures of research and education systems in Brazil and their international insertion.

From 2015, in addition to the individual performance of the journals, the SciELO Brazil Criteria also began to guide the performance evaluation by sets of journals according to the thematic areas and the collection as a whole. The performance of the collection is a determinant of the evolution of its general configuration and by thematic areas. For that, the criteria indicators are specified in terms of minimum expected and recommended values that are adjusted for large areas of knowledge and for the collection. Thus, the minimum expected values must be complied by the set of journals in each thematic area and the collection, as a condition for the admission of new journals. However, most journals in each area of knowledge must progressively comply with the recommended values.

From 2020, the SciELO Brazil Criteria will promote obedience to the good communication practices of open science in the policies, management and editorial operation of journals. Open science projects itself as the new modus operandi of making and communicating research with an emphasis on the transparency of processes and the sharing of content in favor of methodological rigor and cooperation between researchers. The advancement of open science depends on the proactive action of all actors and instances of scientific research, among which are the journals and other research media. SciELO is a pioneer in adopting open access publication following good editorial practices, which is one of the main practices of open science. Since 2018, SciELO has been promoting among the adoption of other practices in three dimensions of scholarly communication in order to ensure that quality journals follow the state of the art in scholarly communication.

The first-dimension deals with the inclusion of preprints in SciELO's scholarly communication flow carried out by journals from Brazil in convergence with quality journals from abroad. A preprint is defined as a manuscript ready for submission to a journal which is deposited on trusted preprint servers before or in parallel with submission to a journal. This practice joins that of continuous publication as mechanisms to speed up research communication. The preprints share with the journals the novelty of the publication of the articles and inhibit the use of the double-blind procedure in the manuscript evaluation. The use of preprints is the author's option and choice and the journals should adapt their policies to accept the submission of manuscripts previously deposited on a preprint server recognized by the journal.

The second-dimension deals with the sharing of data, codes, methods and other materials used and resulting from research that are usually underlying the texts of articles published by the journals. The sharing is the researchers' responsibility, who must inform the journal when submitting the manuscript. The journals are responsible, first, for promoting and subsequently demanding that the content underlying the articles be properly cited and referenced. As an additional option, journals may require that such content be made available in open access, in line with open data policies.

The third-dimension deals with the progressive opening of the peer review process of manuscripts. SciELO considers three opening advancement options. The first is the publication, at the end of the article, of the name or names of the editors responsible for the evaluation. The second is to offer referees the option of dialoguing directly with the corresponding author, with or without opening their identities. The third is to offer the option of publishing the approval assessment reviews of articles with or without identifying the reviewers. Reviews constitute a new type of literature in the SciELO methodology and receive treatment like research articles.

The expectation is that journals currently indexed in the SciELO Brazil Collection will promote the alignment of editorial policies with open science by the end of 2020. The same criteria apply to journals that request admission into the collection.

In summary, the adoption of open science will improve the transparency, reusability and reproducibility of the research communicated by SciELO journals. By the end of 2020, the editorial policies of the journals should be updated regarding the acceptance of preprints, citation and referencing research contents and opening the peer review process. From 2022 onwards, journals should be operating in tune with open science.

3. The Advisory Committee of the SciELO Brazil Collection

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

a. Improvement of the scientific character, performance, influence and scientific, cultural, social, technological and economic impact of the Collection as a whole, 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 assessment of the performance of the Collection as a whole and of the journals individually, proposing recommendations for their improvement;
e. Update of SciELO Brazil Criteria for evaluation of admission and permanence of journals in the Collection in accordance with the objectives of the SciELO Program and the state of the art in scholarly communication; and
f. Definition and improvement of the Committee's operation, in order to efficiently fulfill the previous objectives.

The Advisory Committee operates within the scope of the SciELO/FAPESP Program and the SciELO Brazil Collection and is made up of scientific editors representing the set of editors of the SciELO Brazil journals according to the main areas of knowledge and by representatives of SciELO sponsoring institutions, which currently are FAPESP, CAPES and CNPq, and the Brazilian Association of Scientific Editors (ABEC). The Committee has the following configuration:

a. Six Editors-in-Chief of journals of the Collection representing their peer chief editors of journals in the areas of Agrarian Sciences, Biological Sciences, Exact Sciences (comprising Engineering and Exact and Earth Sciences), Humanities (including Applied Social Sciences), Linguistics, Literature, and Arts and Health, elected among the editors-in-chief of the journals of the respective areas, indexed in the SciELO Brazil Collection, with a two-year term, being allowed only one reappointment;
b. Representative of the Brazilian Association of Scientific Editors (ABEC);

c. Representative of the São Paulo State Research Foundation (FAPESP);
d. Representative of the National Council for Scientific and Technological Development (CNPq);
e. Representative of the Coordination for the Improvement of Higher Education Personnel (CAPES); and
f. Director of the SciELO/FAPESP Program or his representative, who acts as Coordinator of the Advisory Committee.

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

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

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

4. Scope of the SciELO Brazil Collection

The SciELO Brazil Collection indexes, preserves, makes available, interoperates and disseminates online in gold open access the full texts of scientific journals from Brazil from all areas of knowledge that publish predominantly articles resulting from scientific research, using peer evaluation of the manuscripts they receive or commission and which show an increasing performance in complying with the indexing criteria. The collection favors the admission and permanence of journals that have an identified responsible instance for their publication, with updated editorial policy and instructions to authors and aligned with open science communication practices, with an identified and representative editorial board in the area of the journal and with management and operation documented and supported by an updated Editorial Development Plan, aimed at strengthening professionalization, internationalization and operational and financial sustainability.

The collection of volumes, issues and articles for each individual title of the SciELO Brazil Collection must start as soon as it is approved for admission into the collection, with issues or retrospective articles gradually being added up to at least two previous years or from the first number for journals created in the last two years. However, journals are free to contribute with the publication of issues of previous years according to the types and structure of documents indexed by the Collection (see 5.2.3).

Journal texts can be written in any language, preferably in English and/or Portuguese. The multilingualism option must be documented in the instructions to authors. However, metadata, including the title, abstract and keywords, must have an English version, when the language of the text is different from English.

For indexing and publishing in SciELO, publication on paper is not necessary.

Timely communication of research is part of the scope of the Collection so that the submission of articles from journals to SciELO must take place without delay, preferably continuously or within the first month of the coverage period of the new issue or earlier. Articles previously approved and in the process of publication that already have a DOI can be deposited by the journal in SciELO Preprints and in this case count as published article. Journals that do not publish during a six-month period or those who place articles or new issues under embargo, which consists in postponing open access publication, will not be indexed or will no longer be accepted in the collection.

5. SciELO Brazil criteria for the admission and permanence of journals

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

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

The SciELO Brazil Criteria for admission of new journal titles considered, up to 2001, the evaluations that these journals had previously been submitted to, including their participation in selected international indexes, the 1997 FAPESP evaluation, and the CNPq/FINEP evaluation, also from 1997.

Until the year 2001, a journal title would be automatically enabled for admission, if it were indexed in one of the selected indexes or if it had obtained a high score in the FAPESP or CNPq/FINEP evaluations.

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

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

Brazilian journals evaluated by FAPESP, during 1997, which obtained priority content classification and performance classified as "very good" and "good", were automatically enabled for their first admission into the SciELO Brazil Collection, up to 2001.

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 2001.

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

5.2. Criteria for journals evaluation for admission and permanence in the SciELO Brazil Collection

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

From 2015, the SciELO Brazil Criteria combine the individual performance of the journals and their contribution to the performance of the set of journals in the corresponding thematic area and the collection. From 2020, the SciELO Brazil Criteria started to consider the alignment of journals with the research communication practices of open science.

The SciELO Brazil Criteria are applied in order to identify the following characteristics of the journals:

a. Scientific character i.e. that communicate original research in progressive alignment with the practices of open science. Scientific dissemination journals are not evaluated;
b. Relevance, operational and financial sustainability, editorial qualification to assess, communicate

and promote research in certain subjects, disciplines or thematic areas;

    c. Contribution to the performance of the respective thematic area in the collection; and

    d. Adoption of scholarly communication standards and good practices.

The enforcement of the SciELO Brazil Criteria combines the collection of data about the journal, the analysis of performance indicators and peer review, which together form a dossier that is analyzed by the SciELO Advisory Committee for decision making on the indexing, which can be:

- Approval for immediate admission without restrictions;
- Approval for immediate admission subject to compliance with recommendations within a specified time period;
- Approval for admission after previous compliance with recommendations; and
- Decision pending on further details.

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

- The previous version of the SciELO Brazil Criteria continues as a reference for the evaluation of journals submitted for admission before the new version takes effect;
- The Advisory Committee may adjust deadlines to meet specific thematic areas; and,
- Journals approved according to the previous criteria must compromise to adopt new criteria within a time period determined by the Advisory Committee.

5.2.1. Time of existence for admission

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

5.2.2. Scientific character - research articles and alignment with open science

Indexable journals should predominantly publish research articles, in addition to review articles, data papers or essays relevant to the thematic area. From 2020 onwards, journals should recommend, and from 2021 onwards, demand that the submitted manuscripts should cite and reference all data, software codes and other materials that were used in or generated by the research.

Articles may be unpublished or previously made available on preprint servers recognized by the journal. However, publication duplication or translation of an article already published in another journal or as a book chapter is not allowed.

5.2.3. Types and structure of documents

Only documents that present relevant scientific content will be indexed, published and included in the performance metrics of the SciELO Brazil Collection journals.

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

Editorials of an issue or introduction to a section are optional but must address a scientific topic that is citable. Editorials with a simple list of published articles or news related to the journal or its thematic area, texts that are currently better served on blogs or news sections of the journal's website or its

institution are not acceptable. Accordingly, scientific essays will only be accepted if they bring new knowledge beyond the simple summary of a work; obituaries should come with an analysis of the work and the contribution of the honored author with contribution of scientific content; and letters should be on a relevant topic or comment on other articles.

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

Annex 1 describes the types of documents mentioned above.

As part of the evaluation process, the SciELO Brazil Advisory Committee may request the reviewers' assessment 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 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 Brazil's scientific output. In addition to the scientific performance that is essential, relevance also includes the cultural, social and economic contribution of the research communicated by the journal. The relevance of the journal is systematized by the Advisory Committee based on the dossier on the journal that is gathered in the evaluation process. The performance in all criteria is considered for the recognition of the journal's relevance, which constitutes a synthesis criterion of all the others.

Operational and financial sustainability are key conditions for the journal to continue its operation in favor of the development of research in the thematic area and the research community it covers. Sustainability is verified by the flow of manuscripts that the journal receives, percentage of approval and processing time in the context of the thematic area. SciELO ensures the updated execution of all functions of indexing, storage, preservation, online publication, dissemination and interoperability. The journal is responsible for ensuring the efficient management of the process of receiving and evaluating manuscripts and editing the approved articles. In this sense, the political, operational and financial support it receives from the institution or body responsible for its publication, as well as from the research community it serves, is decisive for the journal's sustainability. In the evaluation process, journals are expected to have an annual budget previously available or an established capacity to generate resources in order to ensure operation continuity in the collection.

Editorial qualification is identified by the level of professionalization of the management and operation of the journal 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 and alignment with open science practices. Editorial qualification is directly related to the configuration of the journal's editorial board. Thus, in the evaluation process, editorial qualification is verified, on the one hand, by the academic background of the editorial board, and on the other hand, by the efficient management of the reception and evaluation flow of manuscripts, publishing of approved articles and marketing of the journal. The performance of the journal in bibliometric indicators in the context of the thematic area also informs the qualification of the journal. A critical component of editorial management is the Editorial Development Plan (EDP), which defines actions, necessary resources, and expected results for the next 3 to 5 years.

The editorial policy comprises the set of positions and commitments of the journal with the advancement of research in its thematic area and with the respective communities of researchers. The policy is expressed in general through the mission, objectives and priorities of the journals and their plans and actions in favor of operational sustainability, improvement of editorial qualification and visibility, influence and impact, i.e., their relevance.

The positions, commitments and recommendations of the policy and editorial management of the journals indexed in the SciELO Brazil Collection that affect researchers-authors who submit manuscripts for evaluation, users of 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 content required for indexing in the collection.

- **Title and identification.** This section bibliographically identifies the journal with the following bibliographic elements:
  - o Title according to the ISSN record and if any, subtitle;
  - o ISSN of the online version and ISSN of the printed version;
  - o Previous title, if any;
  - o Name of the legally responsible entity or entities;
  - o Creation date;
  - o Thematic coverage coded according to Capes' classification, identifying first and second levels.

- **About the journal.** This section thematically describes the journal with the following minimum documentation:
  - o Mission of the journal associated with a discipline, thematic area, social or cultural movement;
  - o Reference to a statute and/or other document on the journal's origin, institutionality, mission and governance;
  - o Indexing and bibliometric indicators;
  - o History of the journal, including the origin and main milestones in the development of the journal, highlighting its specific characteristics;
  - o Open access financing model.

- **Instructions to authors.** This section introduces authors to the criteria that manuscripts and authors must meet in order to be considered for evaluation and how they will be evaluated. Instructions must be reviewed and updated at least once a year. Instructions to authors are expressions of the journal's editorial management and policy and must include at least the following guidelines:
  - o Scope and prioritization of research subject to evaluation for publication;
  - o Acceptable types and structure of documents;

o Guidelines on good ethical practices that manuscripts must present: approval by the ethics committee and prior registration of the research when applicable, conflicts of interest, authorship criteria and registration of the contributions of each author and other specific requirements of the thematic area or journal;

o Conformity of the manuscript with good practices of open science:
  ▪ Conditions for acceptance of manuscripts previously deposited in a recognized preprint server;
  ▪ Guidelines on the identification, referencing and availability of the data used and generated by the research, codes of data processing programs and other materials underlying the text of the manuscript for the purposes of evaluation, reuse and reproducibility; and
  ▪ Options for opening the manuscript evaluation process.

o Bibliographic standards adopted for citations and bibliographic references to other texts, research data, methods, computer programs and other materials;

o Manuscript evaluation procedures must be properly documented;

o Rights and responsibilities of the author on the published article;

o When adopted, inform the amount of publication fees and exemption options.

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

- **Conformation of the editorial board.** This section describes the structures and names of instances of editorial management adopted by the journal that must correspond to the following functions:

  o **Editors-in-chief.** All journals must have defined one or more editors-in-chief, with national or foreign affiliation. The editors-in-chief are national or foreign researchers recognized in the journal area; their institutional affiliation and updated CVs must be available online and accessible preferably via the respective ORCID registration IDs. They are responsible for the development and implementation of editorial policy and management and for the final performance of journals. They are responsible for complying with SciELO's indexing criteria. The fulfillment of the editor-in-chief function can be shared with deputy editors or assistant editors usually from the editor-in-chief's own institution. The editorial management of special issues, supplements or dossier sections of journals can also be delegated to invited editors. However, the editor or editor-in-chief is ultimately responsible for the journal's performance.

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

  An option for openness and transparency in the process of evaluating manuscripts and recognizing the work of the associate editor is to publish his/her name at the beginning or end of the article.

The editors (associate, section or other denomination) are researchers with national or foreign affiliation, recognized in the area under their responsibility and must have their updated CVs available online associated with the respective ORCID registration IDs.

SciELO indexed journals should maximize the internationalization of the editorial board. Together, they must meet the minimum and ideally recommended percentages of active associate editors with institutional affiliation abroad, according to the thematic area and for the entire collection, according to the distribution on **Table 1.**

Table 1. Percentage of associated editors with foreign affiliation for the set of 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 table of control of the affiliation of associate editors does not apply to journals whose editor-in-chief and deputy editors centralize the responsibility for the selection of reviewers and the monitoring of the assessment processes.

o **Honorary editors.** When scientists, former editors or personalities are referred for an honorary reason or to add prestige to the journal, without, however, actively participating in editorial management, the names must be listed separately under the corresponding denomination that shows that they do not act as editors in manuscript management.

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

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

Changes in the structure and configuration of the editorial management of the journal must be reported

to SciELO to update the journal page on the SciELO interface.

5.2.5. Multilingualism – full text and metadata

SciELO is multilingual in all dimensions of scholarly communication.

Regarding the articles' language, 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 other articles simultaneously in more than one language. The most used languages are English, Portuguese and Spanish. However, German, French and Italian are also used mainly in the large area of literature and linguistics.

As of 2020, multilingual versions of the same article each receive their own DOI identifier.

Articles must contain title, abstract and keywords in the original article language and in English, when that is not the original language. The same criterion applies for the visual summary.

SciELO's priority internationalization action line seeks to maximize the number of original and review articles in English according to its thematic area. Table 4 details the minimum annual percentages of original and review articles in English and the percentage of recommended articles in English or Spanish or French or Italian or German the set of SciELO journals must abide by thematic area and the collection.

Table 4. Minimum percentage of articles in English and recommended articles in English and Spanish per set of journals in each thematic area

Thematic area	Percentage of original and review articles in English or Spanish	
	Minimum in English	Recommended in English or Spanish or French or Italian or German
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%

The appropriate use of the language, the quality of the translations and the use of a controlled list of keywords are considered positive factors in the evaluation.

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

summary or infographic when applicable.

5.2.6. Manuscript assessment

The evaluation of research manuscripts is the main function of journals in scholarly communication. It is the process of validating the research according to the scientific method, obedience to ethical canons, alignment with the practices of open science, practices of the thematic research area, the journal editorial policy, including instructions to authors and guidelines to those responsible for the evaluation and final decision on the article publication.

The evaluation of manuscripts submitted to journals indexed by SciELO or the manuscripts commissioned by their editors generally comprises two main stages. The first aims at verifying the adequacy of the manuscripts to the scope of the journal and the fulfillment of the requirements for evaluation. The selected manuscripts move on to the second evaluation stage, which is generally carried out under the supervision of an editor and one or more reviewers and whose recommendations support the editor or editors in the approval or rejection of manuscripts. The corresponding editor-in-chief, associate, or section editor is ultimately responsible for decisions according to the processing flow adopted by the journal and his/her name must be recorded at the end of the article.

Journals may adopt different evaluation processes and designation of 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 should also apply for 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 evaluation progress.

The alignment with open science will promote the following improvements in the manuscript management, which should be available from January 2021:

— When submitting the manuscripts, the corresponding author must inform about the alignment of the research and the conformity of the manuscript with open science practices. For that, SciELO recommends using the Open Science Compliance Form, which must be submitted as a supplementary file to the manuscript and that must be shared with editors and reviewers; and
— Peer review procedures, guides and forms must be updated aiming at verifying the conformity of the research and the manuscript with open science practices and compatible with the instructions to authors.

5.2.6.1. Manuscript evaluation management system or service

All SciELO journals must manage and operate the evaluation of the 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 the final decision, allow the parties involved follow the evaluation process and have records and statistics to control the flow of management of the manuscripts.

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

- Register the data on the corresponding author and other authors, including email and ORCID registration ID through secure authentication;
- Enable the submission of complementary files to the manuscript;
- Start the submission process with a form (check-list) about the requirements that the manuscript must meet in order to advance on the evaluation process;
- Register the evaluation process of the manuscripts with emphasis on the recommendations of the editors and reviewers;

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- Enable the author to follow online the evolution of the evaluation of the manuscript, from its submission, with indication of 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 article publishing fees for journals that adopt this option;
- Interoperate with preprint servers, facilitating the submission of manuscripts previously deposited on preprint servers;
- Interoperate with research data repositories;
- Allow open peer review mode;
- Provide statistics of the evaluation process, including, among others, the number of manuscripts received and rejected in the first evaluation by the editor-in-chief or associate-editor, those forwarded to the associate or section editors when applicable, those sent to peer reviewers, including approved and rejected. The statistics on the manuscripts must be controlled by the authors' geographical and institutional origin, language and thematic area or areas;
- Provide statistics on the duration of the manuscript processing steps between receipt and the first evaluation, interactions between the editor-in-chief, associate, or section editor and the authors until the final decision.

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

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

5.2.6.2. Average manuscript processing time

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

The submission of manuscripts must be available continuously, i.e., journals indexed in SciELO must not suspend the receipt of manuscripts in any period for any reason. SciELO may assist the journals or appoint consultants to promote the improvement of manuscript management processes in order to avoid removing the journal from the collection.

5.2.6.3. Internationalization of manuscript evaluation

SciELO's priority internationalization action line seeks to maximize the number of researchers affiliated with foreign institutions among editors and reviewers according to the thematic area. Table 2 is considered as a reference to assess the number of referees with foreign affiliation who evaluate at least one manuscript. The table establishes the minimum expected and recommended annual percentages that the sets of journals must abide by, according to the thematic areas and for the collection.

Table 2. Minimum percentage of reviewers with institutional affiliation abroad for the set of journals in each thematic area

Thematic area	Percentage of manuscripts evaluated 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%**

5.2.6.4. Best practices on ethics in scholarly communication

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

The journal indexed in SciELO must explain in the instructions to the authors their commitment to the observance of best practices on ethics in the management of manuscripts, which involves editors, reviewers and authors, with emphasis on:

- the conditions the manuscripts must fulfill regarding to research ethics and its communication; and
- the journal's policies on the identification and procedure regarding misconduct and the acceptance of misconduct complaints.

SciELO recommends journals to adopt the "SciELO Guidelines on Best Practices for Strengthening Ethics in Scientific Publication" and the "Principles of Transparency and Good Practice in Academic Publications" recommended by the Committee on Publication Ethics (COPE), the Directory of Open Access Journals (DOAJ), the Open Access Scholarly Publishers Association (OASPA) and the World Association of Medical Editors (WAME).

5.2.6.4.1. Authorship

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

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

In addition, and as an expression of transparency and recognition of the different contributions of researchers to a manuscript and the research communicated, the manuscript must inform, at its end,

precisely the specific contribution of each author.

The SciELO Criteria adopt the CRediT (Contributor Roles Taxonomy) specification system, which is maintained by the Consortia for Advancing Standards in Research Administration Information (CASRAI). CRediT considers 14 different roles of authorship or contribution: Conceptualization, Data curation, Formal analysis, Funding acquisition, Investigation, Methodology, Project administration, Resources, Software, Supervision, Validation, Visualization, Writing – original draft, and Writing – review & editing. The SciELO Guidelines for Using CRediT Specification details how to apply each contribution. However, journals may adopt other credit specification systems in line with their thematic area.

Regardless of the contribution and the registration system, all authors are equally responsible for the article content.

Journals should also require authors to formally specify whether there are possible conflicts of interest in conducting and communicating research.

5.2.6.4.2. Clinical trials registry

Journals in the SciELO Brazil Collection that publish results of clinical trials should include in the instructions to authors the recommendation for prior registration of published trials. They must also require the manuscript to provide 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.

5.2.6.4.5. Similarity check

SciELO Brazil Collection journals must interoperate with recognized systems or services for the control and verification of similarity of the manuscripts received to assist in the detection of texts not properly cited or situations that characterize plagiarism.

5.2.6.4.6. Errata and retractions

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

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

5.2.7. Editorial production flow – periodicity, punctuality and quantity of articles

Periodicity, punctuality and the number of articles published per year are indicators of the editorial production flow of the journal that is analyzed according to its thematic area. It is also an indicator related to the opportunity and celerity of communication. The reference values for periodicity and number of articles required for indexing in SciELO depend on the thematic area in which the journal is classified.

Journals should preferably publish articles continuously throughout the year as soon as they are approved and edited. The articles are collected in an annual volume with or without periodic editions (issues). Each article is identified by a unique number within the volume and is always paginated from one. Continuous

publication contributes to accelerating research communication and journals operate as platforms for publishing articles and no longer as publishers of journal editions. With the majority of journals publishing in this mode, the SciELO collection promotes a continuous flow of research communication with improvements for all actors and interested parties.

Journals that continue to adopt the traditional way of composing articles in periodic editions must commit themselves to the authors to publish it at the beginning or before the period related to that issue. Table 3 indicates the minimum and recommended periodicities by subject area.

Journals that have not been published in SciELO in the last six months or that adopt an embargo, which consists in postponing the open access publication of the new issues, will not be admitted nor will remain in the collection. The punctuality of indexed journals and process times are controlled by publishing articles on the SciELO portal which includes manuscripts already approved and deposited in SciELO Preprints prior to final publication.

Table 3 also indicates, for the set of journals in each thematic area, the average number - minimum and recommended - of articles published per year. Thus, when evaluating a journal inclusion, the minimum average number of articles in the thematic area must be observed.

Table 3. Editorial production flow according to periodicity of journals and minimum and recommended average number of articles per year for sets of journals in 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

5.2.8. 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 being structured in XML, following the set of elements and the rules for markup defined by SciELO Publishing Schema (SciELO PS). SciELO PS follows the NISO Z39.96-2015 standard: Journal Article Tag Suite (JATS) which comprises the following main identifications: structure of the article; bibliographic elements that compose its metadata used by the indexing, bibliometrics, referencing and interoperability functions; and text of the article, including notes, formulas, tables, figures, diagrams, maps, bibliographic references, acknowledgments, etc.

Citations and respective bibliographic references must faithfully follow one of the nationally or internationally established norms, according to the thematic area of the journal. The journals must explain in the instructions to the authors the standard adopted 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 are also structured according to SciELO Publishing Schema and with the mandatory presence of the following elements:

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

Journals indexed in the SciELO Brazil Collection must send the article files in PDF, XML and optionally ePUB format to the production unit following the Package Delivery Guide for Publishing in SciELO. XML files must be accompanied by high definition images. When the article is multilingual, the XML file must necessarily contain all versions.

XML files and respective images are considered by SciELO to be 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 register the names of the authors accompanied by the respective unique ORCID identifiers and their institutional affiliations. E-mails of all authors must accompany the manuscripts submission.

5.2.8.3. ORCID identification

The Open Researcher and Contributor Identifier (ORCID iD) is a global identifier for researchers. It has 16 characters and is assigned free of charge by the non-profit organization ORCID that is dedicated to the management of ORCID iDs. The ORCID identifier is open, unique and persistent for use in instances and systems involving names of researchers, distinguishes homonymous researchers and brings together variations of the researcher's name. It is compatible with ISO 27729 - International Standard Name Identifier (ISNI).

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

5.2.8.4. Institutional affiliation of authors

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

The complete record of the authors' affiliation is essential to support bibliographic control systems, authorship security and monitoring the origin and institutional and geographical contribution of the

research communicated by SciELO journals. As it is well known, much of the visibility of scientific output measured at global level from countries, institutions, thematic areas, research groups, and researchers is measured based on the authors' affiliations in the indexed articles.

For the purposes of applying the SciELO 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 geographical area are not considered for evaluation.

Full institutional affiliation is also a key element to assist in the initial evaluation of the manuscripts regarding the scientific tradition of the authors' institutions and their respective Lattes curricula for authors in Brazil and ORCID for foreigners.

All types of documents, without exception, must be authored with complete specification of the institutional and geographical instances of the authors' location where 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 to more than one instance, each affiliation must be identified separately. When two or more authors are affiliated with the same instance, the instance is identified only once. When the author has no institutional affiliation, the affiliation is registered, indicating that he is an Autonomous Researcher, including the other elements of the geographical location.

Academic instances are the most common of authors' affiliation. Typical academic affiliation structures typically combine two or three hierarchical levels, such as: department-college-university, graduate program-college-university, research institute-university, hospital-medical school-university, etc. Public or private institutes, companies, clinics and foundations related to research and development are also common. There are also instances that develop or participate in research such as government agencies, ministries linked instances, autarchies, state companies, state or municipal departments. There are also authors affiliated to programmatic instances or those involving research communities or professionals who work around a program, project or network and may have limited timespan.

The affiliation presentation must be uniform in all documents; thus, the following format is recommended:
- The identification of the affiliation group must come just below the names of the authors. When different authors have different affiliations, 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, for example, university, college and department;
- In no case should affiliations be accompanied by the titles or mini resumes of the authors. These, when present, must be published separately from the affiliations as author's notes;
- The address of the corresponding author must be presented separately and can come at the end of the article;
- The names of the institutions and programs must be presented in full and in the original language of the institution or in the English version, when the 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; Baltimore, MD,

US.
- The names of authors must be accompanied by their respective ORCID iDs.

SciELO's internationalization priority line of action seeks to maximize the internationalization of the authors' affiliation. **Table 5** presents the expected and recommended minimum annual percentages of authors with institutional affiliation abroad by thematic area, which must be met by thematic areas and for the collection as a whole.

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%**

5.2.9. Required indexing and evaluation by received citations

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

The indexes whose scope is to record the journals description are known as directories or catalogs. Those that record the description of journal articles they index are known as indexes or bibliographic or bibliometric databases. In many cases, indexes assign identifiers that are widely used in scholarly communication.

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

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

- Cataloged with one or more ISSN identifiers (International Standard Serial Number);
- Cataloged in DOAJ (Directory of Open Access Journals);
- All articles indexed in a provider of the unique identifier DOI (Digital Object Identifier). SciELO

primarily uses Crossref as a DOI provider;
- The number of citations received by articles in the bibliographic indexes must be compatible with the thematic area, showing an increasing trend.

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

As of 2017, all SciELO journals must be indexed in the Directory of Open Access Journals (DOAJ) which is the globally recognized index of quality open access journals. DOAJ is managed by an independent association based in Sweden with members of scholarly communication organizations that support open access. SciELO is a member of DOAJ and participates in its Advisory Board.

It is up to the journal to obtain indexation in DOAJ. If necessary, the SciELO indexing team supports the submission preparation and assists in solving any problems with indexing. Journals 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 the DOAJ is an indicator of quality, compliance with good ethical practices, and that the journal is not predatory.

SciELO is responsible for sending the articles metadata to DOAJ.

5.2.9.2. Indexing of metadata in Crossref

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

The DOIs for the documents in the SciELO Brazil Collection are obtained from Crossref or another DOI provider recognized by the International DOI Foundation. Crossref is the most used by journal publishers. Crossref is a non-profit organization governed by an Administrative Council (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 by the journal or to whom the journal delegates. The DOI is obtained by sending the metadata to the Crossref repository.

From 2020, the DOI metadata for articles in the SciELO Brazil Collection journals must be as exhaustive as possible and meet the following criteria:

- The metadata registered in Crossref to obtain the DOI must include the SciELO PS front bibliographic elements supported by Crossref metadata and the elements of all cited references, which must be qualified with the OPEN parameter, i.e., the references can be used by any user or services such as the Initiative for Open Citations (I4OC);
- The link element for the full text of DOI records in Crossref sent directly by the journals must always contain the URL of the full text of the article 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;
- Employ the CrossMark element to register a new version of the article and changes;
- The DOI must always be specified in the XML and PDF texts of the files sent to SciELO, following the Guidelines for displaying Crossref DOIs.

5.2.9.3. Citations received in bibliographic indexes or databases

The distribution of citations received in recent years by articles published by the journal is a key indicator in assessing its visibility and one of its relevance indicators. The journal should show a 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 considers the indicators of citations received in the different bibliographic indexes in relation to the performance of the thematic area, having Google Scholar as a common reference for journals with more than five years of existence. Admission is favored when the journal contributes to increase the performance of the set of journals already indexed in the corresponding thematic area.

For the evaluation of the collection, thematic areas and the journals already indexed, besides Google Scholar, the SciELO Brazil Criteria uses the SciELO Citation Index which comprises the SciELO and Web of Science (WoS) journals and other indexes that index all journals.

5.2.10. Alignment with Open Science communication practices

The alignment of indexed journals with the open science modus operandi promoted by the SciELO Program comprises the adoption and improvement of the following scholarly communication methodologies and practices: open access; preprints as the beginning of the article production flow; management of research data, software codes and other materials underlying the articles; transparency and openness of the manuscript evaluation process; public dissemination of research, and interoperability with the global flow of information and scientific knowledge.

The alignment mainly implies in updating the journal editorial policies that are largely expressed in the instructions to authors, in the manuscript management processes, in the dissemination and marketing. The expectation is that all journals in the SciELO Brazil Collection will update editorial policies by the end of 2020 and with an operation compatible with open science by the end of 2022.

Alignment to some aspects may initially pose some challenges to editors, reviewers and authors, since it is an innovation and imposes overcoming traditional practices rooted in research communication. However, journals are expected to make a decisive contribution to the advancement of public and institutional policies by research funding agencies, universities and other research institutions. In addition, the alignment will place the SciELO journals in the international state of the art and will contribute decisively to improving the research, visibility and impact of the journals.

For SciELO journals, the alignment of articles with open science communication practices is initially informed by the authors when submitting manuscripts. For that, SciELO recommends using the Open Science Compliance Form with, which must be submitted as a supplementary file to the manuscript. Compliance is verified in the initial review of the manuscripts and later by the editors and reviewers.

The SciELO Brazil Criteria following the priority lines of action of the SciELO Program considers the alignment of journals in three phases:

- By the end of 2020, update the editorial policy and inform the authors about the importance of adopting open science practices;
- No later than January 2021, all SciELO journals must adjust editorial management to:
  o Accept the submission of manuscripts previously deposited in preprint servers certified by the journal;
  o Require the citation and referencing of data, software codes, and other content underlying the texts of the articles. Optionally, require that the cited content be made available in open access before or in parallel with the article publication;
  o Offer options for opening the peer review process.
- No later than January 2022, all SciELO journals must require that the manuscripts cite and reference data, codes and other materials underlying the articles and that they be made available in open access.

Journals may define conditions under which the opening of data and other content may or should be avoided.

5.2.10.1. Open Access to articles

All journals and articles indexed in SciELO are published in gold open access with no embargo. This is a principle of the SciELO Program. The open access mode involves three criteria: the type of license; the copyright of the articles; and appropriate indexing.

5.2.10.1.1. CC-BY or CC0 License for full texts and CC0 License for metadata

The SciELO Program formalizes open access by adopting Creative Commons access attribution for all journals, articles full texts including tables, figures, etc., and its indexed metadata in their collections. Creative Commons is a non-for-profit organization that contributes to the sharing and use of products, services and processes related to creativity and knowledge through globally recognized licenses that has a Brazilian chapter.

The standard license adopted by SciELO since 2015 is the international CC-BY (Creative Commons Attribution) for the articles text and CC0 (Creative Commons Zero or public domain) for articles metadata. The CC-BY license authorizes the sharing, use and adaptations of articles as long as the authors' credit is ensured, and it is necessary to provide a link to the license legal text and the indication of changes, when made. Journals indexed before 2015 may retain licenses they have adopted that are different from CC-BY. However, to take advantage of all the dissemination and interoperability services, it is recommended that these journals also adopt the CC-BY license. Journals must accept the CC0 license when required by the authors.

It is mandatory that the articles text in PDF and XML include an indication of the CC-BY license for machine and human reading.

The articles metadata prepared by SciELO from the XML articles files should be made available with a CC0 license. Metadata is available in two compositions. The first comprises the bibliographic elements of the front or pre-textual part of the articles used for bibliographic control, indexing, referencing, bibliometric indicators and interoperability. The second includes, in addition to the front part, the bibliographic references of the documents cited in the text of the article, which are listed in a specific section at the end of the articles and are used for indexing, bibliometric indicators based on citations and interoperability.

Background and documentation on Creative Commons are available on the website of the central organization Creative Commons.

5.2.10.1.2. Authors' copyright

As authors are asked to formally authorize the publication of their articles in open access under the CC-BY license, SciELO journals may choose to keep with the authors the copyrights and register this condition as part of the article text. Some open access policies require that journals maintain copyright with authors, as is the case with Plan S of the European Community.

The authors' copyright registration may be as follows:

Copyright © 2020 Silva et al. This is an Open Access article distributed under the terms of the Creative Commons Attribution License, which permits unrestricted use, distribution, and reproduction in any medium, provided the original article is properly cited

5.2.10.2. Preprints as the beginning of the research communication flow

Preprints are manuscripts ready for submission to a journal that are deposited in open access on a web server before, or in parallel with submission to a journal for evaluation aiming at its formal publication as a peer-reviewed article. These servers are identified as preprint servers and must comply with a series of

conditions to be recognized as reliable servers that SciELO journals can certify.

SciELO journals should update their editorial policy to inform researchers in the instructions to authors who accept manuscripts previously deposited on a reliable preprint server. This change has the following implications for the management and operation of the journal:

– The articles published by the journal are no longer unpublished. The journal's key function becomes to validate the research as peer-reviewed;
– The authors' identity is already known and, therefore, double blind peer review does no longer apply;
– The author responsible for the submission must inform whether the manuscript has been deposited on a preprint server, inform its name and URL. For this task, SciELO recommends using the Open Science Compliance Form that must be submitted as a supplementary file with the manuscript and accessible to peer reviewers;
– Optionally indicate in the history of the article's processing dates the filing date as a preprint;
– Indicate whether authors are encouraged to submit as preprints, upon receipt of a manuscript, and
– Define the preprint servers that are considered reliable, according to the journal.

Since April 2020, SciELO has started the regular operation of SciELO Preprints operated by the Public Knowledge Project (PKP) Open Preprint System platform in convergence with SciELO journals that positions itself as one of the trusted international preprint servers.

5.2.10.3. Citation and referencing of research data and other content

Besides the scientific literature that serves as the basis and background for research communication, the open science modus operandi requires that the manuscripts of the articles cite all other content underlying the text in order to facilitate and promote understanding of the research, its peer review, reproducibility, reuse, preservation and visibility.

Therefore, before or in parallel with the submission of manuscripts, authors must make available the underlying content in a data repository or in more than one in the case of different types of files and content. Authors can choose to keep these files closed until the article is approved and published. They may also request to keep them closed after publication for reasons that the journal may or may not accept.

Journals must specify in the citations section of the instructions to authors the standards for citations of data files, software codes and other content. As in the case of literature citations, the tendency is for the journal to follow the norms and practices of the thematic area. This practice assumes the following improvements in the journal management and operation:

– The author responsible for the submission must inform whether the manuscript cites the data, software codes and other materials underlying the articles. If so, the respective URLs must be informed; otherwise, the author must justify himself. For this, SciELO recommends the use of the Open Science Compliance Form that must be submitted as a supplementary file to the manuscript and accessible to peer reviewers;

– The initial manuscript evaluations and later that of the associate editors and referees are requested to check the availability of data, software codes and other materials following the journal's evaluation guide and form.

5.2.10.4. Transparency and progressive openness of peer review

Transparency of the peer review process is one of the factors that qualify the journal's prestige and

relevance for the advancement of research. The correspondence between what is expressed in the instructions to the authors and how the evaluation takes place in practice is a basic requirement of transparency, followed by respectful and efficient communication. The initial manuscript review involves direct communication between the corresponding author and the journal board that advises the editor-in-chief, who has the role of deciding whether the manuscript goes on to peer review. In peer review, the first level of transparency occurs in the management of the process flow, the progress of which must be informed to the editor, reviewers and authors, which is achieved with the support of appropriate manuscript assessment systems and services.

For the opening of the peer review, in addition to the initiatives of the journals, SciELO suggests the implementation of the following progressive opening practices that the journals must inform in the instructions to the authors:

- Include in the approved article the name of the editor responsible for evaluating the manuscript;
- Offer referees and corresponding author the opening of their respective identities in favor of direct communication between them, which must follow a pre-established protocol. To this end, SciELO recommends using the Open Science Compliance Form with, which must be submitted as a supplementary file to the manuscript; and
- Offer referees the option of publishing their assessment in the journal as a communication identified with a DOI and able of being indexed and cited with or without identifying the referee as its author.

5.2.10.5. Marketing and scientific dissemination plan

The policies and editorial management of journals indexed in SciELO must have operational plans for marketing and scientific dissemination that contribute decisively to the wide visibility of the research they communicate. In addition to the scientific and educational environment, the marketing and dissemination of journals should target the different instances of society related to the journal's topic. In this sense, the plans contribute to strengthening the cultural, social and economic relevance of the journals.

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

- Management of communications addressed to potential national and international authors and users, potential readers, as well as related institutions as priority audiences for marketing and dissemination actions, always in accordance with Brazil's General Law on Protection of Personal Data (LGPD) and the General Data Protection Regulation (GDPR);
- Periodic publication of press releases of new editions and selected new articles that can be prepared by the journal itself or by news agencies. In addition to the initiatives of the journals, SciELO operates with two main solutions:
  - o The blog SciELO in Perspective, which besides analytical posts publishes press releases from indexed journals; and
  - o Agencia Bori that selects articles of public interest from SciELO journals and prepares press releases that are published on its portal and remain available for replication in other media. A portion of these press releases are shared with a network of science journalists along with the respective original articles and authors' contacts to support the publication of news along with the publication of the articles. To make use of this option, journals must establish formal collaboration with Bori.
- Use of public social networks such as Twitter and Facebook to disseminate new editions or new articles; and
- Collaborate with researchers to disseminate their articles on academic social networks such as Academia.edu, Mendeley, Research Gate and others.

5.2.10.6. Interoperability – summary of methodological conditions

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

The conditions that enable the visibility of articles and journals permeate the SciELO Criteria for indexing. They are social, methodological and technological. The following are methodological conditions that the articles of the SciELO Brazil Collection journals meet:

- SciELO Publishing Schema for markup the complete texts in XML according to the JATS standard. SciELO PS includes markup of the following conditions. JATS semantically enables all elements of the article, which is a condition for interoperability;
- CC-BY as an open access license to full articles;
- CC0 as a public domain license to access the metadata of articles;
- DOI for all articles. In the case of multilingual articles, separate DOI is required for each version;
- Indexing all articles in the global indexes Crossref, Google Scholar, Dimensions, 1findr, Microsoft Academic, etc.
- Complete institutional affiliation with ORCID for all authors; and
- CREdiT or systems of equivalent specification of the authors' contributions.

5.2.11. Responsibilities on published content

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

5.3. Procedure of the evaluation process for admission

The journal must accept and follow the SciELO Brazil Indexing Criteria for admission and subsequent permanence in the SciELO Brazil Collection.

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

The process of admitting a journal to the SciELO Brazil Collection begins with the voluntary submission of an evaluation request by the journal editor-in-chief. The evaluation request must be sent by e-mail to <scielo.avaliacao@scielo.org> addressed to the Indexing Unit of the SciELO Brazil Collection, which serves as the Secretariat of the SciELO Brazil Collection Advisory Committee. The message must be accompanied by the following attachments:

- **Presentation letter**
  Signed by the Editor-in-Chief, the letter presents the journal to the SciELO Brazil Collection Advisory Committee 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 contributes to the thematic area of the research it communicates and to the SciELO Brazil Collection. The letter must express knowledge of the SciELO Brazil Criteria and justify any criteria that the journal does not currently meet and the prospects of doing so in the near future.

- **Submission document of the de journal evaluation request for admission into the SciELO Brazil**

Collection

The document comprises 12 Google or Excel spreadsheets that assemble data that together describe a journal regarding the SciELO Brazil Criteria. Each worksheet contains a form for describing specific characteristics and capabilities of the journal. They are: Identification, Presentation format, Permanent editorial board, Ad-hoc referees and editors, Authors, Manuscript evaluation, Publication of dossiers, Special issues and supplements, Ethics in the communication flow, Production flow - quantities, Production flow - times, Cultural and social relevance, and Other data. The model document is available online, in Portuguese.

- **Manuscript assessment form employed by the journal**
Copy of the peer reviewers' instructions guide on the evaluation of manuscripts and/or form used to record evaluation and recommendations.

The documentation gathered comprises a dossier on the journal that informs the evaluation process for admission organized in two stages. The initial stage is called pre-assessment since it aims to verify whether the journal meets the minimum criteria to proceed to the second stage, when they are evaluated for scientific, cultural, social and economic relevance with an emphasis on contributing to the performance of the respective thematic area and for the development of the SciELO Brazil Collection. In the second stage of the journal's dossier, it is enriched with two or more expert appraisals.

The journal's relevance is evaluated in relation to the set of indexed journals in the same thematic area and the collection.

5.3.1. Pre-assessment

It is the first stage of the evaluation process and comprises the analysis and verification of whether the journal meets or will be able to meet in the near future two sets of criteria indispensables for indexing in the SciELO Brazil Collection.

5.3.1.1. Scope, peer evaluation, time of existence and punctuality

This first set of criteria allows analyzing the adequacy of journals to the scope of the SciELO Brazil collection that prioritizes the communication of original research (item 4) and with well-defined policy and procedures for evaluating manuscripts (item 5.2.6). Also considered are the journal's history, minimum time of existence for evaluation (item 5.2.1) and punctuality for admission (item 5.2.7).

5.3.1.2. Format, representativeness and institutional, thematic and geographical distribution

The format evaluation includes the analysis of a set of characteristics of structuring, standardization and presentation of the journal based on the international standards for editing 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 SciELO Publishing Schema (item 5.2.8.1). The frequency of publication must comply with the minimum required for the thematic area (Table 3) or continuous article publishing.

The format evaluation also includes the initial verification of the journal's contribution to comply, according to the respective thematic area, with the recommended minimum percentages of number of articles (Table 3), of articles in English (Table 4), of authors with foreign affiliation (Table 5), and editors and reviewers with foreign affiliation (Tables 1 and 2). When the subject area does not reach one or more of the minimum percentages required, the journal will be considered for admission if it contributes to increasing the percentage of the area. When the thematic area already meets the minimum percentages, the journal will be considered for admission if it does not negatively affect the area's performance.

The evaluation of the journal's coverage and representativeness in the respective thematic area are

based on the distributions of the affiliations of the authors, members of the body of editors and reviewers. The institutional or geographic concentration of any of the actors is considered to limit the journal's admission to the collection, while broad national representation is considered a positive indicator.

The results of the pre-evaluation are analyzed by the Advisory Committee that decides in favor of the continuity of the evaluation process or by the rejection of the admission application with the respective justification.

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

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

The assessment of the journal's relevance by two or more ad-hoc peer reviewers in the thematic area of the journal is conducted using the SciELO Journals Assessment Form by ad-hoc specialist, which addresses the following specific issues:

– Scientific representation and institutional and geographical coverage of the body of editors and reviewers;
– Scientific character regarding the research communicated;
– Scientific rigor and quality of the journal's articles;
– Peer review process;
– Cultural contribution;
– Social contribution;
– Potential contribution to the economy and technological development; and
– Importance and contribution of the journal for the development of the respective thematic area and for the development of the SciELO Brazil Collection.

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

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

– High demand for admission of journals in a given thematic area;
– Indexing an initial group of journals in a discipline; and;
– Permanence assessment of journals in a thematic area with decreasing performance.

The process of evaluating journals by thematic 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 making the improvements suggested in the evaluation.

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

The final analysis of the evaluation process of the journals 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, of peer review and a set of indicators on the journal's performance in all indexing criteria. In the case of evaluation by thematic 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 member of the committee representing the thematic area of the journal makes a presentation on his/her analysis of 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 of decisions are reached, according to the following options:

a. Approve the immediate admission without restrictions;
b. Approve the immediate admission with restrictions and subject to the editor-in-chief's commitment that he/she will meet the recommendations of the Advisory Committee within the established time;
c. Approve under condition with admission after the implementation of the recommendations by the Advisory Committee;
d. Reject admission;
e. Request the evaluation of the journal in the set of the respective thematic area; and
f. Postpone the pending decision to request additional clarifications or assessments.

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

After the approval decision, the journal's registration and publication process in the SciELO Collection begins.

6. Performance reports and analysis and debate meetings

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

The performance of the thematic areas and of the collection is decisive in assessing the admission of new journals and the permanence of indexed ones. The basic rule is to sustainably improve the performance of individual journals, thematic areas and the collection.

The individual performance evaluations of journals consider the fulfillment of the indexing criteria 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 Plan of Editorial Development for each journal, the state of progress in alignment with open science communication practices, bibliometric indicators based on citations received, number of accesses to HTML files and PDF downloads and indicators of presence on social networks. When the performance of a journal systematically damages its thematic area or the collection as a whole, it is likely to receive recommendations for improvement from the Advisory Committee and 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 collection production flow is monitored through the semi-annual collection on the flow of manuscript reception and processing.

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

The SciELO Analytics portal publishes, with monthly updates, statistics and data sheets extracted from the collections that allow journals and scholars to monitor the development of the collection, thematic areas and the journals individually.

7. Decision of the title exclusion process

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

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

Excluding a journal from the collection does not affect the availability of issues already published in the collection.

8. Appeals against decisions by 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 sending the appeals is the Indexing Unit of the SciELO Brazil Collection, which acts as Secretariat of the Advisory Committee, through the e-mail <scielo.avaliacao@scielo.org>.

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

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

The Advisory Committee's decision 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 return to fulfill the indexing criteria, i.e., abiding by the evaluation procedures for admission described in item 5.3.

The readmission assessment will not take effect immediately after excluding a title from the collection. To be reassessed, the journal must send updated documentation and demonstrate that it meets the criteria

considering the publication of new articles in an amount equivalent to half the number of articles from the previous year.

10. Results of the SciELO Brazil Advisory Committee Meetings

Every decision of the Advisory Committee that changes the configuration or development policy of the Collection will be communicated to all the editors-in-chief of the indexed journals and publicly in the section "Evaluation of Journals of the SciELO Brazil Collection", on the SciELO Brazil Collection's website.

Annex 1. Types of documents

The following types of documents, with authorship and proper title different from the section title, will be indexed, published and included in SciELO's performance metrics: addendum, article comment, book review, brief communication, case report, collective positioning, discussion, editorial or introduction, errata, guidelines or norms, interview, letter, obituary or record, rapid communication, research article, response, review article, speech, retraction, partial retraction, and "other" (when the document has scientific content that justifies its indexing but none of the above types apply), as described below:

Table A: Indexable documents

Type of document	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, an article that comments on other articles. This type of document can be used when the editor of a publication invites an author with an opposite 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 a member of the editorial board or an invited author.
essay	Detailed reflection, with greater freedom from the author to defend a certain position, which aims to deepen the discussion or which presents a new contribution/approach regarding a relevant topic.
book review	Review or critical analysis of one or more printed or online books (the "product review" type is used for product analysis).
brief communication	Brief communication of research results.
case report	Case study, case report, or any other description of a case.
collective positioning	Document, position or collective thinking prepared in agreement with researchers who are experts in certain subjects.
discussion	Invited discussion related to a specific article or issue of a journal.

editorial or introduction	Opinion piece, political statement or general comment written by a member of the editorial board (with authorship and proper title different from the section title).
errata	Modification or correction of previously published material. It is also called correction (the "addendum" type applies only to material added to previously published material).
guidelines or norms	Document of a guide or guideline established by a biomedical or other authority such as a government committee, society, or agency.
interview	Act to interview or be 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.
letter	Letter addressed to the journal, typically commenting on a published paper.
obituary, record	Announcement of death or praise for a recently deceased colleague.
other	When the document is indexed and none of the previous types precisely applies.
partial retraction	Retraction or denial of part or parts of previously published material.
rapid communication	Updating a survey or other news items.
research article	Article reporting an original research (the "review article" type describes a literature review, research summary, or state of the art article).
response	Response to a letter or comment, typically by the original author commenting on comments.
retraction	Retraction or denial of previously published material.
review article	State-of-the-art review or summary article (the "research article" type describes original research).

speech	Document of a speech or oral presentation.

The following types of documents will not be indexed, published and included in SciELO's performance metrics: annals, announcement, books received, calendar, calls, meeting report, news, product review, reprint, summary, expanded summary or thesis summary, thesis, and translation (of an already published article), according to the following description:

Table B: Non-indexable documents

Type of document	Description of type of document
annals	Material published in congress.
announcement	Material advertised in the journal (may or may not be directly related to the journal).
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).
reprint	Reprint of a previously published document.
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.
thesis	Thesis or written dissertation as part of completing a course.

translation	Translation of an original article written in another language and already published.