



A handful of information about journal indexation in Scopus

Scientific journals wishing to be indexed in Scopus undergo a complex, two-stage evaluation process: verification of compliance with minimum criteria and then journal quality assessment, which is carried out by an independent panel of experts, called *Content Selection and Advisory Board* (CSAB).

In **the first stage of the evaluation** the journal is checked for compliance with the following set of **minimum criteria**:

1. Published content needs to be peer-reviewed and the process itself needs to be clearly and publicly described.
2. The journal needs to have a set publishing schedule and be published on a regular basis, and have an ISSN registered at the ISSN International Centre.
3. Abstracts, keywords and titles need to be available in English
4. The journal needs to have a website where information relevant to readers, authors, reviewers and editors can be easily found.
5. On-line access to the content needs to be available (please note that publishing model itself is not subject to evaluation).
6. References need to be in Roman script (other alphabets need transliteration into Roman).
7. Publishing ethics and malpractice statement needs to be publicly available and should include information relevant to all parties involved in journal development (authors, reviewers, editors etc.).

For journals from Central-Eastern Europe there is a **free pre-evaluation service** available. The service helps editors in understanding if the journal matches the minimum criteria by providing an individual report, indicating potential obstacles. It is a non-binding and voluntary service, which does not influence the formal evaluation result but only suggests what should be improved prior to journal submission to minimize imposition of a lengthy embargo period.

To use this service please go to: <http://bit.do/Scopus>

You may also check **how many papers from the journal have already been cited by sources in Scopus**. To do so, please go to Scopus.com, select Advanced search and type **REFSRCTITLE(„journal title“)**. The result will show papers citing the selected journal; to see which papers from the journal were cited, click on „*Secondary documents*“. If the journal has a title similar to others, use filters on the left side to narrow down the results. Please note that there is no threshold in case of citations, as these depend on many factors which are taken into account in the Evaluation process.

If the above criteria are met by the journal, it advances to the **second stage of the evaluation process**, which is an expert evaluation done by a member of the CSAB. This complex evaluation is carried out using a set of criteria summarized below.

Category	Criteria
Journal Policy	Convincing editorial policy Type of peer review Diversity in geographical distribution of editors* Diversity in geographical distribution of authors*
Content	Academic contribution to the field Clarity of abstracts Quality of and conformity to the stated aims and scope of the journal Readability of articles
Journal Standing	Citedness of journal articles in Scopus Editor standing
Publishing Regularity	No delays or interruptions in the publication schedule
Online Availability	Full journal content available online English language journal home page available Quality of journal home page

*- the geographical diversity needs to be in line with the title, aims and scope, and policy of the journal, therefore there can be exceptions made for journals concerning geographically specific or highly local subjects.

It is noteworthy that the journal evaluation done by CSAB experts is a **complex assessment**, which takes into consideration the above criteria, and the role of the expert is to advise the journal on its **strengths and potential weaknesses**, therefore the journal does not need to be perfect in every aspect to be accepted into Scopus.

More information about selection criteria and process can be found here: <http://bit.do/fzpHR>