Common Criteria for Evaluative Indexing Services

Viv Gorayska, Digital Licensing Controller, Wiley

Each service has its own acceptance criteria and evaluation workflow, but there are several common standards. This poster is meant to serve as an introduction to the main areas of examination. Rejections will lead to a block on re-applying for at least two years, so publishers and editors must do as much as we can to ensure a journal meets the criteria before putting it forward for consideration.

### Editorial Board

Administrative checks can be on:
- Presence of members’ affiliations
- For MEDLINE, members’ qualifications
- Geographical spread of the board
- Size of board reflects volume of articles published
- Members’ expertise matches scope of the journal
- Publication records
- Citation networks

### Subject Coverage

Web of Science (WOS) and MEDLINE
- Highly selective (10% WOS, 12-15% MEDLINE)
- New titles judged against what is already indexed
- Reviewers looking for novelty and high impact content

Scopus and PMC less selective; greater emphasis on breadth of coverage and sound science but similar rigor in applying quality standards

### Ethical Policies

Indexing services will check if the journal has publicly stated its policies.
Evaluators should take the type of publication into consideration.
All are expected to require declaring potential conflicts of interest.
Once the existence of policies has been established, evaluators will check whether policies have been followed.

### Authorship

Geographic and topical range of authorship should reflect the board, and papers should come from several sources. Repeat authorship, within a short time period, is frowned upon.
The proportion of papers from editorial board members will be checked; board members should not be over-represented in the author pool. WOS will examine authors’ citation profiles.

### Other Qualitative Indicators

- **Clarity of language.** As part of Wiley Editing Services we offer English language editing and translation support to authors as they are preparing their article.
- **Self-citation rate** (Web of Science). The size of the subject community and the scope of the journal will be considered, but it is advisable to keep the rate below about 30%.

### Further reading:

*Wiley’s Best Practice Guidelines on Publishing Ethics: A Publisher’s Perspective, Second Edition*