



Scopus Journal FAQs: Helping to improve the submission & success process for Editors & Publishers

Being indexed in Scopus is a major attainment for journals worldwide and achieving this success brings with it not only a measure of satisfaction but also assurance of the quality of your journal to other members of the scientific community.

Through interaction and discussion with journal editors, journal administration managers and publishers, we realized that it would be helpful if a set of Frequently Asked Questions (FAQs) was made available for journal editors seeking to be indexed in Scopus.

To that end, to help improve the success of your submission to Scopus we have collated a number of FAQs for all stages of the Scopus submission process. Additionally, we conduct journal editors' workshop together with the Subject Chairs from our Scopus Content Selection & Advisory Board (CSAB) across many regions of the world. For more information about Scopus and the CSAB, its scope and function, please click [here](#).

The FAQs range from wanting to know what is expected of a journal title to detailed information about the journal aims and scope or policy. These FAQs also include those related to the Role of the Editor, which many new journal editors have requested to help them in their role. For more information on the 'Role of an Editor', please see the document related to that topic.

Please use the FAQs below as a guide and reference only. We have tried to make them as concise as possible but they are by no means definitive as roles and responsibilities differ from journal to journal. The FAQs are mainly addressed to Journal Editors, but where appropriate they may also meet the needs of Publishers given their overarching role in journal responsibility. We welcome feedback about the FAQs and their value and usefulness. If you think additional questions would be of benefit to editors and the publishing community, please send them to titlesuggestion@scopus.com with the subject header 'FAQs'.

For the purpose of these FAQs we have divided the Scopus journal selection criteria into a 2-stage process:

1. Pre-submission and self-evaluation
2. Scopus title evaluation
 - a. Submission process
 - b. Review decisions by the CSAB

STAGE 1: Pre-Submission and self-evaluation

1. What journals are eligible for Scopus review?

All journals need to meet all of the [minimum or eligibility criteria](#). A journal that fails on *any* of these criteria will not be eligible for review.

Minimum Criteria:

- The Journal should consist of peer-reviewed content
- The Journal should be published on a regular basis (have an ISSN number that has been registered with the International ISSN Centre)
- Content should be relevant and readable for an international audience (at minimum have references in Roman script and English language abstracts and article titles)
- The Journal should have a publication ethics and publication malpractice statement

Additionally, it is general policy that a journal needs to have a publication history of at least two years before it can be reviewed for Scopus coverage (Stage 2).

2. What is a peer reviewed article in a peer-reviewed journal?

In academic publishing, the goal of **peer review** is to **assess the quality** of articles submitted for publication in a scholarly journal by experts in a specific field of research. Before an article is deemed appropriate for publication in a peer-reviewed journal, it must undergo an evaluation process.

- The author of the article must submit it to the journal editor who forwards the article to experts in the field, after it has been processed through the relevant journal submission system. Because the reviewers specialize in the same scholarly area as the author, they are considered the author's peers (hence "peer-review").
- These impartial reviewers are charged with carefully evaluating the quality of the submitted manuscript, often using their own evaluation criteria to assist the review process.
- The peer reviewers check a number of issues in the manuscript including assessing the validity of the research methodology and procedures. They would also be vigilant for any unethical practice in the research or plagiarism.
- If appropriate, they may recommend revisions and re-submission of an article. In other cases they may recommend rejection for various reasons. The editor of a journal is reliant on its reviewers to offer guidance on whether to accept or reject an article.

More information: <http://www.elsevier.com/about/publishing-guidelines/peer-review>

3. What are the different kinds of peer reviewed journals?

There are different types of peer review:

- *Main editor peer review*: Only one (or two) main editor(s) review and select all the submitted articles for each issue.

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- *Open peer review*: Reviewers are aware of the identity of the authors, and authors are also aware of the identity of reviewers. There are at least three or more reviewers for the total number of articles in each issue.
- *Single-blind peer-review*: Reviewers are aware of the identity of the authors, but authors are unaware of the identity of reviewers. There are at least three or more reviewers for the total number of articles in each issue.
- *Double-blind peer-review*: Reviewers are unaware of the identity of the authors, and authors are also unaware of the identity of reviewers. There has to be at least two reviewers for the total number of articles in each issue, with many journals inviting more to ensure responsive feedback.

New formats of peer-review include post-publication peer review where the peer-review process takes place after a (preliminary version of the) article is published. Post-publication peer-review takes place online.

More information: <http://www.elsevier.com/reviewers/peer-review#types-of-peer-review>

4. What does inclusion in Scopus mean for a journal?

A journal that is suggested to Scopus and accepted for inclusion will:

- Gain international visibility;
- Increase the opportunity for collaboration with other researchers from around the world;
- Increase the possibility of the article content having additional citations due to the enhanced accessibility;
- Be contributing to the wider scholarly community in the specialist subject field.

5. How important is it to know whether a journal is already being cited in Scopus?

Knowing whether a journal is already being cited in Scopus gives an idea of the impact it will have, should it be selected for Scopus coverage. The expected impact of a journal relative to other journals in its field is an aspect that is taken into account in the Scopus journal evaluation process. It is also a good indicator for authors to see the value of their research to others in their field.

6. Why does the abstract of an article have to be published in English?

The main language of the international scientific community – and therefore also for Scopus users – is considered to be English. Therefore, all content of the records that are available in Scopus (title, abstract, keywords) need to be in English. Also indexing, profiling and processing of content in Scopus are based on the English language.

Please note that the full-text of titles covered in Scopus can be in any language as long as the title, abstracts and keywords are in English. Currently journals that have full-text content in 40 different languages are covered in Scopus.

7. Should all articles be published in English as well as other languages?

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As noted in the previous question, all abstracts must be in the English language. However, the full text of journals found in Scopus can be in any language. Currently, Scopus has titles that have full text content in 40 different languages. Many journals now have the facility to enable readers to read an English translation of their journal site as well as being able to read a selection of published papers in English. Many journals are also including English translations of some of their authors work or publishing a few articles in English language, which enables international researchers to access the research directly, as well as encouraging dialogue and collaboration.

8. What is a Publication Ethics and Publication Malpractice Statement?

The Publication Ethics and Publication Malpractice Statement is a statement which makes it clear that the Publisher adheres to a recognized Code of Conduct and ethical practice in relation to its own work and that of its journals.

This statement should include content based on the principles of an organization such as [COPE](#), such as equality for all articles/authors by the Editor and Editorial team and journal reviewers; confidentiality; publication fraud; originality and plagiarism as well as notification of what action it would take if this is suspected; authorship rules and disclosures and conflict of interests.

See COPE Principles of Transparency and Best Practice in Scholarly Publishing [here](#).

9. How can the editorial board check whether their journal is being cited by other journals already indexed in Scopus?

Scopus records contain the full reference lists of the article. So even if the journal is not in Scopus, it is possible to find citations by searching for the title in the references.

Search for the journal title in the references in Advanced search by using REFSRCTITLE().* Then select “View References” and narrow down for only references to the journal title you are interested in by using SRCTITLE(). This will give you a list of articles that are cited and the total number of citations found to them. Check if the results are really citations to the title you are looking for.

The screenshot shows the Scopus search interface. At the top, there are navigation links for 'Search', 'Alerts', 'My list', and 'Settings'. Below the search bar, the query 'REFSRCTITLE (native plants journal)' is entered. The results section shows '9,396 document results'. A search filter is applied: 'Biotic invasions: Causes, epidemiology, global consequences, and control'. The results list includes articles such as 'Environmental and economic costs of nonindigenous species in the United States' and 'Update on the environmental and economic costs associated with alien-invasive species in the United States'. A context menu is open over the first result, with 'View references' highlighted.

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*Although it is possible to gain an approximate idea of the level of citations by using this method, the citation count may not be fully accurate. The methodology relies on the accuracy of text matching which is dependent on ambiguity, differences in use of abbreviations, typing errors and incomplete data. Carefully choose the words of the journal title and check the results of what actually has been found. You may need to adjust the search a few times before you get the best results.

10. Who should be nominated as the main handling editor of the journal?

The main handling Editor(s) should not just be in name only (that is not contributing to the journal editor role) nor should they be an ad hoc Editorial Board member; instead they need to be involved with the journal and its management. It is highly recommended that the main handling editor (or Editor in Chief in some journals) take an active interest in wanting to raise the overall quality of the journal. Their involvement is often seen in their Editorials in some of the journal issues. This information will be part of the evaluation undertaken by the reviewers of the Scopus CSAB.

11. Can conference proceedings be considered appropriate for submission to Scopus?

Conference proceedings are eligible for Scopus review if they are serial and meet all of the Scopus [minimum journal selection criteria](#). Eligible conference proceedings are reviewed in the same way as journals.

12. Can an Open Access journal be submitted for inclusion in Scopus?

All titles that meet the [Scopus minimum journal selection criteria](#) can be suggested for Scopus coverage, irrespective of the business model that is used for the journal.

Therefore Open Access journals can also be suggested for inclusion in Scopus which currently has more than 2,800 Open Access Journals indexed in its database

13. Where can I find additional resources for Editors?

Here are several resource sites that editors can refer to:

- *Elsevier Editors' home page:* www.elsevier.com/editors. *) Topics on the latest developments in journal publishing, policies and initiatives, and helpful tips from peers in the industry.
- *Elsevier Editors' update:* www.editorsupdate.elsevier.com. *) Discover and share with your editors the latest developments in journal publishing, policies and initiatives that affect them.
- *Elsevier Journal editors' webcasts library:* www.editorsupdate.elsevier.com/editor-webcasts. *)
- *Elsevier Ethics in Research and Publication:* www.ethics.elsevier.com. *) This program is in the collaboration with an independent panel of experts in research and publishing ethics and Elsevier.

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- *Elsevier Publishing Ethics Resource Kit (PERK)*: <http://www.elsevier.com/editors/perk>.*) An online resource to support journal editors in handling publishing ethics issues.
- *Committee of Publication Ethics (COPE)*: <http://publicationethics.org/>. COPE is a forum for editors and publishers of peer reviewed journals to discuss all aspects of publication ethics. It also advises editors on how to manage cases of research and publication misconduct as well as a series of Best Practice Guidelines such as those for journal editors and new guidelines for those journals and publishers who wish to become actual members of COPE.

*) Although aimed at Editors of Elsevier journals, these sources are publically available and can be used by any Editor. Besides the Elsevier sources mentioned here, many other scientific publisher provide interesting sources relevant for Editors too.

14. What are Source Normalized Impact per Paper (SNIP), Impact per Publication (IPP) and SCImago Journal Rank (SJR)?

SNIP, IPP and SJR are all journal level citation based metrics that can be used to measure the impact of a journal. These journal metrics:

- Are available for all journals included in Scopus
- Are based on proven bibliometric principles
- Are refreshed once per year
- Eliminate the risk of manipulation
- Can correct for citation behavior and database coverage (SNIP and SJR)
- Provide multidimensional insights into journal performance
- Can allow for a direct comparison of journals, independent of their subject classification (SNIP and SJR)
- Are publicly and freely accessible at www.journalmetrics.com and are also integrated into the Scopus Journal Analyzer

Source Normalized Impact per Paper (SNIP):

SNIP measures contextual citation impact by weighting citations based on the total number of citations in a subject field. The impact of a single citation is given higher value in subject areas where citations are less likely, and vice versa. SNIP is defined as the ratio of a journal's raw impact per publication and the citation potential in its subject field. This allows for evaluation of a journal compared to its competition and provides more contextual information, giving a better picture of the impact depending on the citation behavior in the field.

Impact per Publication (IPP):

The Impact per Publication measures the ratio of citations in a year (Y) to scholarly papers published in the three previous years (Y-1, Y-2, Y-3) divided by the number of scholarly papers published in those same years (Y-1, Y-2, Y-3). The Impact per Publication metric is using a citation window of three years which is considered to be the optimal time period to

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accurately measure citations in most subject fields. Taking into account the same peer-reviewed scholarly papers only in both the numerator and denominator of the equation provides a fair impact measurement of the journal and diminishes the change of manipulation.

SCImago Journal Rank (SJR):

SJR is a prestige metric based on the idea that not all citations are the same. With SJR, the subject field, quality and reputation of the journal have a direct effect on the value of a citation and the impact that journal makes. In addition the prestige of a citation is weighted over all citations handed out to that journal. SJR is a size-independent indicator and it ranks journals by their 'average prestige per article' and can be used for journal comparisons in science evaluation processes.

More information on the metrics and a publically available overview of all journal metrics values can be found here: www.journalmetrics.com

15. What are citations?

In the context of Scopus metrics, a citation is when an article from a journal is cited by an author in another journal article, usually relevant to the specific field. Citations are very important for authors, as a high citation count normally indicates that the work being cited has value for other researchers. It is very important in the journal evaluation process that the combined citations of articles in a journal are identified, as citations already in Scopus database journals indicate that researchers in the field have already identified the journal as one which has valued articles and other material.

16. What is the *h*-index?

The *h*-index is an index to quantify a body of scientific research output and was suggested by Jorge E. Hirsch, a physicist at UCSD, as a tool for determining theoretical physicists' relative quality. The *h*-index is also called the Hirsch index or Hirsch number. It is an index that attempts to measure both the scientific productivity and the apparent scientific impact of a scientist. The index is based on the set of the most cited papers and the number of citations that they have received. The *h*-index can be calculated for any group of scientific papers. Most frequently the *h*-index is used to measure scientific output of an author, but the *h*-index can also be calculated for an institution, country or journal.

An *h*-index of *X* means that *N_p* papers have at least *X* citations each, and the other (*N_p* - *X*) papers have at most *X* citations each.

17. What is considered a local /regional journal?

A local or regional journal is one where the aims and scope are limited to interest from a certain region or country only. The diversity of the authorship, readership and editorial board of these journals is generally one where they almost all come from the same region or country. They are often published only in the country's own language. This will mean that

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the readership is often restricted to that country or region's readers or international researchers who can read the same language.

If relevant content is published, a regional or national focus can sometimes give journals a competitive advantage over truly international journals. Well written, locally orientated material has the potential to make a significant academic contribution to the wider scientific community.

18. What is considered an institutional journal?

Many academic institutions worldwide have their own publishing organizations that publish their own scientific journals. The primary purpose of these journals is as a repository for material generated within the institution or by authors affiliated to the institution. These journals are considered to be "institutional journals". The Scopus CSAB recognizes that such journals may serve an important institutional purpose for local historical and political purposes, and in encouraging local researchers onto the publication ladder. However because of their localized approach to the dissemination of scholarly outputs this does not then translate into the broader expectations and requirements for inclusion in an international database.

Some academic institutions however have broadened their publishing role and now offer a wider geographical focus to their journals, including involvement of the international academic community. These can become established publishing organizations in their own right as they recognize the value of this business model.

19. What is considered an international journal?

An international journal is a journal where the aims and scope are of interest to a wider international scientific community within a specific subject field. Moreover, an international journal has a good diversity of authors, readers and editorial board members with representation from different regions and countries. Some journals may have an International Advisory Board to represent this internationality.

The published content should also be in line with the stated aims and scope and be of interest to the international scientific community. Note: just the word "International" reflected in the actual title of the journal does not make the journal an international journal.

20. What does an editor need to do before the submission process for inclusion in the journal?

Ask yourself – 'Does the journal meet the minimum criteria?' If not, rethink the journal sections that still do not meet the criteria. Before submitting a journal for Scopus review, it is advised to **check the following items:**

- Does the journal publish peer-reviewed content?
- Does the journal have an ISSN registered at the International ISSN Centre?
- Do the articles published in the journal have English language abstracts and English language titles?

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- Are the cited references listed in the articles provided in Roman script?
- Is there an online publication ethics and publication malpractice statement available for the journal? For more information about publication ethics, see for example: Committee on Publication Ethics ([COPE](#)) and the Elsevier Ethics in Research & Publication program: <http://www.elsevier.com/ethics/home>
- Check that the title of the journal is unique and descriptive and is not already been used by other journals. This is an important issue to resolve as an Editorial Board and Publisher. It may result in a change of journal title and the need for a different ISSN number. Same journal titles can cause problems with authors who believe they are submitting articles to a specific journal but in fact it may be submitting to a different one. This has ethical implications as well.
- Does the journal have a publication history of at least two years? Do note that a journal suggestion may be rejected for review if the publication history is too short to review.
- Have the three most recent journal issues or 9 articles plus a table of contents ready for uploading as sample documents in PDF format.
- Determine who is the main handling Editor of the journal. This is the person who is overall responsible for the peer-review process and managing the journal. If there is more than one main handling editor, you can nominate up to three main handling editors.
- Have a URL for online professional information of the main handling editor(s). For example, curriculum vitae/resume, institutional or personal homepage, preferably showing scientific credibility, current affiliation and affiliation history, awards and grants received.
- Undertake a self-evaluation using the Scopus CSAB guidelines to determine if the title you wish to suggest meets the [Scopus journal selection criteria](#).

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STAGE 2: Scopus title evaluation

Submission process

1. What is the CSAB and who comprises the CSAB?

The Scopus Content Selection & Advisory Board (CSAB) is an international group of scientists, who are experts in their respective subject field. The independent CSAB is responsible for reviewing the journals that are suggested to Scopus.

The CSAB comprises 14 Subject Chairs, each representing a specific subject field (s). The Board also works with the Scopus team to understand how Scopus is used, what content is relevant for users and what enhancements should be made. The recommendations of the CSAB directly influence the overall direction of Scopus in relation to its main content and the prioritization of new content requests. This ensures that Scopus stays international and relevant, and most importantly ensures the quality content.

The CSAB undertake their review of a journal submitted to Scopus using the main criteria for evaluation which can be found [here](#).

2. How does a journal need to be suggested for the Scopus title evaluation process?

First check if the journal you would like to suggest for Scopus review is eligible. The questions in **Stage 1 “Pre-submission”** will help you to determine if the journal is eligible for Scopus.

All Scopus journal suggestions need to be submitted via the [online suggestion form](#). When entering the form you will be asked to check the “Agreement” confirming that the journal you are suggesting meets all of the stated minimum criteria.

When completing the form, we ask you to provide detailed journal information: all questions in the suggestion form are mandatory, and you will also be required to upload sample articles in order to complete the suggestion. When you have submitted the completed form, you will receive an automatic confirmation letter that the journal is submitted and will enter the review process.

The confirmation letter merely confirms that the journal suggested has been received and will be considered for review and does not guarantee that it will be indexed in Scopus.

3. Following submission to Scopus, how long will it take before getting a response?

After suggesting a journal for inclusion into Scopus, you will receive an immediate acknowledgement email that confirms that the journal suggested has been received and will be considered for review. However, it does not guarantee that said journal will be indexed in Scopus as it must go through the journal selection process and review by the CSAB before a decision is made. Depending on the number of suggestions received and the available information about the suggested title, it will take 6-12 months before the review process is completed.

4. What happens after the journal is submitted?

After submission, the journal will be checked to determine if it is indeed eligible for Scopus review. If the journal is not accepted at this stage for review, this will be communicated to the original suggestor including the supporting reason(s).

If the journal is eligible for Scopus review, all required information will be obtained and added to the file by the Scopus Title Evaluation team. If needed, the publisher will be asked to complete a “Publisher Information Form” in order to provide or correct information about the journal.

Once all information is complete and the journal suggestion is fully “enriched” – that means it is all completed – the journal will be sent to the relevant Subject Chair of the independent Scopus Content Selection & Advisory Board (CSAB) for review according to the Scopus journal selection criteria.

5. What are the main areas that are considered by the Scopus CSAB review process?

Subject experts of the Scopus CSAB review titles using both quantitative and qualitative measures. The selection criteria that are used in the review process are grouped in five main categories: **Journal Policy**, **Content**, **Journal Standing**, **Regularity** and **Online Availability**.

Journal Policy

- Convincing editorial concept/policy
- Type of peer-review
- Diversity geographic distribution of editors
- Diversity geographic distribution of authors

Quality of Content

- Academic contribution to the field
- Clarity of abstracts
- Quality and conformity with stated aims & scope
- Readability of articles

Journal Standing

- Citedness of journal articles in Scopus
- Editor standing

Regularity

- No delay in publication schedule

Online Availability

- Content available online
- English-language journal home page
- Quality of home page

6. Where can I find more information about the Scopus review process and the status of the journal I suggested for review?

Details about the Scopus evaluation process and selection criteria can be found [here](#).

If you have specific questions about Scopus title selection or want to know the status of the journal you suggested, you can contact the Scopus team by email:

titlesuggestion@scopus.com.

7. How important is the title of the journal?

The title of the journal is very important not only for potential authors but also for researchers who are using Scopus and other databases to search for essential research related to their work. The title can project an international status and with it the higher expectation that the composition of its editorial board are diversified as well as international. The title also denotes clearly the links to the aims and scope of the journal and the expected content. See also the questions on journal titles in the FAQs for Editors

For example: If the title includes the name of a country such as The French Journal of Informatics it would be assumed that the aims and scope would be focused on informatics in France and (a part of) the articles are likely written in the French language, or informatics internationally but written in the French language. This difference would be seen clearly in the aims and scope of the journal.

If setting up a new journal with an appropriate name it is very important to check for journals with similar names in order to ensure that there is no confusion with these and your own in the major databases. Having similar names may be considered a good idea by some Editor and Editorial Boards in order to access authors already publishing in that field or because of potential prestige by using similar title. However, this is to be avoided as it is not ethical practice (See the COPE Transparency guidelines [here](#)).

8. What is expected of a journal with International in the title?

Some journals may misrepresent their journal by inappropriate use of the word International in the title. There is an expectation in using that word that the journal content, Editorial Board and/or Advisory Board, scope and philosophy of the journal will reflect international quality and content. This does not mean one or two members of the Editorial Board being from another country that may or may not reflect the main language of the journal. It needs to be explicit why the journal is considered to be International in all aspects of its publication.

It must also have international Editorial Board members who are active in the management of the journal and its policies. Any person named in relation to a specific role on the journal must have agreed to their name being affiliated to that journal. There may be different models of international representation on journals, such as an International Advisory Board,

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an International Council and there may be International members on the main Editorial Board. It must be very clear who the Editor or Editor in Chief is and any other journal section Editors and what their role is.

In addition, an international journal must also publish international content or at least demonstrate that it is striving to achieve this. It is not only about international readership but also what the journal represents.

9. How important is the website information to the submission process?

Given that we now live and work in a 'technological ' age and the World Wide Web has become the major source of communication, it is essential that any information related to presentation and content of a journal should reflect the quality of its content.

In relation to the Scopus review process, the journal website is the primary place for the reviewers of the CSAB to visit in order to evaluate the criteria for Scopus inclusion.

If the reviewer is unable to find the information in relation to all aspects of the review process on the journal website, then it will be very difficult to assess the quality of the journal for inclusion in Scopus. It is also important that the website and the journal be clearly visible and separated from other marketing or promotion material of the publisher. For example a university published journal being placed in the middle of the main University web-site rather than a dedicated journal home page.

10. What should the website information include?

The journal website must include:

- Information about the Editor / Editor in Chief and the structure and names of the Editorial Boards and/or International Advisory Board members.
- Author guidelines explaining the manuscript submission process and criteria.
- Information on how the peer-review process is organized.
- Publishing ethics guidelines. The publishing ethics guidelines should make it clear what action the Editor or Editorial Board will take if any malpractice is suspected.
- (if relevant) Clear information about criteria and costs of Open Access options.
- Information about how potential readers can get access to the full-text articles published in the journal.
- Information about the role and organization of the publisher of the journal.

As a potential author it is imperative that any website can be found and viewed easily and has a visual impact on accessing it which is reflective of a professional journal. The reviewers of the CSAB will need similar access during the review process, especially to revise any updated information since the initial submission material.

11. How important is it to keep the website updated?

Up-to-date information on the journal website is very important as it demonstrates clearly an ongoing commitment to the development and sustainability of the journal. If a journal can be seen to have a reducing number of articles over time, or major time gaps between one issue and the other then this raises questions of whether that journal is receiving enough articles (copy flow) to sustain itself .

One of the most important issues is to ensure that all links on the website are working and also that any links created function appropriately and have the most up to date information. Editors need to ensure that all information related to Editorial Board members, office contacts and publishers are accurate in order to ensure it is not misrepresenting itself.

See COPE Principles of Transparency and Best Practice in Scholarly Publishing [here](#).

12. What should a Publisher do if the journal information is part of a University department or a Society?

It is recommended that whenever possible that a journal publication has its own website or home page if it is published on behalf of a Society or Institute. This to ensure that the information and content can be readily seen and considered as a distinct publication in its own right by potential authors, readers and the reviewers of the Scopus CSAB.

Often we see that the Publisher of a journal is a University or Institute. It is essential that if this is the situation that the various departments ensure that similar named journals are not published from the same place and that if more than one journal published by the University, that there is some consistency between information provided on the website.

Occasionally there is also confusion by Universities in close proximity, publishing journals on the same topics with similar titles and competing for the same kind of articles.

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If the Society is a small one it needs to be clear where it is seeking its authors from, as if it is membership only, then this can have an impact on the number of papers being submitted to the journal and also impact on its long term sustainability to be included in an international database such as Scopus.

13. How important is the ability to translate the website information into English?

This question is linked into the aims and scope of the journal, and whether it is only for authors who write and speak in one specific language. However, the English language has emerged as being the most common language for international communication in scientific publishing. Long term accessibility of the journal articles and content for the international research community may be something to consider.

Website translation is the first step to sharing internationally to enable cross-national collaboration and communication. The aim is that this will further enhance the citation of the articles as well as the journal.

Many journals from traditionally non-English speaking countries have an option 'button' whereby the web site and the key information is automatically translated into English. This does not however mean translation of the articles, although all journals submitting for inclusion in Scopus must have English-language titles and abstracts.

Given that research and scholarly contributions by authors need maximum accessibility in order to increase their own citations as well as those of journals they publish in, it is noted that there is an increase in the number of journals that now provide at least some of their articles in English in addition to a local language. This is to be encouraged, and is especially important for authors whose research is of international relevance in a specific field but unless accessible in a common language may not then achieve the recognition it requires to become internationally known.

1. What are the main decisions made by the Scopus CSAB?

In the Scopus title evaluation process, the reviewers of the CSAB decide if a journal will be selected for Scopus coverage (accepted) or not (rejected or deferred). Decisions made by the CSAB Subject Chairs are final and will be accompanied with reviewer comments to support the decision. In case of rejection, an end date will be given after when the title may be suggested for Scopus review again (the re-submission date).

2. What does re-submission date mean?

In case of rejection, a conditional embargo date will be given after which the journal title may be suggested for Scopus review again. The embargo period can range from 1 year, 18 months, 2 years, 3 years to 5 years.

3. How does the Scopus CSAB decide on how long to wait before re-submitting a journal?

The embargo period can range from 1 year, 18 months, 2 years, 3 years to 5 years and is dependent on how long the reviewers think it may take before the evaluation feedback can be addressed and take effect. Feedback is normally given as an overall comment, together with positive comments on key areas with more constructive comments on areas for improvement, all in keeping with the key assessment areas of inclusion in Scopus.

4. How long does the journal stay in the Scopus database?

Once a journal is selected for Scopus it will be covered from the year of selection onwards. Journals that are selected for Scopus within the third publication year will be covered from the first publication year onwards. If complete journal archives are available in digital format, the publisher may request to add backfiles to Scopus. Journals selected for Scopus will be covered in the database on a continuous basis; however, the performance of journals included in Scopus is being evaluated and poor performing journals may be discontinued. Scopus reserves the right to re-evaluate and remove journals as it sees fit and journals with a proven case of publication malpractice will be cancelled for Scopus coverage and removed from the database.

5. What can Editors and publishers do to ensure that the journal quality is maintained once included in the Scopus database?

Editors need to ensure that they communicate regularly with their Board members, updating author and reviewer information as well as promoting good practice is also recommended. Publishers should give their Scopus-included Editors and journals support to maintain communication networks and the quality of the website and marketing of the journal to the wider scholarly community. Once articles/journals begin to increase their citations there will be an increased interest in the journal itself and its aims and scope and future direction.

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All the Scopus selection criteria need to be maintained but most importantly the journal needs to develop and expand its readership and authorship. Editors have a major role to play in ensuring that the journals maintain their quality while also ensuring that there is ongoing growth and accessibility of the content of the journal by the research community.

Regular monitoring of the way in which other authors and journals are citing the journal is an excellent monitoring tool that indicates that being in Scopus is making an impact. Editors can monitor this through Scopus itself and by using the journal metrics provided for Scopus covered journals.

6. After being indexed in Scopus, is there a possibility that a journal might still be removed from Scopus if there is an increased reduction in the quality of the content in that journal?

The Scopus CSAB are committed to maintaining the quality of all journals and publications included in the Scopus database. However, once selected this does not mean that the journal remains there indefinitely. To continue to be covered in Scopus, the Publisher, Editor and Editorial Board(s) have a commitment to ensure that the quality on which it was judged for inclusion is maintained and is worthy of remaining in an international database .

Publishers can protect a journal's reputation and maintain its quality by ensuring that it practices publication ethics at all times and ensures that its Editorial team and authors do the same at the level of the journal article. This is an essential pre-requisite for remaining in the Scopus database.

7. What advice and guidance is available to any publisher wishing to develop a new journal for inclusion in the Scopus database?

Publishers or editors who wish to have their title accepted for Scopus coverage are recommended to consult the [Scopus info site](#) and the [advisory document](#) written by the CSAB. In addition, the questions in these FAQs as well as those related to the Journal Editor role will be of value.

For questions about the review process itself you can contact: titlesuggestion@scopus.com.

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