

- Journal selection
- Publication ethics
- Trusted journals.

From the Edanz
"Publishing and Ethics" course



Submission and peer review

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Journal Selection

Use this checklist to find out what features to look for in your target journal (eg, while using the Edanz Journal Selector, http://www.edanzediting.com/journal_selector). If you have any questions or require language or publishing support, please email global@edanzgroup.com.

Feature	Matches your article/ preference?
• Article/Study type	
Original research: full report	<input type="checkbox"/>
Original research: short communication	<input type="checkbox"/>
Original research: research letter	<input type="checkbox"/>
Methodological research: technical note	<input type="checkbox"/>
Methodological research: protocol paper	<input type="checkbox"/>
Review: narrative review	<input type="checkbox"/>
Review: systematic review with or without meta-analysis	<input type="checkbox"/>
Case study/report	<input type="checkbox"/>
Data description paper	<input type="checkbox"/>
Other: Letter to the Editor, Editorial, Commentary, Perspective, Viewpoint	<input type="checkbox"/>
• Journal type	
General journal, multidisciplinary	<input type="checkbox"/>
General journal, unidisciplinary	<input type="checkbox"/>
Specialist (subdisciplinary) journal	<input type="checkbox"/>
Reviews journal, unidisciplinary	<input type="checkbox"/>
Reviews journal, specialist/subdisciplinary	<input type="checkbox"/>
Short communications, general multidisciplinary	<input type="checkbox"/>
Short communications, general unidisciplinary	<input type="checkbox"/>
Short communications, specialist/subdisciplinary	<input type="checkbox"/>
Case reports, general	<input type="checkbox"/>
Case reports, specialist	<input type="checkbox"/>
Protocols/Methods, general	<input type="checkbox"/>
Protocols/Methods, specialist	<input type="checkbox"/>
Data description journal	<input type="checkbox"/>
• Journal criteria	
Novelty and potential impact/importance + Research and report quality	<input type="checkbox"/>
Research and report quality	<input type="checkbox"/>
• Journal topic types	
All types	<input type="checkbox"/>
Theoretical	<input type="checkbox"/>
Computer simulation/modeling	<input type="checkbox"/>
Experimental/interventional	<input type="checkbox"/>
Observational	<input type="checkbox"/>
Practice/policy, Applied	<input type="checkbox"/>
Clinical/human	<input type="checkbox"/>
Animal/laboratory	<input type="checkbox"/>
• Journal format and reader access	

Print only, subscription	<input type="checkbox"/>
Print, subscription & online, toll access/pay-per-view/site license	<input type="checkbox"/>
Print, subscription & online, free/gold open access without a delay/embargo	<input type="checkbox"/>
Print, subscription & online, free/green open access of final version after a delay/embargo	<input type="checkbox"/>
Print, subscription & online, free/green open access of earlier version with or without a delay/embargo	<input type="checkbox"/>
Online only, toll access/pay-per-view/site license	<input type="checkbox"/>
Online only, toll access/pay-per-view/site license & free/green open access of final version after a delay/embargo	<input type="checkbox"/>
Online only, toll access/pay-per-view/site license & free/green open access of earlier version with or without a delay/embargo	<input type="checkbox"/>
Online only, toll access/pay-per-view/site license & option for free/gold open access of final version without a delay/embargo (“hybrid journal”)	<input type="checkbox"/>
Online, free/gold open access of final version without a delay/embargo	<input type="checkbox"/>
• Copyright and licensing	
Author transfers © to journal	<input type="checkbox"/>
Author transfers © to journal & journal grants Creative Commons (CC) license	<input type="checkbox"/>
Author retains © & grants Creative Commons license	<input type="checkbox"/>
Author retains © & grants exclusive publishing license	<input type="checkbox"/>
Author retains © & grants exclusive publishing license and CC license	<input type="checkbox"/>
Author retains © & grants nonexclusive publishing license	<input type="checkbox"/>
Author retains © & grants nonexclusive publishing license and CC license	<input type="checkbox"/>
• Journal readership	
General	<input type="checkbox"/>
Researchers and academics	<input type="checkbox"/>
Practitioners and professionals	<input type="checkbox"/>
Policy makers	<input type="checkbox"/>
Educators	<input type="checkbox"/>
Administrators	<input type="checkbox"/>
• Journal reach	
Local	<input type="checkbox"/>
National	<input type="checkbox"/>
Regional	<input type="checkbox"/>
International	<input type="checkbox"/>
• Publication schedule	
1-4 times a year	<input type="checkbox"/>
>4 times a year to monthly	<input type="checkbox"/>
2 or more times a month to weekly	<input type="checkbox"/>
Continuous production (online open access)	<input type="checkbox"/>
• Publication speed (beware of guarantees of very short peer review times)	
1-3 months	<input type="checkbox"/>
4-12 months	<input type="checkbox"/>
>1 year	<input type="checkbox"/>
• Peer review type	
Single-blind review	<input type="checkbox"/>
Double-blind review	<input type="checkbox"/>
Triple-blind review	<input type="checkbox"/>
Open identity review	<input type="checkbox"/>
Open report review	<input type="checkbox"/>

Collaborative review among reviewers (+/- editor +/- authors)	<input type="checkbox"/>
Reviewer names revealed on publication (after any of the above options)	<input type="checkbox"/>
Postpublication review (in combination with the above options)	<input type="checkbox"/>
Postpublication online public-platform review	<input type="checkbox"/>
• Peer review recommendations	
Authors can recommend reviewers	<input type="checkbox"/>
Authors can recommend nonreviewers	<input type="checkbox"/>
• Peer review transfer type	
Presubmission peer review organized by author (sometimes called "portable")	<input type="checkbox"/>
Presubmission peer review by a peer review service (sometimes called "portable")	<input type="checkbox"/>
Portable review allowed (reviews of rejected paper passed to different journal)	<input type="checkbox"/>
Transferable/cascade review allowed (reviews of rejected paper passed to partner journal)	<input type="checkbox"/>
Triple-blind review	<input type="checkbox"/>
• Preprint upload before submission	
Preprint upload allowed	<input type="checkbox"/>
Preprint upload not allowed	<input type="checkbox"/>
• Author fees	
Submission fee	<input type="checkbox"/>
Submission fee (deducted from publishing fee if accepted)	<input type="checkbox"/>
Publishing fee	<input type="checkbox"/>
Additional fees for editing/artwork	<input type="checkbox"/>
• Services included (for free or included in the publishing fee)	
Copy editing	<input type="checkbox"/>
Artwork	<input type="checkbox"/>
Press release writing and media promotion	<input type="checkbox"/>
Reprints	<input type="checkbox"/>
Free e-prints to share	<input type="checkbox"/>
• Indexing	
Scopus / Elsevier (& CiteScore)	<input type="checkbox"/>
Web of Science / Clarivate Analytics (& Journal Impact Factor)	<input type="checkbox"/>
Discipline-specific (eg, Medline)	<input type="checkbox"/>

Publication Ethics

Use this checklist to make sure you have adhered to best practices in research publishing. If you have any questions or require language or publishing support, please email global@edanzgroup.com.

Feature
<ul style="list-style-type: none"> Safety and welfare
Prior ethics approval was obtained for animal/human studies (or waiver was obtained from an ethics committee); the Declaration of Helsinki was adhered to for human studies
Informed consent was given by human participants (or parents/guardians if minors) for study participation, or a waiver for the need for consent was obtained from an ethics committee
Informed consent was given by human participants (or parents/guardians if minors) as permission to publish data or images
Data from humans was kept confidential, secure, and anonymous
Sufficient attention was paid to ethical aspects of environmental, agricultural, plant, endangered species, and anthropological research
Sufficient attention was paid to "dual-use research of concern" (eg, could be misused to harm the public/environment); inform the journal at submission
Human clinical trials (prospective studies in which humans are assigned to groups) were preregistered in an online clinical trial registry such as www.ClinicalTrials.gov
<ul style="list-style-type: none"> Manuscript submission
Manuscript is not being submitted to more than one journal at a time
Corresponding author (and not a third party) is doing the submission, whether online or by email
All authors have approved of the final draft and the target journal, have agreed on authorship (including order) and who is the corresponding author, and have signed all necessary forms
All necessary forms (eg, conflicts of interest, transparency declaration, authorship/contributorship, copyright transfer if relevant, choice of Creative Commons license if relevant) have been signed
All necessary conditions have been met (eg, giving ORCID ID codes, permission from employer, copyright permission for reproduction or adaptation of copyrighted material)
<ul style="list-style-type: none"> Originality, avoiding plagiarism
Check what the journal considers as already published; declare if any of the work has been previously presented, submitted, or published (including preprints and translations) and provide copies if requested
Explain if the study is a part of a larger study or one that uses the same dataset (to avoid overlapping, partially redundant, or salami publishing), and reference the other works and seek copyright permission if needed
Indicate if any parts are copyrighted and that copyright permission has been obtained (ie, provide copyright credit lines as a footnote for any reproduced or adapted text or illustrations)
If requested, declare if anti-plagiarism software has been used to check for text overlap and the score given by the software
Properly cite and reference sources; quote if reproducing text or else paraphrase/summarize/synthesize
<ul style="list-style-type: none"> Data integrity, data sharing, and reproducibility
Keep raw data files for inspection and be prepared to submit it on request of the journal

Do not create, delete, or alter data (especially negative or unexpected data) or parts of images; include in the Discussion section a discussion of negative and unexpected findings
Use appropriate methods, analyses, and illustrations so as not to mislead readers
Provide a data availability/sharing statement
Provide a software/coding/materials sharing statement
Upload data files to a suitable repository if data sharing is mandated by a funder, institution, or journal
Upload special data (eg, genetic and protein sequences, macromolecular structures, microarray data, crystallographic data, proteomics data, zoological/biological names, fungi data, marine species, chemicals) to a suitable repository for public access/record and provide the accession number
Give enough detail in the Methods to allow replication, reference known methods, and upload or reference full protocols in repositories or supplementary files
For biomedical/life/social sciences, use the relevant reporting guidelines from the EQUATOR Network (https://www.equator-network.org/) and provide a checklist and flowchart as requested by the journal
If requested, declare whether all authors had access to the data during the preparation of the manuscript
Submit a trial or study summary or detailed analysis plan to show that the protocol, research endpoints, and hypothesis to be tested have not changed (to avoid cherry picking, p-hacking, data dredging/fishing expeditions, and HARK [hypothesizing after the results are known])
<ul style="list-style-type: none"> • Authorship
Make sure all authors fulfill authorship criteria as defined by the journal (eg, four authorship criteria of the ICMJE guidelines at www.icmje.org , which include taking responsibility for the work)
List contributions of authors in the style and format required by the journal (eg, 14 items of the CASRAI CRediT nomenclature at https://casrai.org/credit/)
Declare if required by the journal that there are no guest/gift/honorary authors (added names) or ghost authors (missing names)
Do not change authorship or author order before or after publication without justification and correct application to the journal to do so, and with the signed consent of all authors
<ul style="list-style-type: none"> • Acknowledgments
Acknowledge people who are not authors who helped you (eg, donated materials, performed technical steps, gave editorial/artistic/administrative assistance), but obtain their written permission to be acknowledged
Editorial office's contact details, including full address, are provided
<ul style="list-style-type: none"> • Conflicts of interest and funding source
Declare any financial or nonfinancial conflicts of interest that may bias the research or reporting; adhere to journal guidelines and definitions for types, timing, and financial amounts involved
Complete any conflicts of interest forms of the journal (eg, some use the ICMJE form at http://www.icmje.org/conflicts-of-interest/)
Declare if you had any financial support and name the funder; declare any role that the funder had in the study design, research, data analysis, interpretation, reporting, and publication
<ul style="list-style-type: none"> • Peer review
Give truthful information if recommendations of reviewers/nonreviewers are allowed; state any conflicts of interest
Do not manipulate the peer review process in any way

Do not contact the reviewer without permission from the journal; do not offer authorship to the reviewer without appropriate written justification, permission from the journal, and agreement from the other authors; inform the journal if the identity of the reviewer becomes known during double-blind peer review

Keep peer review materials (including peer review reports) confidential unless permission is given by the journal and reviewer

Inform the journal if you suspect unethical peer review (eg, reviewer delaying review or making unreasonable requests on purpose, reviewer/editor requesting or requiring that irrelevant references be included, reviewer plagiarizing material from a submission, reviewer contacting the author directly without permission from the journal, reviewer wanting to add their name as an author)

- **Referencing**

Cite and reference correctly and honestly, so references reflect the sources actually used and they are not misquoted or misrepresented; make sure only references that are directly consulted/read are included in the reference list

Provide a complete reference list and do not omit key references or those that show opposite findings to yours; ensure the list is accurate to allow others to verify the sources

Do not include irrelevant references of sources published by you or your colleagues in an effort to artificially increase citation scores

Do not include unpublished personal communications in the References (eg, emails, speeches, conversations); instead, cite the source and format within the text in parentheses (after obtaining written permission for use)

- **Postpublication ethics / general**

Inform the journal if errors are discovered after publication and request correction/retraction if needed

Reply to the journal if it requests a reply to a reader's query or letter to the editor

Cooperate with the journal, institution, and funder in any prepublication or postpublication investigations

Adhere to journal/publisher embargoes for sharing the publication or issuing press/media releases; preparation of the latter should ensure that information from the publication is accurately conveyed and not extend beyond the findings

Adhere to local and national laws; adhere to industry guidelines (eg, ICMJE, GPP3, COPE)

Do not encourage or allow research or publishing misconduct; do not use paper mills or services to write papers for you; do not use unethical author and editorial services

Do not submit work to, act as editor/reviewer for, or cite predatory journals

Identifying Trusted Journals

Use this checklist to identify trusted journals (eg, after using the Edanz Journal Selector, http://www.edanzediting.com/journal_selector). The majority of features must be present and are based on items from the <http://ThinkCheckSubmit.org> checklist as well as the *Principles of Transparency and Best Practice in Scholarly Publishing* (found on <http://www.publicationethics.org>). If you have any questions or require language or publishing support, please email global@edanzgroup.com.

Feature	☒
• Website	
Correct URL for the journal	<input type="checkbox"/>
Professional design and functionality	<input type="checkbox"/>
Professional and correct language	<input type="checkbox"/>
Doesn't mimic another journal/publisher website	<input type="checkbox"/>
Clear aims and scope statement	<input type="checkbox"/>
Clear definition of readership	<input type="checkbox"/>
Statement of what is considered for publication (eg, not submitted elsewhere at the same time, not published before in whole or part)	<input type="checkbox"/>
Separate, correct print and online ISSNs (international standard serial numbers)	<input type="checkbox"/>
• Journal name	
Unique and not easily confused with another journal	<input type="checkbox"/>
Not misleading (eg, about country of origin or link with another journal)	<input type="checkbox"/>
• Peer review	
Clear mention of peer review	<input type="checkbox"/>
Clear definition of type of review used and its detailed process	<input type="checkbox"/>
Doesn't promise acceptance	<input type="checkbox"/>
Doesn't promise very short review time	<input type="checkbox"/>
• Ownership/management	
Clear information on owner of journal	<input type="checkbox"/>
Clear information on how the journal is managed	<input type="checkbox"/>
Names of any organizations/other journals are not misleading	<input type="checkbox"/>
• Governing body	
Editorial board consists of recognized experts in areas of journal's scope	<input type="checkbox"/>
Full names of editorial board members are provided	<input type="checkbox"/>
Affiliations of editorial board members are provided in the journal's website (and webpages of editorial board members mention their role with the journal)	<input type="checkbox"/>
• Editorial team	
Chief editor's full name and affiliation are provided in the journal's website	<input type="checkbox"/>
Editorial office's contact details, including full address, are provided	<input type="checkbox"/>
• Copyright and licensing	
Copyright, publishing license, and Creative Commons license policies are clear	<input type="checkbox"/>
Copyright owner, publishing license, and Creative Commons license if applicable appear in published papers, both HTML and PDF	<input type="checkbox"/>
Clear policies on whether accepted manuscripts or published articles can be shared by authors in online repositories	<input type="checkbox"/>

• Author fees	
Any manuscript processing or publishing fees are clearly stated in an obvious place	<input type="checkbox"/>
It is clear what the fees are for and when they should be paid	<input type="checkbox"/>
If no author fees are charged, this is clearly stated	<input type="checkbox"/>
• Allegations of research misconduct	
Clear policies/processes for identifying and preventing publication of papers affected by research misconduct	<input type="checkbox"/>
Doesn't encourage or allow research misconduct	<input type="checkbox"/>
Clear policies/processes for handling published papers affected by research misconduct	<input type="checkbox"/>
• Publication ethics policies	
Authorship (eg, contributions of authors, acknowledgments of those who helped)	<input type="checkbox"/>
Handling complaints and appeals	<input type="checkbox"/>
Conflicts of interest / competing interests (of authors, editors, and reviewers)	<input type="checkbox"/>
Data sharing and reproducibility	<input type="checkbox"/>
Ethical oversight (eg, study ethics approval, informed consent from humans for participation and publication of data/images)	<input type="checkbox"/>
Intellectual property (eg, what counts as prepublication, authors' rights to reuse their work in the future, prior permission for use of copyrighted material)	<input type="checkbox"/>
Postpublication discussion and correction	<input type="checkbox"/>
• Publishing schedule	
Clear statement of publication frequency	<input type="checkbox"/>
• Access	
Clear statement on how articles can be accessed	<input type="checkbox"/>
Clear information on user/reader fees	<input type="checkbox"/>
• Archiving	
Clear statement on how articles are archived permanently and accessed if the journal stops publication	<input type="checkbox"/>
• Revenue sources	
Clear policies on revenue and business model	<input type="checkbox"/>
Clear statement that publishing fees or discounts/waivers are independent from editorial decisions	<input type="checkbox"/>
• Advertising	
Clear policies on advertising (eg, if it is accepted)	<input type="checkbox"/>
Advertising is separate from published content	<input type="checkbox"/>
Clear statement that advertisements are independent from editorial decisions	<input type="checkbox"/>
• Direct marketing	
Any direct marketing is appropriate and professional	<input type="checkbox"/>
Information about the journal/publisher is truthful and not misleading	<input type="checkbox"/>
• Other	
Journal or publisher is a member of the Committee on Publication Ethics (COPE) or Directory of Open Access Journals (DOAJ) or Open Access Scholarly Publishers' Association (OASPA), or other trade association?	<input type="checkbox"/>
You know researchers who have authored published papers	<input type="checkbox"/>
You or your colleagues know or read the journal	<input type="checkbox"/>
The most recently published papers are easy to find	<input type="checkbox"/>
The name of the publisher is easy to find and is recognizable	<input type="checkbox"/>
The publisher's full contact details, including address, are provided	<input type="checkbox"/>
Articles are indexed in well-known indexes	<input type="checkbox"/>