Checklist for Editors of Diamond Open Access Journals

OPEN
PLATO

1. Workflows

	Requirements	Yes	No	Remarks
Website	Journal Titel (and Acronym, if applicable)			
	ISSN			
	Name(s) and Affiliation(s) of Chief-Editor(s)			
	Names and Affiliations of Editors and Editorial/Advisory Board			
	Description of Scholarly Profile and Objective of the Journal			
	Frequency of Publication			
	Description of Journal's Open Access Policy			
	Author Guidelines for Submission			
	Contact address			
Quality Assurance	Peer-Review or other equivalent discipline-specific procedure			

	Recommendations	Yes	No	Remarks
Indexation	DOAJ			
	Web of Science			
	EBSCO			
	Scopus			
	PubMed			
	Redalyc			
	Other discipline-specific indexation			
	Sherpa Romeo			

Website	Display of Indexation on journal website (Indexed in…)			
	Publication of Submission, Acceptance and Publishing Date			
	Information on Time-Frame between Submission and Acceptance			
	Collection and Publication of Annual Journal Statistics			
Quality Assurance	Use of Systematic Plagiarism Detection Software			
Publication Ethics	Implementation of Principles of Publication Ethics (COPE)			
Publication Management	Use of Publication Management Tool			
	Publication Contracts with authors			

2. Standards

	Requirements	Yes	No	Remarks
Copyrights	Authors retain Copyrights			
OA Standardisation	Use of Creative Commons License			
	Use of Persistent Identifiers (DOI)			
	ORCiD of Authors			
	ROR of Institutions			
	Publication of Metadata CC0			
	Long-Term Archiving Strategy			

	Recommendations	Yes	No	Remarks
Accessibility	PDF			
	HTML			
	XML			
	ePub			
OA Standardisation	Use of Creative Commons License CC BY			
	Publication of Machine-Readable Metadata CC0			
Open Data	Publication of Primary Research data and Source Codes			
	Implementation of FAIR Principles			

3. Sustainability

	Requirements		Yes	No	Remarks
Ownership + Governance	Legal Form				
	Definition of Roles and Responsibilities				
	Succession Planning				
Finances	Transparent Calculation of Costs				
		Expenses	Personnel			
			Hosting + Licenses			
			Editorial Workflows			
			Membership Costs			
			Marketing + Promotion			
			Innovation			
			Office Costs			
			(Printing Costs)			
		Income	Funds, Donations, etc.			
	Naming of Funders				

	Recommendations	Yes	No	Remarks
Ownership + Governance	Rules of Procedure			
	Implementation DEIA Principles (Diversity, Equity, Inclusion, Accessibility)			
Business Plan	Publication Market Analysis (incl. Competitor Journals)			
	SWOT-Analysis			
	Marketing and Communication Strategy			
Digital Sovereignty	Use of Open Source tools and Institutional Infrastructures			
Conflicts of Interest	Disclaimer on Website			