

Como Indexar no DOAJ

DOAJ DIRECTORY OF
OPEN ACCESS
JOURNALS

Gildenir Carolino Santos
(Compilação)



Maio/2021

O que é o DOAJ?

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“O DOAJ (*Directory of Open Access Journals*) foi lançado em 2003 com 300 periódicos de acesso aberto. Hoje, esta base de dados independente contém mais de 15 000 periódicos de acesso aberto revisados por pares cobrindo todas as áreas da ciência, tecnologia, medicina, ciências sociais, artes e humanidades. As revistas de acesso aberto de todos os países e em todos os idiomas são bem-vindas para solicitar a inclusão.” (DOAJ, 2021).

DOAJ DIRECTORY OF
OPEN ACCESS
JOURNALS



Por que sua revista deve ser indexada no DOAJ...

3



Por que indexar sua revista no DOAJ?

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“O DOAJ indexa e promove periódicos de acesso aberto de qualidade, revisados por pares de todo o mundo. Vemos o acesso aberto como o único modelo verdadeiramente sustentável para o futuro da publicação acadêmica. O DOAJ se esforça para alcançar uma transição global equitativa para o acesso aberto, elevando a reputação e a visibilidade das revistas de acesso aberto, revisadas por pares de qualquer país ou disciplina.” (DOAJ, 2021).

DOAJ DIRECTORY OF
OPEN ACCESS
JOURNALS



1. Entrar no site. Clique no título abaixo

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DOAJ

SUPPORT APPLY

SEARCH DOCUMENTATION ABOUT LOGIN

THE DIRECTORY OF OPEN ACCESS JOURNALS

Find open access journals & articles.

Journals Articles

In all fields SEARCH

80 LANGUAGES

126 COUNTRIES REPRESENTED

11,752 JOURNALS WITHOUT APCs

16,351 JOURNALS

6,071,913 ARTICLE RECORDS

ABOUT THE DIRECTORY

DOAJ is a community-curated online directory that indexes and provides access to high quality, open access, peer-reviewed journals.

All DOAJ services are free of charge including being indexed. All data is freely available.

FUNDING

DOAJ is independent. All support is via donations.

82% FROM ACADEMIC ORGANISATIONS

18% FROM SPONSORS

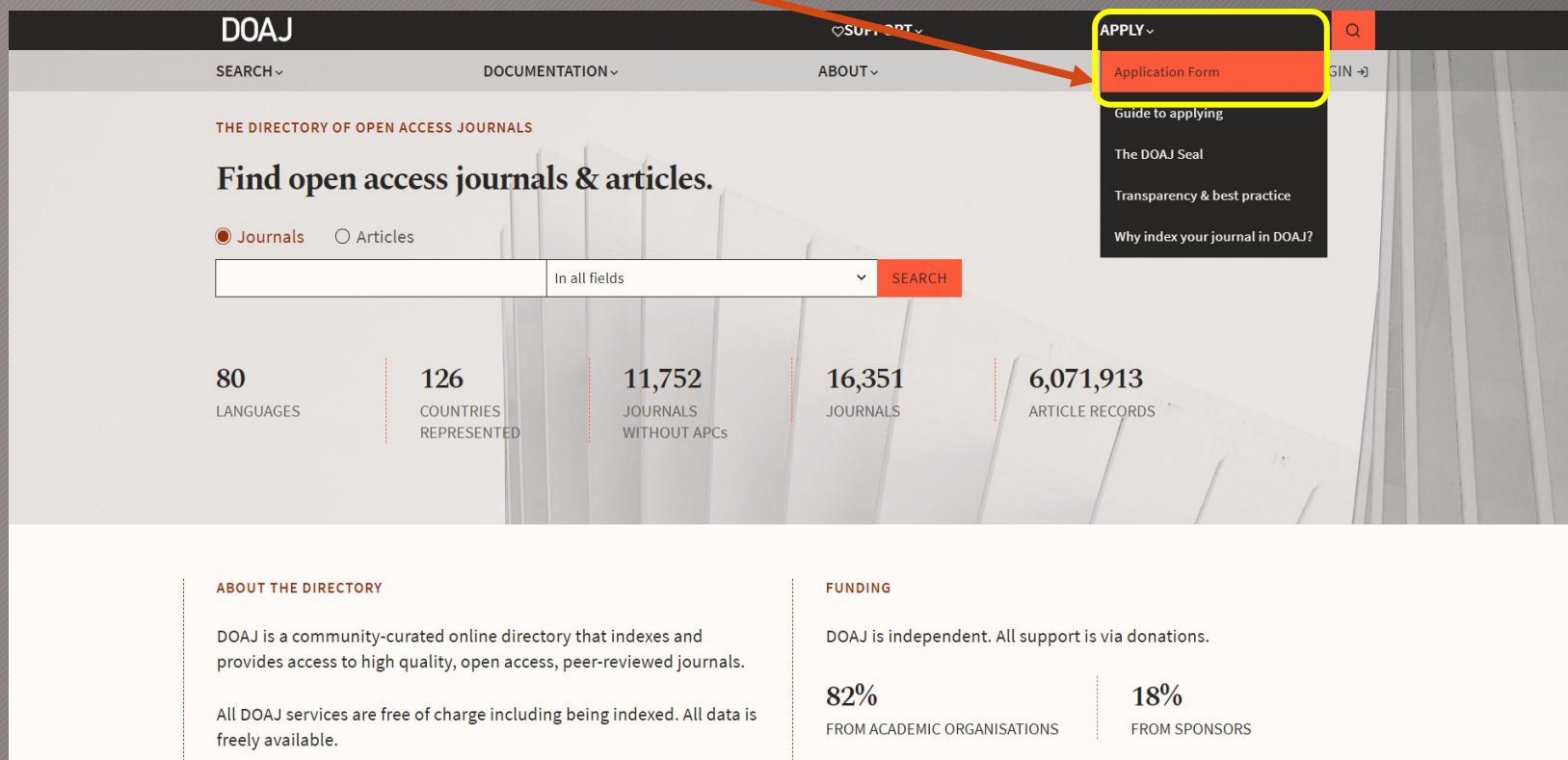
CC BY

Fonte: Site DOAJ (18/05/2021)

[Directory of Open Access Journals - DOAJ](https://doaj.org)

2. Em APPLY, deslize a aba e clique em Application Form.

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The screenshot shows the DOAJ website interface. At the top, there is a navigation bar with 'DOAJ' on the left and 'SUPPORT' on the right. Below this, there are links for 'SEARCH', 'DOCUMENTATION', and 'ABOUT'. The main content area features the heading 'THE DIRECTORY OF OPEN ACCESS JOURNALS' and 'Find open access journals & articles.' Below this, there are radio buttons for 'Journals' (selected) and 'Articles'. A search bar is present with a dropdown menu set to 'In all fields' and a 'SEARCH' button. A statistics section displays five metrics: 80 LANGUAGES, 126 COUNTRIES REPRESENTED, 11,752 JOURNALS WITHOUT APCs, 16,351 JOURNALS, and 6,071,913 ARTICLE RECORDS. At the bottom, there are two columns of text: 'ABOUT THE DIRECTORY' and 'FUNDING'. The 'APPLY' dropdown menu is open, showing options: 'Application Form' (highlighted in red), 'Guide to applying', 'The DOAJ Seal', 'Transparency & best practice', and 'Why index your journal in DOAJ?'. An orange arrow points from the underlined text in the header to the 'Application Form' option in the dropdown menu.

DOAJ SUPPORT

SEARCH DOCUMENTATION ABOUT

THE DIRECTORY OF OPEN ACCESS JOURNALS

Find open access journals & articles.

Journals Articles

In all fields SEARCH

80 LANGUAGES | 126 COUNTRIES REPRESENTED | 11,752 JOURNALS WITHOUT APCs | 16,351 JOURNALS | 6,071,913 ARTICLE RECORDS

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APPLY

- Application Form
- Guide to applying
- The DOAJ Seal
- Transparency & best practice
- Why index your journal in DOAJ?

Fonte: Site DOAJ (18/05/2021)



3. Abra uma conta para começar o processo.

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DOAJ [SUPPORT](#) [APPLY](#) [Q](#)

[SEARCH](#) [DOCUMENTATION](#) [ABOUT](#) [LOGIN](#)

Application form

Read our [Guide to applying](#) first. It will help you understand the basic criteria that your journal should meet. If you need help with the application form, please [contact us](#).

You can [print or download](#) a PDF preview of the form.

Log in or register to submit your application.

Log in to your account

→ Don't have an account? [Register here](#).

Email address or username

Password

RELATED HELP

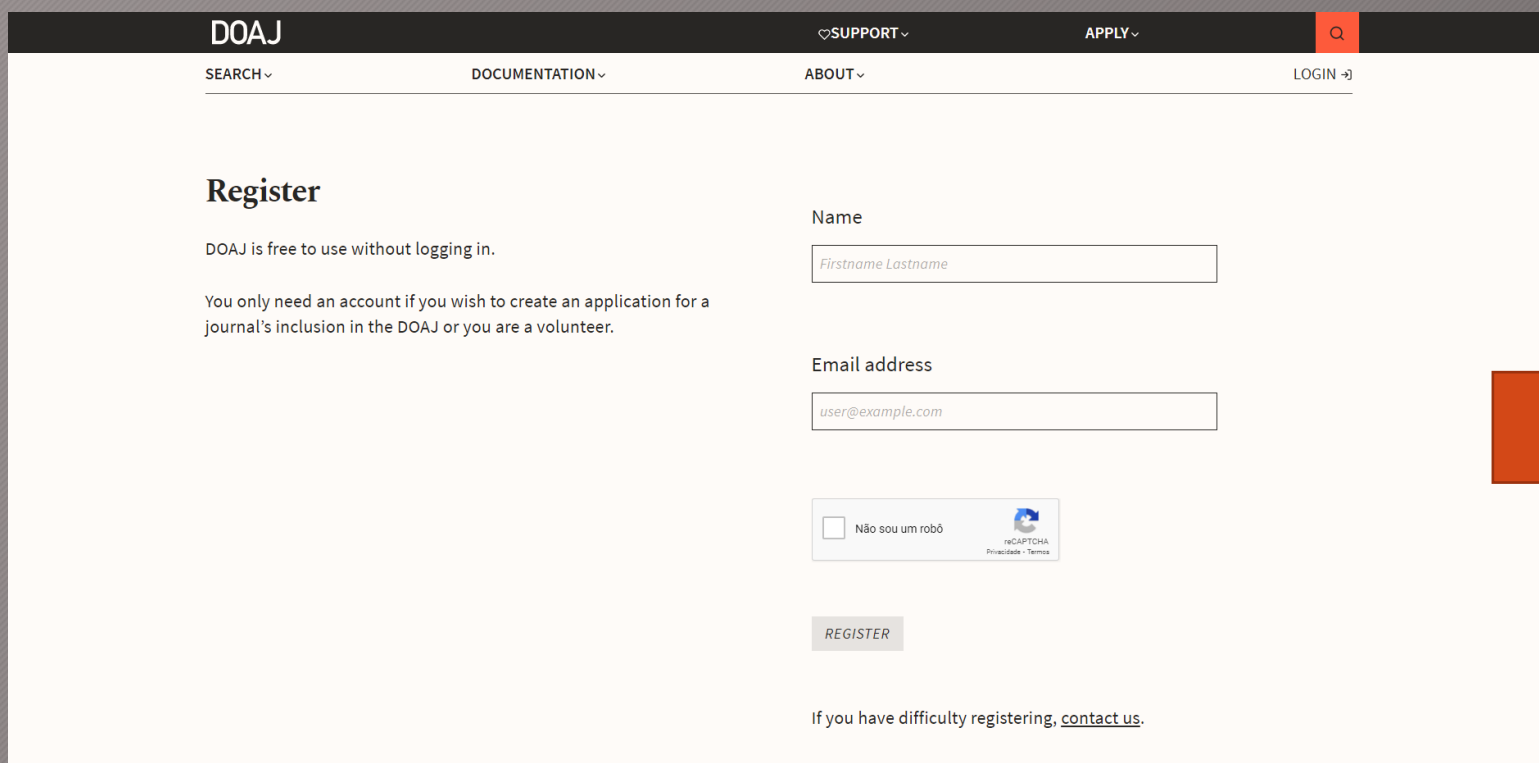
- [Guide to applying](#)
- [The DOAJ Seal](#)
- [Transparency & best practice](#)
- [Why index your journal in DOAJ?](#)

Fonte: Site DOAJ (18/05/2021)

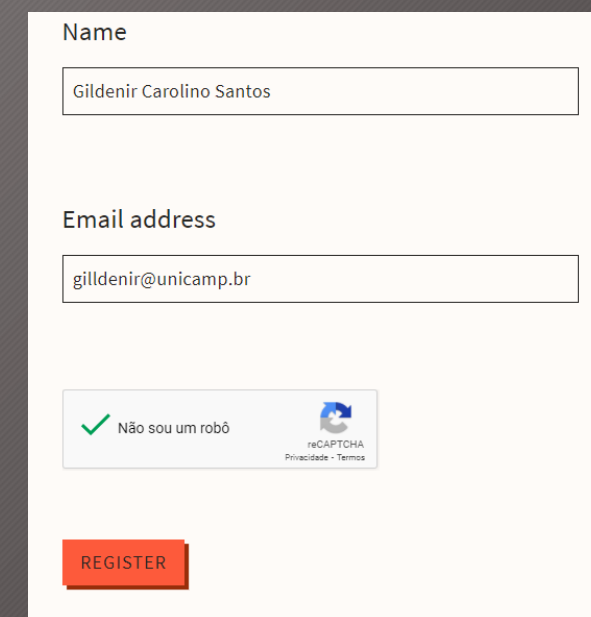


4. Registre-se com nome e e-mail, confirme que não é robô, e registre!

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The screenshot shows the DOAJ registration page. At the top, there is a navigation bar with 'DOAJ', 'SUPPORT', 'APPLY', and a search icon. Below this, there are links for 'SEARCH', 'DOCUMENTATION', 'ABOUT', and 'LOGIN'. The main heading is 'Register'. Below the heading, there is a paragraph: 'DOAJ is free to use without logging in. You only need an account if you wish to create an application for a journal's inclusion in the DOAJ or you are a volunteer.' The registration form includes a 'Name' field with a placeholder 'Firstname Lastname', an 'Email address' field with a placeholder 'user@example.com', and a reCAPTCHA checkbox labeled 'Não sou um robô'. A 'REGISTER' button is located below the form. At the bottom, there is a link: 'If you have difficulty registering, [contact us](#).'



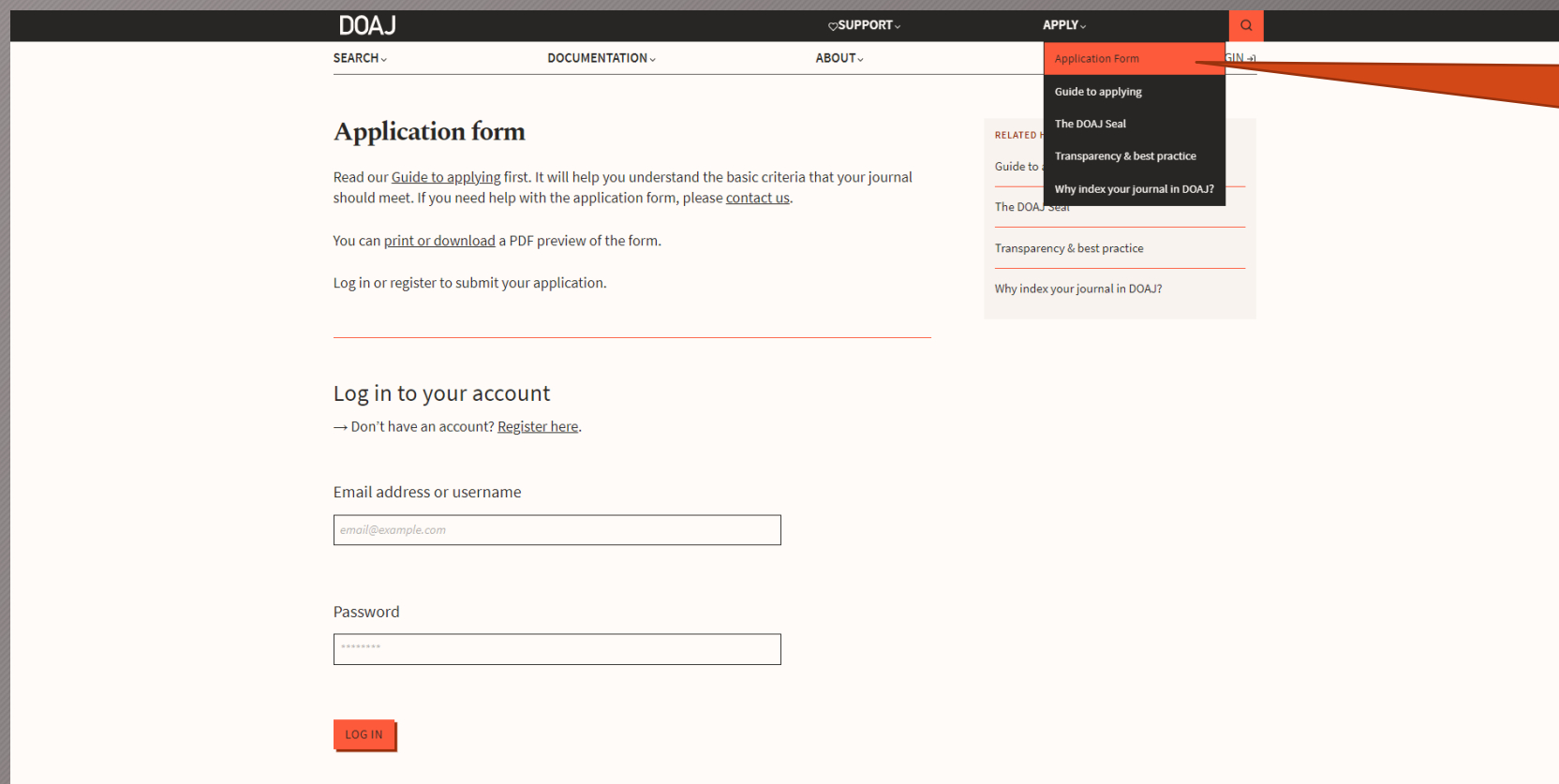
This is a zoomed-in view of the registration form. It shows the 'Name' field filled with 'Gildenir Carolino Santos', the 'Email address' field filled with 'gilldenir@unicamp.br', and the reCAPTCHA checkbox which is checked and labeled 'Não sou um robô'. A 'REGISTER' button is visible at the bottom of the form.

Fonte: Site DOAJ (18/05/2021)



5. Retorne ao site.

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The screenshot shows the DOAJ website interface. At the top, there is a navigation bar with 'DOAJ', 'SUPPORT', and 'APPLY' menus. The 'APPLY' menu is open, showing options like 'Application Form', 'Guide to applying', 'The DOAJ Seal', 'Transparency & best practice', and 'Why index your journal in DOAJ?'. The 'Application Form' page is visible, containing a title, introductory text, and a login section. A red callout box points to the 'Application Form' menu item.

DOAJ SUPPORT APPLY Q

SEARCH DOCUMENTATION ABOUT

Application form

Read our [Guide to applying](#) first. It will help you understand the basic criteria that your journal should meet. If you need help with the application form, please [contact us](#).

You can [print](#) or [download](#) a PDF preview of the form.

Log in or register to submit your application.

Log in to your account

→ Don't have an account? [Register here](#).

Email address or username

Password

LOG IN

RELATED:

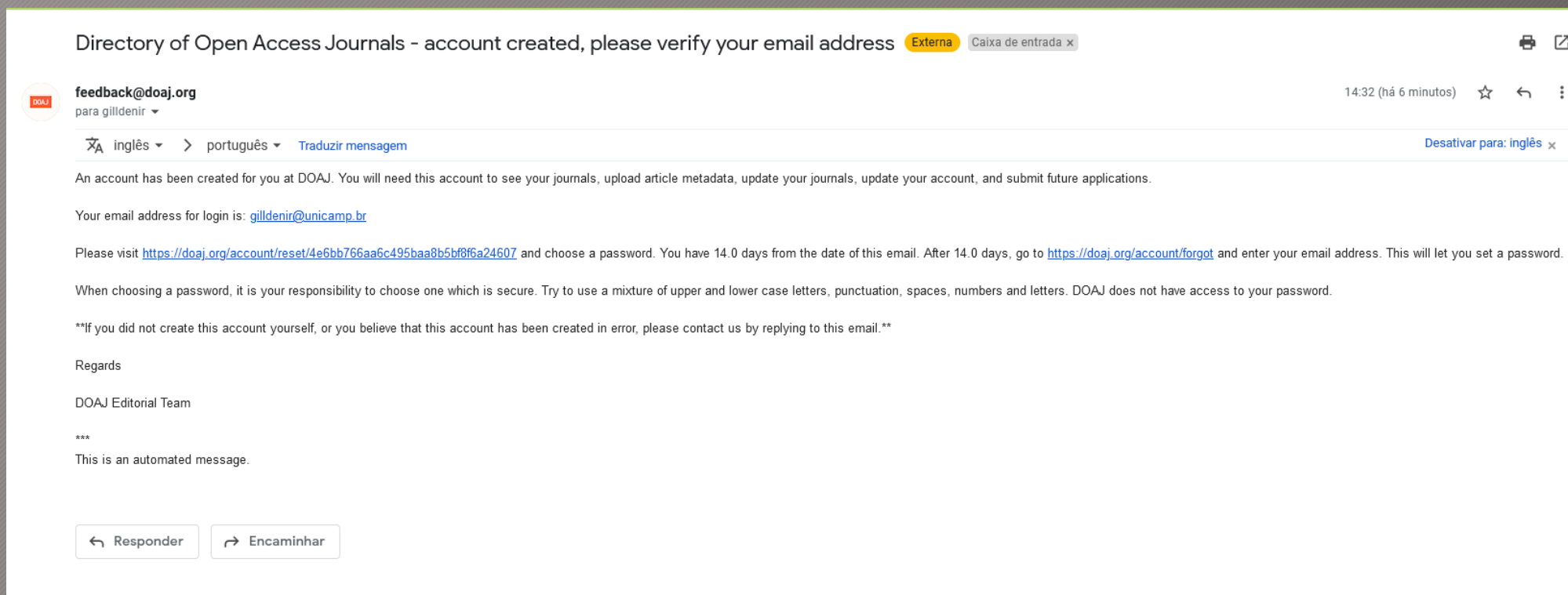
- Guide to applying
- The DOAJ Seal
- Transparency & best practice
- Why index your journal in DOAJ?
- The DOAJ Seal
- Transparency & best practice
- Why index your journal in DOAJ?

Abrir



6. Verificar o e-mail para confirma o registro.

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Directory of Open Access Journals - account created, please verify your email address Externa Caixa de entrada x

feedback@doaj.org
para gilldenir ▾

14:32 (há 6 minutos) ☆ ↶ ⋮

🌐 inglês ▾ > português ▾ [Traduzir mensagem](#) Desativar para: inglês x

An account has been created for you at DOAJ. You will need this account to see your journals, upload article metadata, update your journals, update your account, and submit future applications.

Your email address for login is: gilldenir@unicamp.br

Please visit <https://doaj.org/account/reset/4e6bb766aa6c495baa8b5bf8f6a24607> and choose a password. You have 14.0 days from the date of this email. After 14.0 days, go to <https://doaj.org/account/forgot> and enter your email address. This will let you set a password.

When choosing a password, it is your responsibility to choose one which is secure. Try to use a mixture of upper and lower case letters, punctuation, spaces, numbers and letters. DOAJ does not have access to your password.

****If you did not create this account yourself, or you believe that this account has been created in error, please contact us by replying to this email.****

Regards

DOAJ Editorial Team

This is an automated message.

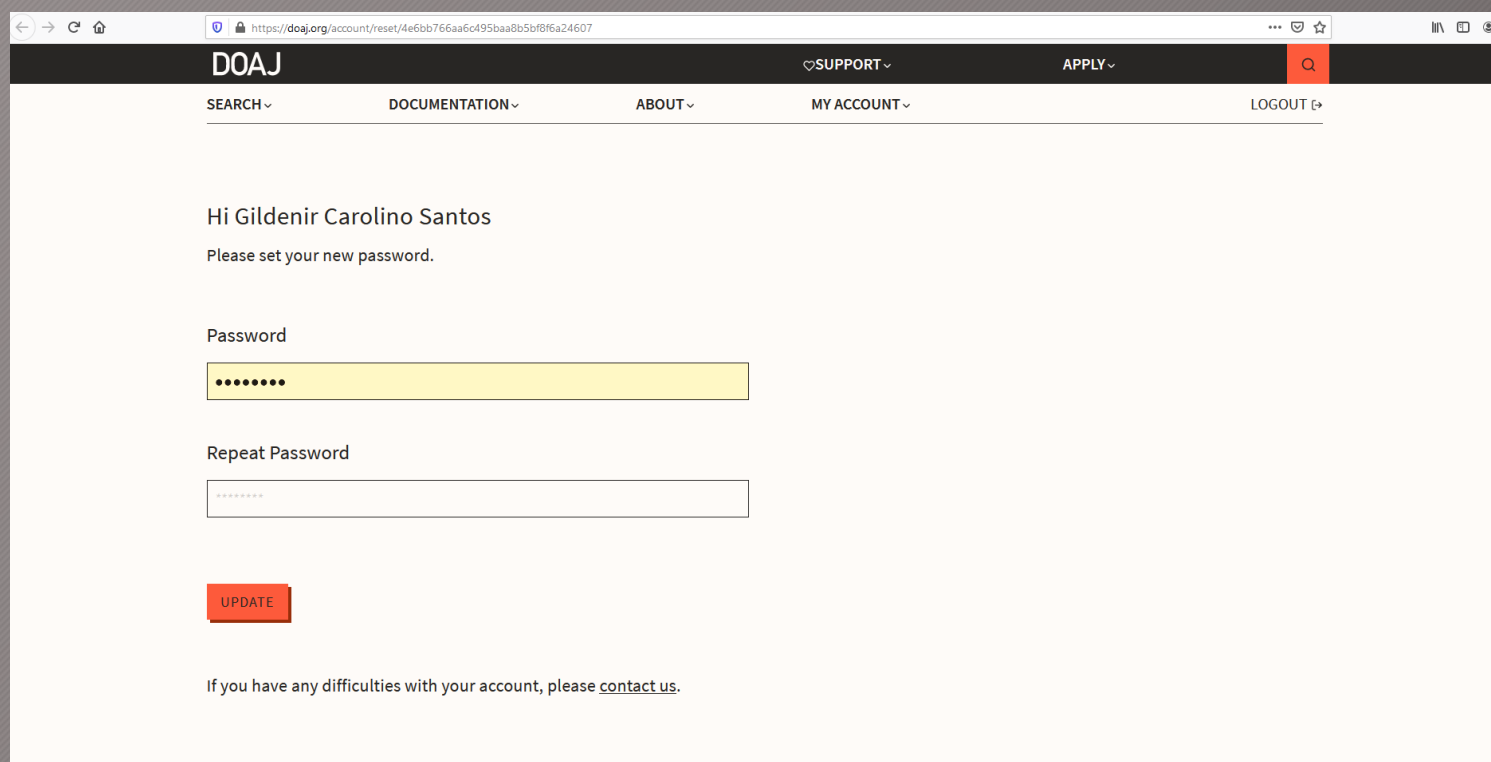
↶ Responder ↷ Encaminhar



Fonte: Correio eletrônico pessoal (18/05/2021)

7. Confirmando o e-mail, o sistema voltará para você criar sua senha de acesso.

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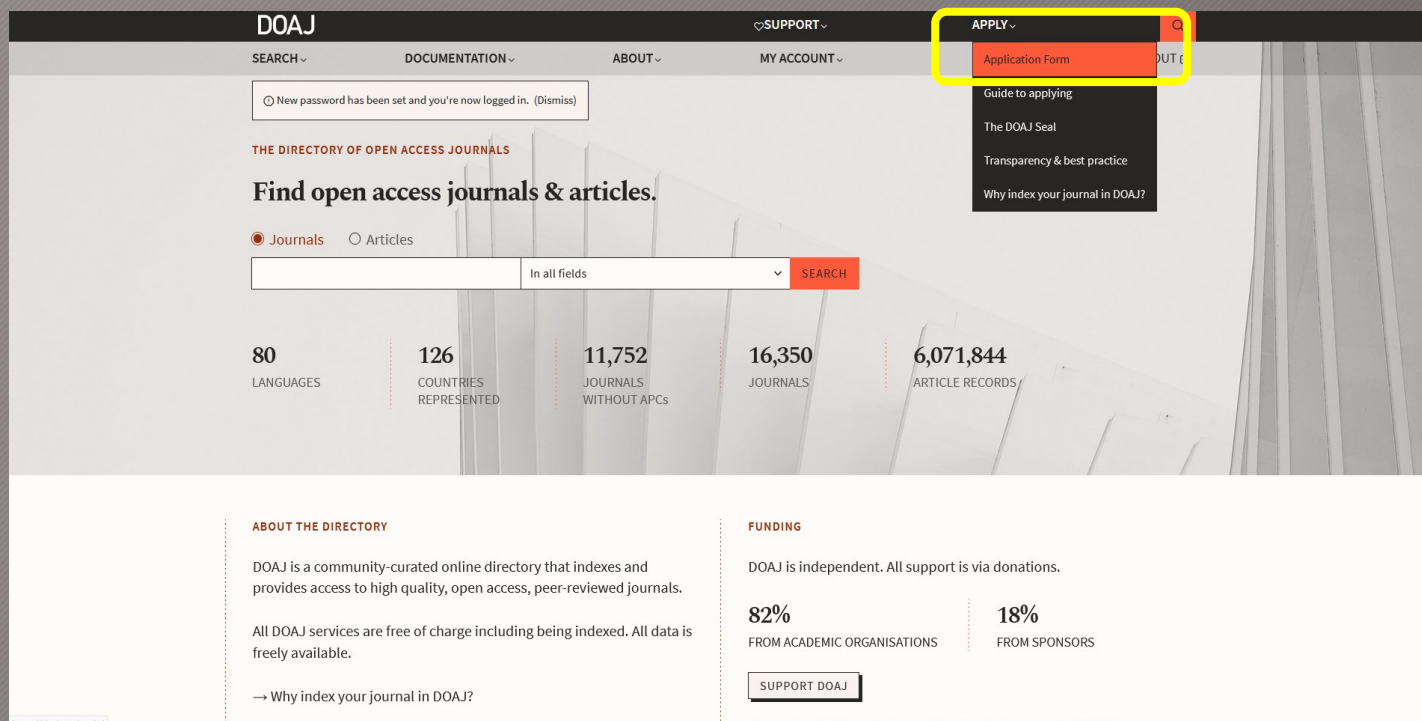
The screenshot shows a web browser window with the URL <https://doaj.org/account/reset/4e6bb766aa6c495baa8b5bf8f6a24607>. The page header includes the DOAJ logo, navigation links for SUPPORT, APPLY, SEARCH, DOCUMENTATION, ABOUT, MY ACCOUNT, and LOGOUT. The main content area displays a personalized message: "Hi Gildenir Carolino Santos" followed by "Please set your new password." Below this, there are two input fields: "Password" (with a yellow background and masked dots) and "Repeat Password" (with a white background and masked dots). An orange "UPDATE" button is positioned below the second field. At the bottom, there is a link: "If you have any difficulties with your account, please [contact us](#)."

Fonte: Site DOAJ (18/05/2021)



8. Retornará ao site, então, clique em Apply, e na sequência em Application Form.

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Fonte: Site DOAJ (18/05/2021)



9. Ao entrar nesta tela, dará início ao preenchimento do formulário.

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Leia atentamente as informações!

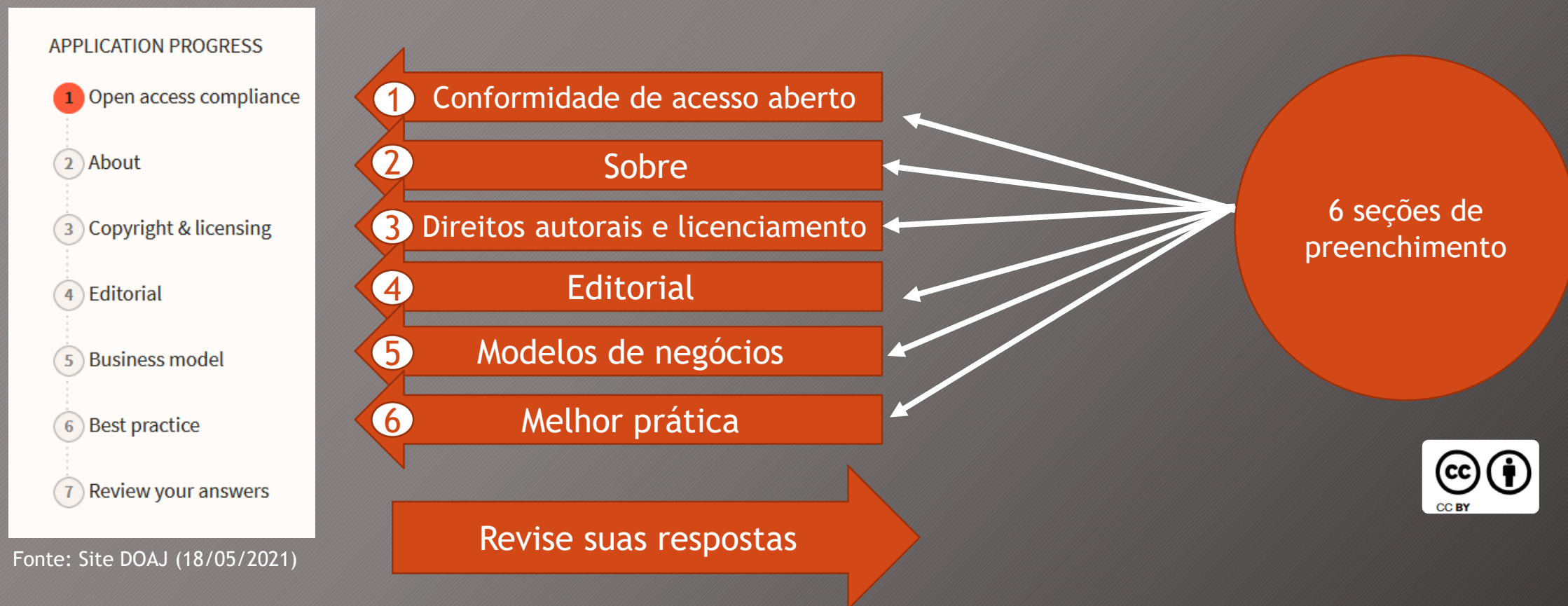
The screenshot shows the DOAJ application form for 'Open access compliance'. The page is titled 'DOAJ' and includes navigation links for 'SUPPORT', 'APPLY', 'SEARCH', 'DOCUMENTATION', 'ABOUT', 'MY ACCOUNT', and 'LOGOUT'. The main heading is 'Open access compliance' with a lock icon. A dark box contains a note: 'You are now logged in. When you submit your application, it will be registered to this account. Please note: 1. The application form takes approximately 30 minutes to complete. 2. Your progress is automatically saved. 3. You can return to this application at any time by clicking My account → Publisher at the top. 4. You can print or download a PDF preview of the form. 5. You must apply online.' Below this is the section 'DOAJ only accepts fully open access journals' with a paragraph explaining open access. A question asks 'Does the journal adhere to DOAJ's definition of open access?' with radio buttons for 'Yes' and 'No'. At the bottom, it says 'The journal website must display its open access statement. Where can we find this'. On the right, there is an 'APPLICATION PROGRESS' sidebar with a list of steps: 1. Open access compliance (highlighted), 2. About, 3. Copyright & licensing, 4. Editorial, 5. Business model, 6. Best practice, and 7. Review your answers. Below that is a 'RELATED HELP' section with links for 'Guide to applying', 'The DOAJ Seal', 'Transparency & best practice', and 'Why index your journal in DOAJ?'. A CC BY logo is visible in the bottom right corner of the page.

Guia de ajuda. Veja slides do 12 até 20.

Fonte: Site DOAJ (18/05/2021)

10. Observe que acompanhará ao lado direito da tela, o progresso da aplicação do preenchimento das etapas do formulário.

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Fonte: Site DOAJ (18/05/2021)



11. Guia de preenchimento do formulário de aplicação do DOAJ (Clique e direcione para a página)

- Tópicos gerais

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- [11.1 Critérios básicos para a inclusão](#)
- [11.2 Critérios adicionais para alguns tipos de diário](#)
- [Ajuda adicional em direitos de autor e licenciamento](#)
- [11.3 O processo de candidatura](#)
- [11.4 Atualizar o seu registo diário](#)
- [Se o seu pedido for rejeitado](#)
- [Recursos](#)
- [Política de tolerância zero](#)
- [Em outras línguas](#)



11.2 Guia (Continuação)

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- **CrITÉrios básicos para a inclusão**
 - O tipo do periódico que pode aplicar-se
 - O tipo de acesso aberto
 - Site do periódico
 - ISSN
 - Processo de controlo de qualidade
 - **Licenciamento**
 - Direitos autorais



11.1 Guia (Continuação)

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- **Crítérios adicionais para alguns tipos de periódicos**
 - Revistas de artes e humanidades
 - Relatórios de casos clínicos diários
 - Revistas de processos de conferência
 - Periódicos de dados
 - Sobreposição de periódicos
 - Periódicos geridos por estudantes
 - Periódicos virados
 - Periódicos de espelhos



11.3 Guia (Continuação)

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- **Ajuda adicional em direitos de autor e licenciamento**
 - Licenciamento
 - Direitos autorais
 - As partes difíceis sobre licenciamento e direitos do autor
 - Uso justo (Fair use)
 - Continuar a ler (Further Reading)



11.4 Guia (Continuação)

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- **O processo de candidatura**
 - Tempo de submissão à decisão

“O tempo de submissão à decisão varia muito e depende da capacidade de resposta do contacto diário e/ou do requerente. Geralmente, uma decisão é tomada no prazo de três meses. Não podemos fornecer uma atualização de estado para aplicações com menos de três meses de idade.” (DOAJ, 2021).

Tradução do Google Translation



11.5 Guia (Continuação)

20

- Atualizar o registro do seu periódicos

“Para os periódicos que foram aceites no DOAJ, é importante que a informação que temos sobre eles esteja atualizada.

Pode atualizar as informações do periódico por meio da API do DOAJ ou iniciar sessão na sua conta, e aceder ao painel de instrumentos da Editora. Em "Os meus periódicos" está uma lista de todos os periódicos ligados à sua conta. Utilize o botão preto 'Update', ao lado de cada registo de diário, para nos enviar um pedido de atualização.” (DOAJ, 2021).

Tradução do Google Translation



11.6 Guia (Continuação)

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- Se o seu pedido for rejeitado

“Receberá um e-mail dando as razões para a rejeição da aplicação. Salvo indicação em contrário pelo pessoal da DOAJ, não pode apresentar outro pedido para o mesmo diário até 6 meses após a data da notificação de rejeição..” (DOAJ, 2021).

Tradução do Google Translation



11.7 Guia (Continuação)

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- Recursos

“Se quiser recorrer da decisão de rejeitar o seu pedido por mais de 6 meses ou remover o seu diário da DOAJ, envie um e-mail aos Editores-Gerentes do DOAJ, managing-editors@doaj.org.” (DOAJ, 2021).

Tradução do Google Translation



11.8 Guia (Continuação)

23

- Recursos

“Se quiser recorrer da decisão de rejeitar o seu pedido por mais de 6 meses ou remover o seu diário da DOAJ, envie um e-mail aos Editores-Gerentes do DOAJ, managing-editors@doaj.org.” (DOAJ, 2021).

Tradução do Google Translation



Formulário geral em PDF

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- Caso queira verificar o formulário na íntegra, consulte-o neste site:
 - [2021-02-17-DOAJQuestions.pdf](#)



Informações do Formulário

25

Open Access compliance

- Sim (Yes)
- Link

About

- Journal title
- Alternative title (including translation of the title)
- (Optional Link to the journal's homepage)
- ISSN (online)
- Up to 6 subject keywords in English
- Languages in which the journal accepts manuscript

Publisher

- Publisher's name
- Publisher's country

Society or institution, if applicable

- Society or institution's name (Optional)
- Publisher's country (Optional)

Copyright & licensing

– Licensing (License(s) permitted by the journal)

- CC BY
- CC BY-NC
- CC0
- CC BY-SA
- CC BY-NC-SA
- CC BY-ND
- CC BY-NC-ND
- Publisher's own license

Where can we find this information?

Link to the page where the license terms are stated on your site.

– Embedded licenses

Does the journal embed and/or display licensing information in its articles?



Informações do Formulário

26

– Copyright

- For all the licenses you have indicated above, do authors retain the copyright and full publishing rights without restrictions?
- Where can we find this information?
- Link to the journal's copyright terms

Editorial

– Peer review

- DOAJ only accepts peer-reviewed journals. Which type(s) of peer review does this journal use?
- Editorial review
- Double blind peer review
- Peer review
- Post-publication peer review
- Blind peer review
- Open peer review
- Other

Where can we find this information? (Link to the journal's peer review policy).

– Plagiarism

Does the journal routinely screen article submissions for plagiarism?
(Link to the journal's plagiarism policy)

– Editorial

Link to the journal's Aims & Scope

Link to the journal's Editorial board

Link to the journal's Instructions for Authors

Average number of weeks between article submission & publication

Business model

– Publication fee

Does the journal charge fees for publishing an article (APCs)?

Where can we find this information?

Link to the page where this is stated. The page must declare whether or not there is a fee to publish an article in the journal.



Informações do Formulário

27

— Publication fee waivers

Does the journal provide a waiver or discount on publication fees for authors?

Link to the journal's waiver information

— Other fees

Does the journal charge any other fees to authors?

Link to the journal's fees information

Best practice

— Archiving policy

Assinalar caso use o OJS:

- LOCKSS
- PKP PN
- Other: Rede Cariniana

Link to the preservation and archiving information

— Repository policy

Does the journal have a policy allowing authors to deposit versions of their work in an institutional or other repository of their choice? Where is this policy recorded?

- Sherpa/Romeo
- Diadorim

Link to the policy in a directory or on the publisher's site

— Unique identifiers & structured data

Persistent article identifiers used by the journal

Selecione o DOI

Does the journal allow for ORCID iDs to be present in article metadata?

Does the journal comply with I4OC standards for open citations?



Referências

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DIRECTORY OF OPEN ACCESS JOURNALS. **Application form**. Disponível em: <https://doaj.org/account/login?redirected=apply>. Acesso em: 18 maio 2021.

DIRECTORY OF OPEN ACCESS JOURNALS. **Guie to applying**. Disponível em: <https://doaj.org/apply/guide/>. Acesso em: 18 maio 2021.

