

在提交 Scopus 審查申請之前，建議檢查以下事項

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?
- 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: <https://www.journals.elsevier.com/neuroscience-and-biobehavioral-reviews/policies/ethics-in-research-publication-program>
- 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.

編輯在提交收錄申請之前需要做什麼？

期刊是否出版經同儕審查的內容？

- 期刊是否向 ISSN 國際中心註冊 ISSN 碼？
- 期刊出版的文章是否提供英文摘要和英文標題？
- 文章所列的引用參考文獻是否以羅馬拼音表示？
- 期刊是否提供線上出版倫理與出版弊端聲明？欲取得出版倫理的更多資訊，請參閱範例：出版倫理委員會(COPE)和 Elsevier 的研究與出版倫理計畫：
<https://www.journals.elsevier.com/neuroscience-and-biobehavioral-reviews/policies/ethics-in-research-publication-program>
- 確認期刊名稱獨特，說明期刊內容，而且沒有其他期刊採用該名稱。這是編輯委員會和出版商必須處理的重要議題。可能需要變更期刊名稱和申請新的 ISSN 碼。期刊名稱相同可能會導致作者以為投稿給某期刊，但其實收到文章的是另一本期刊。期刊名稱亦牽涉到倫理問題。
- 期刊是否至少出版兩年？請注意我們可能會拒絕審查出版資歷太短的期刊。
- 準備好 PDF 格式的最新三本期刊或9篇文章和目錄，將作為樣本文件上傳。
- 決定期刊的主要編輯。此人全面負責同儕審查程序和期刊管理。如果有多位主要編輯，最多可以任命三位。
- 提供主要編輯專業資訊的URL。例如學術經歷/履歷、研究機構或個人首頁，此類資訊最好能提供科學可信度、目前附屬機關、附屬機關歷史以及獲得的獎項和補助。
- 使用 Scopus CSAB 準則自我評估欲申請收錄的期刊是否符合 Scopus 期刊篩選標準。