

Redalyc

ECORFAN-México, S.C.

ECORFAN-México, S.C.

143 – 50 Itzopan Street
La Florida, Ecatepec Municipality
Mexico State. 55120 Zipcode
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E-mail: contacto@ecorfan.org
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www.ecorfan.org

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www.redalyc.org



To enter the Scientific Information System redalyc.org, journals go through a process that will be developed in several stages :

First stage :

Application by the managing editor and / or responsible editor

Second stage :

Evaluation by the Editorial Directorate Redalyc

Third stage :

Ratification of the Scientific Advisory Committee of Redalyc



The journals that are nominated for their admission to Redalyc must send to the official e-mail: redalyc@redalyc.org the *Application Form* for new journal entries duly completed and all the documents requested therein..

Only those applications whose documentation complies with each and every one of the mandatory application requirements will be processed.

Editors are invited to submit all the information they consider necessary to support the quality of the scientific editorial process that the journal follows, but no additional document can replace the delivery of the mandatory requirements..

Once the Redalyc System has a complete record of the application, the editor will receive a notification about the period during which the evaluation of the nominated journal will be scheduled..



Information required for application

- Basic characteristics of the journal
- Official name, official acronyms (if used), year of publication start, language (s) in which it publishes, ISSN (printed and electronic), publishing house or publishing institution, periodicity, etc.
- Disciplinary area
- Institutional hyperlinks
- Emails
- Indexes
- directory



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Goodwill Operative Agreement for "non-exclusive use license", this format can be downloaded from the Redalyc website: www.redalyc.org and is an essential requirement to start the evaluation process of the journal. Two versions of this agreement are offered: per journal and institutional.

Image: Journal logo.

Content of the journal to full text, that is, each of the articles, both in PDF files and in word processing without padlocks, without advertising of any kind, or indications for printing (cutting marks, grayscale or separation of color, etc.).

Detailed and complete content tables of the numbers that are sent for valuation (full name of article, author (s) and pages).

Rules for collaborators or "instructions to authors" in which the form of opinion / evaluation of articles is expressly indicated.

Materials that can contribute to increase the score, especially in the case of journals that do not make these elements explicit in their instructions for collaborators

- Copy of the format that serves as the basis for the review (opinion or arbitration by specialists) of the articles postulates for publication.
- Copy of the letter of originality that is required to sign the authors before starting the peer review process.
- Copy of the format signed by the authors for the transfer of copyright.

Evaluation by the Editorial Directorate Redalyc

Redalyc Methodology

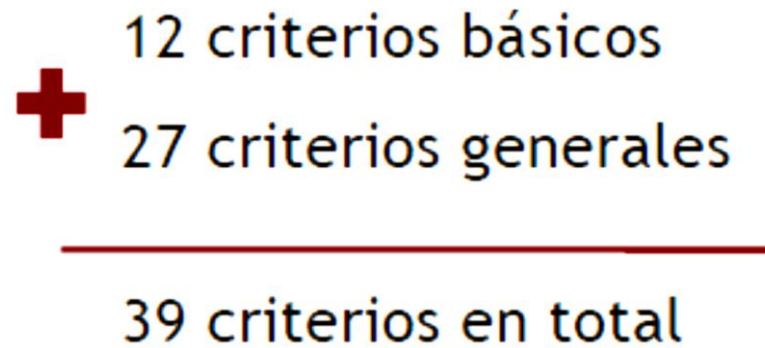
The current methodology is formed in total by 60 criteria organized into three modules.

The first two group 39 criteria with a quantitatively weighted assessment, and the third includes 21 variables qualitatively weighted :

Módulo	Criterios	Puntaje
A.	12 Básicos de admisión	30.7 %
B.	27 Generales de calidad editorial	69.3 %
C.	21 Gestión editorial	Valor cualitativo

For a journal to be included in the collection Redalyc must meet at least 82% of the 39 criteria established in modules A and B. Taking into account that the 12 criteria of module A are mandatory:

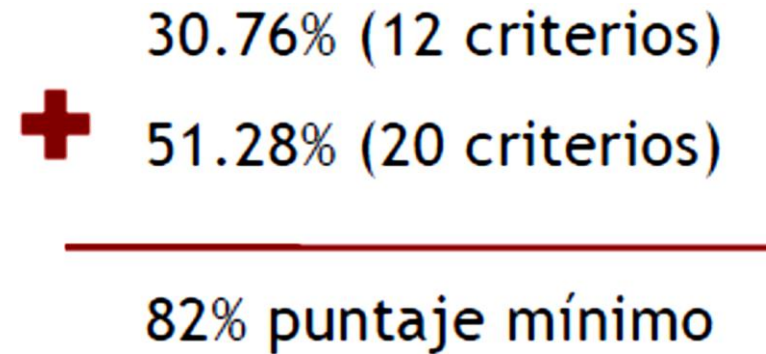
Composition of the quantitative rating



Minimum criteria to accredit

After that, the qualitative evaluation is carried out based on the 21 editorial management criteria defined in module C.

From a valuation of all the previous items, the decision is made to propose journals for inclusion in Redalyc.



Minimum age (three fascicles)

Journals with a periodicity of less than half a year must present the issues published during the entire year immediately prior to the date of application.

The journals with biannual, annual or biannual periodicity must present, at least, the three most recently edited fascicles.

In both cases, edited numbers are considered regular and without delay.

Contenido científico (75% del total de colaboraciones)

Al menos 75% de las colaboraciones publicadas en cada fascículo deben ser resultados originales producto de investigaciones científicas, así como otras contribuciones originales significativas para el área específica de la journal.

a Total de colaboraciones publicadas en los 3 fascículos en evaluación (editoriales, artículos de investigación, ensayos, entrevistas, reseñas, notas ...)

b Total de colaboraciones derivadas de investigación original

Peer Review

- A. Mention explicitly that all original research will be dictated by academic peers, preferably under the double blind modality.
- B. Mention explicitly that the opinion process requires anonymity, at least of the opinion makers.
- C. Detailed description of the opinion process (phases of the process, possible results, how controversies are resolved, etc.).

Requirement of originality for postulated works

- A. Explicitly demand that all articles postulated for publication be original and unpublished
- B. Explicitly demand that the articles are not simultaneously postulated for publication in other journals or editorial bodies



Periodic compliance

The postulated fascicles had to be edited punctually according to the periodicity expressed by the journal itself, for which the most recently edited fascicles will be analyzed..

For this criteria elements such as:

Imprint

Check that the original acceptance / acceptance dates do not coincide with the distribution period.

Date in which the fascicles are sent to be evaluated.

Double numbers are considered de facto as a delayed edition.

Identification data on the cover

A. Full title

(mention how it should be abbreviated)

B. Have the ISSN number visible

(paper and / or electronic)

C. Clearly indicate volume and number

D. Edition date

(month (s) and year (s) covering the number edited)



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Basic criteria (12 essential)

If a journal does not satisfactorily accredit these 12 criteria, the evaluation process is suspended and considered postponed to be re-evaluated when it improves its editorial processes.

In this case you must start your application again from the first stage.



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Generalities of the journal

Existence of an editorial board, indicating the full name of each member.

Indicate clearly and explicitly the objective of the journal.

Explicitly indicate the thematic coverage of the journal.

Express the periodicity of the journal (indicating the period covered in months)



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Data of the publishing institution

Visible mention of the publishing institution (without abbreviations).

Mention of the city and country where the publishing institution is located (without abbreviations).

Mention of the postal address, complete, without abbreviations, indicating zone or postal section.

Visible mention of the electronic address. Telephone and / or fax.



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Indicate in detail the rules for the preparation of bibliographic references, and the citation rule used.

Indicate if the journal is included in:

Directories

Databases

Indexes

Explicit mention of the conditions under which the content distribution rights are reserved. In your case, send the formats signed by the authors to assign copyright. The incorporation of Creative Commons licenses is recommended.



Identification of authors in each article

Full name (s), of each and every one of the authors and co-authors and each and every one of the articles.

Mention of the affiliation institution of each one of the authors, of each of the articles (the exclusive use of acronyms is not considered valid).

Mention of the country where the institution of affiliation of each of the authors is located, of each of the articles (abbreviations are not considered valid).

Mention of the email address of at least one of the authors of each article.

Table of Contents

Complete title in the original language of each of the collaborations.

English translation of the title of each of the collaborations

Full name (s) of each and every one of the author (s) of each article (preferably without abbreviations and with surnames united by a hyphen).

Home page of each article (except exclusively electronic journals that may or may not indicate it, or mention the DOI)



Identification of contents of each and every article

Summary of each and every article in the original language of the work

Summary in English of each and every article (abstracts)

Keywords in each and every article in the original language of the work

Keywords in English in each and every article (key words)

For evaluation purposes, the information included in the section generally called "Our Authors" will not be considered.

Identification of the article by means of bibliographic letterhead on the initial page of all the articles that include:

Name of the journal or ISSN (indispensable)

Volume and number (indispensable)

Period that covers the edition indicating months and years (desirable)

Pages covered by the article

Date of receipt of each article

Date of acceptance / publication of each article



Publishing process management

- Mention of the complete directory of the journal (director, editor, assistant editors, proofreader, translator, designer, systems developer and so on).
- Indicate the institutional affiliation of the members of the editorial board, indicating the country (it is essential not to use acronyms).
- Explicitly indicate the audience the journal is targeting
- Include the instructions to the authors in English

Identify each article by means of bibliographic letterhead on inside pages where it is included :

- Name of the journal or ISSN (indispensable)
- Volume and number (indispensable)
- Period that covers the edition indicating months and years (desirable)
- Name (s) of the author (s)
- Verify that the bibliographic references are in accordance with what is indicated in the instructions to the authors



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Special attention will be paid to cases where the editor - or some other member of the editorial board - publishes frequently in the journal they manage (as it violates the principle of anonymity of the arbitration process)

Special attention will be given in cases where the same author publishes more than one article per issue, or constantly in consecutive numbers

Special attention will be paid in cases of fascicles published without scientific content or republished documents

It is positively valued when the journal subscribes to some code of ethics and good scientific publishing practices

It qualifies positively if the indexes declared by the journal are valid and this is verified at the time of the evaluation.



Homogeneity of the fascicles in terms of the number of articles published

Constant presence of fixed sections in the journal

Explicit mention of the participation of external evaluators in the opinion process

At least 75% of the members of the editorial board must be unrelated to the publishing entity

At least 75% of the authors of each issue must be assigned to institutions external to the publishing entity, or to the governing bodies of the journal itself



In the case of electronic journals it qualifies positively if they handle more a format in the deployment of the published articles: pdf, html, xml.

When it comes to an electronic journal that has in turn a printed version, it is positively valued that both media are homogenous

Use of electronic managers:

Manager that uses and version

It uses it only as an electronic publishing platform

It is used as a tool for managing the opinion process



It qualifies positively if the journal has interoperability protocols (OAI-PMH: Open Archives Initiatives -Protocol for Metadata Harvesting)

It is valued positively when the journal's electronic page has adequate navigability, usability and is constantly updated

The results of each evaluation are sent to the Scientific Advisory Committee, at least twice a year (except journals that apply for special projects).

The members of the Committee can request additional information and reconsiderations.

Once the results of the ratification of all the members of the committee are available, the results are notified to the editors.

The accepted journals begin their process of inclusion in the System in two ways: Remote content self-management, for which the editors are trained by the Redalyc team

Content management by Redalyc, under the schedule established by the Newspaper Library.



Editors interested in applying for their journal can do so by sending materials to the email: redalyc@redalyc.org.

All applications will be registered and once the documentation is complete, the file number and the period during which they will be evaluated will be notified..

Periodo de recepción	Entrega de resultados
Primer semestre del año	Durante el mes de julio
Segundo semestre del año	Durante el mes de diciembre

Revaluation of journals

Those journals that do not prove their indexation in the Redalyc System, may apply for up to three revaluations. For this it is necessary to send :

- Revaluation form duly completed.
- The two fascicles published after the evaluation carried out by Redalyc, where it is possible to appreciate the modifications made.
- A letter in PDF format signed by the responsible editor - or a member of the editorial team - where each and every one of the changes and improvements made to the journal are specified based on the observations and suggestions issued by the Redalyc journal evaluation team.

Scientific content (75% of total collaborations)

At least 75% of the collaborations published in each issue must be original results of scientific research, as well as other original contributions that are significant for the specific area of the journal..

a Total collaborations published in the 3 fascicles under evaluation (editorials, research articles, essays, interviews, reviews, notes ...)

b Total collaborations derived from original research



Peer Review

- A. Mention explicitly that all original research will be dictated by academic peers, preferably under the double blind modality.
- B. Mention explicitly that the opinion process requires anonymity, at least of the opinion makers.
- C. Detailed description of the opinion process (phases of the process, possible results, how controversies are resolved, etc.).

Requirement of originality for postulated works

- A. Explicitly demand that all articles postulated for publication be original and unpublished
- B. Explicitly demand that the articles are not simultaneously postulated for publication in other journals or editorial bodies



Periodic compliance

The postulated fascicles had to be edited punctually according to the periodicity expressed by the journal itself, for which the most recently edited fascicles will be analyzed..

For this criteria elements such as:

Imprint

Check that the original acceptance / acceptance dates do not coincide with the distribution period.

Date in which the fascicles are sent to be evaluated.

Double numbers are considered de facto as a delayed edition.

Datos de identificación en portada

A. Full title

(mention how it should be abbreviated)

B. Have the ISSN number visible

(paper and / or electronic)

C. Clearly indicate volume and number

D. Edition date

(month (s) and year (s) covering the edited number)



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Generalities of the journal

Existence of an editorial board, indicating the full name of each member.

Indicate clearly and explicitly the objective of the journal.

Explicitly indicate the thematic coverage of the journal.

Express the periodicity of the journal (indicating the period covered in months)



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Indicate in detail the rules for the preparation of bibliographic references, and the citation rule used.

Indicate if the journal is included in:

Directories

Databases

Indexes

Explicit mention of the conditions under which they reserve the rights of content distribution. In your case, send the formats that the authors sign to assign the rights of Author. The incorporation of Creative Commons licenses is recommendable.



Data of the publishing institution

Visible mention of the publishing institution (without abbreviations).

Mention of the city and country where the publishing institution is located (without abbreviations).

Mention of the postal address, complete, without abbreviations, indicating zone or postal section.

Visible mention of the electronic address. Telephone and / or fax.



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Spain	El Salvador	
Ecuador	Taiwan	
Peru	Nicaragua	Paraguay

Identification of authors in each article

Full name (s), of each and every one of the authors and co-authors and each and every one of the articles.

Mention of the affiliation institution of each of the authors, of each of the articles (the exclusive use of acronyms is not valid).

Mention of the country where the institution of affiliation of each of the authors of each of the articles is located (abbreviations are not considered valid).

Mention of the email address of at least one of the authors of each article.

Identification of contents of each and every article

Summary of each and every article in the original language of the work

Summary in English of each and every article (abstracts)

Keywords in each and every article in the original language of the work

Keywords in English in each and every article (key words)

For evaluation purposes, the information included in the section generally called "Our Authors" will not be considered.



Identification of the article by means of bibliographic letterhead on the initial page of all the articles that include:

Name of the journal or ISSN (indispensable)

Volume and number (indispensable)

Period that covers the edition indicating months and years (desirable)

Pages covered by the article

Date of receipt of each article

Date of acceptance / publication of each article

Publishing process management

- Mention of the complete directory of the journal (director, editor, assistant editors, proofreader, translator, designer, systems developer and so on).
- Indicate the institutional affiliation of the members of the editorial board, indicating the country (it is essential not to use acronyms).
- Explicitly indicate the audience the journal is targeting
- Include the instructions to the authors in English

Identify each article by means of bibliographic letterhead on inside pages where it is included :

- Name of the journal or ISSN (indispensable)
- Volume and number (indispensable)
- Period that covers the edition indicating months and years (desirable)
- Name (s) of the author (s)
- Verify that the bibliographic references are in accordance with what is indicated in the instructions to the authors

Homogeneity of the fascicles in terms of the number of articles published

Constant presence of fixed sections in the journal

Explicit mention of the participation of external evaluators in the opinion process

At least 75% of the members of the editorial board must be unrelated to the publishing entity

At least 75% of the authors of each issue must be assigned to institutions external to the publishing entity, or to the governing bodies of the journal itself



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Special attention will be given in cases where the same author publishes more than one article per issue, or constantly in consecutive numbers

Special attention will be paid in cases of fascicles published without scientific content or republished documents

It is positively valued when the journal subscribes to some code of ethics and good scientific publishing practices

It qualifies positively if the indexes declared by the journal are they are valid and this is verified at the time of the evaluation.



En el caso de journals electrónicas califica positivamente si manejan más un formato en el despliegue de los artículos publicados: pdf, html, xml.

Cuando se trata de una journal electrónica que tiene a su vez una versión impresa, se valora positivamente que ambos soportes sean homogéneos

Utilización de gestores electrónicos:

Manager that uses and version

It uses it only as an electronic publishing platform

It is used as a tool for managing the opinion process



It qualifies positively if the journal has interoperability protocols (OAI-PMH: Open Archives Initiatives -Protocol for Metadata Harvesting)

It is valued positively when the journal's electronic page has adequate navigability, usability and is constantly updated

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- Revaluation form duly completed.
- The two fascicles published after the evaluation carried out by Redalyc, where it is possible to appreciate the modifications made.
- A letter in PDF format signed by the responsible editor - or a member of the editorial team - where each and every one of the changes and improvements made to the journal are specified based on the observations and suggestions issued by the Redalyc journal evaluation team..

Thank You Very Much

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