**Checklist for Selecting a Journal**

This checklist provides a series of statements for you to use when assessing a journal as a possible candidate to submit your manuscript.

Each statement should not be taken in isolation as sufficient to condemn or exonerate a journal, as most journals will not meet all criteria, and some predatory journals will meet some criteria. A combination of factors should be taken under consideration to add merit to the journal’s suitability.

It is recommended to check authoritative sources, rather than rely on the journal’s own information.

In responding to each of the following statements, how many can you reply in the affirmative?

**Journal Quality**

The journal is peer-reviewed. Check the status in [Ulrichsweb Global Serials Directory](https://primo-direct-apac.hosted.exlibrisgroup.com/permalink/f/q3n8fp/RMIT_ALMA51109773260001341).

The journal has a quartile ranking (i.e. Q1, Q2 or Q3). Check the status in [SJR (SCImago Journal & Country Rank)](http://www.scimagojr.com/).

The journal has a clear peer-review process.

The journal has clear publishing fees.

The journal has clear information regarding acceptance and rejection rates.

The journal has a clear timeframe from submission to publication.

Contact details are available for the journal's Editorial Board.

The journal is a member of [COPE (Committee on Publication Ethics)](https://publicationethics.org/).

The journal is a member of an industry initiative.

The journal is included in the [2018 ERA journal list](https://www.arc.gov.au/excellence-research-australia/era-2018-journal-list).

**Journal Relevance**

The journal and publisher are known to me.

The journal is well regarded in my field of research.

My colleagues regularly publish in this journal.

The journal has been recommended to me.

This is a journal that I regularly read and cite works from.

There is a match between the subject of my article and the journal's aim and its scope.

The journal matches my target reader audience.

**Journal Discoverability**

The journal is indexed in a significant number of databases. Check the status in [Ulrichsweb Global Serials Directory](https://primo-direct-apac.hosted.exlibrisgroup.com/permalink/f/q3n8fp/RMIT_ALMA51109773260001341).

The journal is indexed in large citation databases. Check [Scopus](https://primo-direct-apac.hosted.exlibrisgroup.com/permalink/f/q3n8fp/RMIT_ALMA6173051680001341) and [Web of Science](https://primo-direct-apac.hosted.exlibrisgroup.com/permalink/f/q3n8fp/RMIT_ALMA6173051670001341).

The journal is indexed in discipline-specific databases.

The journal has clear policies on open-access / self-archiving. Check the status in [SHERPA/RoMEO](http://www.sherpa.ac.uk/romeo/search.php).

The publisher allows a version of the paper to be open-access.

The journal is open-access. Check the status in [Ulrichsweb Global Serials Directory](https://primo-direct-apac.hosted.exlibrisgroup.com/permalink/f/q3n8fp/RMIT_ALMA51109773260001341).

The open-access journal is listed with [Directory of Open Access Journals (DOAJ)](https://doaj.org/).

The publisher of the open-access journal is a member of the [Open Access Scholarly Publishers Association (OASPA)](https://oaspa.org/membership/members/).