


Pro inspiraci rady ze Scopus z pre-evaluace jednoho z časopisů

Thank you for your interest in Scopus. Please find below the pre-evaluation results.

At this point it is not advisable to send the journal for evaluation. Below each point will explain what should be updated:

1.  English language title and abstracts for all articles is a mandatory requirement. Please consider that at least the last 3 issues need to meet this condition.
2. It is preferable to have a clear set of instructions for authors, on how to format their article, what format should the images be sent, how they should write the bibliography etc. This eases the work of the editorial team because they don't have to spend extra time formatting the documents a certain way, but it also helps authors understand what is expected of them.
3. The diversity of authors' and editors' countries is considered in the evaluation. As of now most of the authors are local
4. Another important point is the already gained international visibility which in part is measured through citations received from the journals we already index. So far the journal has not received very little citations. You can check at any point this information, using the advanced search function in Scopus. Choose REFSRCTITLE and add within inverted commas the name of the journal. The search query should look like-> REFSRCTITLE("journal name") and then click on view secondary documents, above the search results. Please bear in mind that since none of the journals in that category are indexed in Scopus, there are also journals with similar names. Below there are some ideas you can use to boost the visibility of your journal.
 - a. Use conferences as an opportunity to meet fellow researchers and invite them to write in your journal. The editorial team should take any chance at promoting the journal and bring new authors and also new active members in the editorial team that could help promote your journal.
 - b. Use social media to promote your journal and authors. Adhere to communities where topics of interest are discussed and raise awareness of your journal. You could either use the traditional platforms such as Twitter, LinkedIn and Facebook but also research social networks such as Mendeley. One short note to be considered, a strategy involving social media cannot and should not mean flooding channels with links to your journal because no one will read them. Social media should be viewed like an elevator talk, you will have a short chance to gain attention and prove your point. Once you have gained attention it will be easier to have people click on your links. You can monitor when and where one of your articles is mentioned online if the journal has a DOI. You can use the free altmetric.com bookmarklet

<http://www.altmetric.com/bookmarklet.php>, add it to your browser and click on it to see where has one of your articles been mentioned. It does not work for pages that don't have a DOI.

- c. Usually local journals have very little chance of being accepted into Scopus, but since you are using the journal to promote your local culture and ... personalities it can prove to be a great source of information for colleagues throughout the globe. Use this special trait of your journal to promote it.
 - d. Encourage the authors to cite their articles when they publish in journals that we have already indexed. One note here, relying on these citations only will do more harm than good. Self-citations are only accepted at a maximum level of 20% of the total citations a journal receives, any more will attract red flags during evaluation.
 - e. International aggregators are a good tool to increase the visibility of your journal. You have already indexed it in EBSCO. You can also try Proquest, Gale (which has a special category for arts and humanities), DOAJ, Sherpa Romeo and Sherpa Juliet. Please choose carefully where you decide to have your journal indexed because there are fake aggregators or low quality ones and it could affect the trust authors have in your journal.
5. Other tips and tricks when applying for Scopus evaluation:
- a. Always include only English links to your website
 - b. Include all the other name variations the journal had throughout time. In the pre-evaluation form are not mentioned all the titles in the about page and this can affect the citation verification.

Please note that this journal pre-evaluation serves as a preliminary check for technical and administrative criteria in order to boost the chances of the journal to be included in Scopus and also to avoid a submission embargo period out of reasons that could be easily avoided. The pre-evaluation shall not be liable for the final result of the full journal evaluation as pursued by CSAB.