

Additional information and comments for SCOPUS Indexing

1. General advice on publication ethics and malpractice statement.

Please make sure the link to the ethics statement is prominently visible on your website. It also should not take more than two clicks to get there (ideally one click). Also please make sure to cover these 10 points:

What we look for in publication ethics	
Editorial Board	•Recognized experts, transparent who are member
Author and Author responsibility	•Participate in peer-review, unique, good standards
Peer Review Process	•All content subject to review, objective, no conflict of interest
Publication Ethics	•Measures to prevent misconduct, procedures to address misconduct
Copyright and Access	•Clearly describe copyright and access, possible fees clearly stated
Archiving	•Digital preservation is indicated
Ownership & Management	•Clear who owns and manages the journal, no misleading information
Website	• Relevant information available and according to standards
Publication schedule	• Periodicity clearly indicated
Name of journal	• Name is clear, unique and not misleading or confusing

- 1) Editorial Board:** journals should have editorial boards or other governing bodies whose members are recognized experts in the field; the full names and affiliations of the members should be provided on the journal's web site; and journals shall provide contact information for the editorial office on the journal's web site.
- 2) Authors and Authors responsibilities:** any fees or charges that are required for manuscript processing and/or publishing materials in the journal shall be clearly stated in a place before authors begin preparing their manuscript for submission; authors are obliged to participate in peer review process; all authors have significantly contributed to the research; the author(s) are obliged to provide retractions or corrections of mistakes; and authors should provide a list of references, financial support; it should also be forbidden to publish same research in more than one journal.
- 3) Peer-review process:** all of a journal's content should be subjected to peer-review; peer-review is defined as "obtaining advice on individual manuscripts from reviewers' expert in the field of publication,"; the process should be clearly described on the journal's web site;

all judgments and findings in the peer-review process should be objective; reviewers should have no conflict of interest; reviewers should point out relevant published work which is not yet cited; and reviewed articles should be treated confidentially prior to their publication.

- 4) **Publication ethics:** publishers and editors shall take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred; in no event shall a journal or its editors encourage such misconduct, or knowingly allow such misconduct to take place; in the event that a journal's publisher or editors are made aware of any allegation of research misconduct the publisher or editor shall deal with allegations appropriately; the journal should have available guidelines for retracting or correcting articles when needed; and finally publishers and editors should always be willing to publish corrections, clarifications, retractions and apologies when needed.
- 5) **Copyright and access:** copyright and licensing information shall be clearly described on the journal's web site; and the way(s) in which the journal and individual articles are available to readers and whether there are associated subscriptions (or pay-per-view fees) should be clearly stated.
- 6) **Archiving:** a journal's plan for electronic backup and preservation of access to the journal content in the event a journal is no longer published shall be clearly indicated.
- 7) **Ownership and management:** information about the ownership and/or management of a journal shall be clearly indicated on the journal's web site; publishers shall not use organizational names that would mislead potential authors and editors about the nature of the journal's owner.
- 8) **The web site:** a journal's web site (including the text that it contains) shall demonstrate that care has been taken to ensure high ethical and professional standards.
- 9) **Publishing schedule:** for serial publications, this is the periodicity at which a journal publishes. This should be clearly indicated.
- 10) **Name of the journal:** the journal name shall be unique and not be one that is easily confused with other journal(s) or that might mislead potential authors and readers about the journal's origin or association with other journals.

2. General comments for Thai Journals

- An international journal should have an editorial board with international diversity
- An international journal should have international diversity with regard to the authors publishing in the journal
- A good journal has a well presented website that is easy accessible and readable for a wide (international) audience
- Do not 'hide' ethics statement. The more prominent it is on the website, the better
- Be transparent about the editorial board members. list their affiliations.