

## Checklist for Journal Applications to INANE Directory

Details to Check	Comments
Full Journal Name	
Journal URL/website	
Abbreviated Journal Name	
Editor's name & Credentials	
Association affiliation (if applicable)	
Periodicity of publication clearly stated	
Concerns about similarity between journal name, publisher, or appearance to mimic other established journals (e.g., possible intent to deceive)	
Concerns about deceptive advertising or marketing (e.g., conference fee required to publish, fake or misleading metrics, offers to publish multiple articles from same author for a "volume discount," unrealistic review-to-decision timeframes)	
Editorial board listed and appropriately credentialed for the scope of the journal, with contact information (if any question, contact several EB members for confirmation of role)*	
Author fees clearly stated (e.g., for submission, article processing, requirements to purchase offprints or journal issues)	
Details clearly stated about how journal articles are accessible to readers, including subscription or rental information and indexing services	
Copyright and licensing information clearly stated (including open access licensing if applicable)	
Processes and policies for the identification of/dealing with allegations of research misconduct and other ethics violations (e.g., at a minimum, should have blanket statement that the journal adheres to COPE guidelines)	
Conflict of interest policies clearly stated (e.g., can state requirement to follow ICMJE COI policy)	
Advertising policy clearly stated	
Archiving policy for electronic journal content if publisher ceases operation clearly stated (may be in the publisher's general website information)	

\*Sample email for confirmation of editorial board members

I am writing to confirm your position on the editorial board of the XXX journal published by YYY publishing company. They are requesting a listing on the INANE Directory of Nursing Journals.

I would appreciate your response as to your role with the editorial board at your earliest convenience.