

Good Practice in Action: A Toolkit for Diamond OA Journals

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GOOD PRACTICE IN ACTION

A Toolkit for Diamond OA Journals

For journal editors, publishers, managers and support teams who want to identify strengths and gaps, make improvements and track progress.

eifl KNOWLEDGE WITHOUT BOUNDARIES

What is in the Toolkit?

CORE REFERENCE

Quality in Diamond Open Access (OA) Publishing

The main reference for understanding and implementing good publishing practices.

Comprehensive guidance and templates



COMPANION TOOL

Auditing Framework for Diamond OA Journals

Helps journal teams check practices, document evidence and identify strengths, gaps and priorities.

Evidence-based journal audit



COMPANION GUIDE

Let's Do It Right: Fixing Common Issues in Diamond OA journals

Helps identify and address frequently observed problems.

Practical troubleshooting



How to use the toolkit?

1

Use *Quality in Diamond OA Publishing* to understand good practices and find guidance for implementing them.

2

Use the *Auditing Framework for Diamond OA Journals* to assess current practices, record evidence and identify gaps.

3

Use *Quality in Diamond OA Publishing* and *Let's Do It Right* to address the issues you identify.

The Eifl Toolkit Good Practice in Action (<https://doi.org/10.5281/zenodo.22864228>) was developed within the Collaboration for Sustainable Open Access Publishing in Africa, funded by the Wellcome Trust (grant 228148/Z/23/Z), with input from the No-Fee Open Access Publishing in Africa Community of Practice.

September 2026.



Aim: To support Diamond open access (OA) journal publishers to enhance the quality and credibility of their journals, and to encourage alignment with established best practices in scholarly publishing.

<https://www.eifl.net/news/toolkit-diamond-open-access-journals>

Project [Collaboration for Sustainable Open Access Publishing in Africa](#), funded by the Wellcome Trust (2024-2026)



Quality in Diamond Open Access Publishing: guidelines, policies and templates

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Collaboration for sustainable open access publishing in Africa project



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Quality in Diamond Open Access publishing

- Understand the factors that contribute to journal quality
- Understand good practices
- Find practical guidance

Kuchma, I., & Ševkušić, M. (2025). Quality in Diamond Open Access Publishing: guidelines, policies and templates (Version 2.0). <https://doi.org/10.5281/zenodo.17404838>

Contents

- Essential elements of Diamond OA journals
- Journal policies template and supporting documents
- What to display on article landing pages
- Recommendations for publishing the full text of journal articles
- Displaying Creative Commons licences
- Depositing metadata with PID registration agencies
- Journal website (including accessibility for people with visual impairment)

- Builds upon established frameworks, such as [DOAJ's Basic Criteria](#), [Best Practices Checklist for Diamond OA Publishers](#), and the [Diamond Open Access Standard \(DOAS\) Guide for Journals](#)
- Community feedback
- Translated into Slovenian and Serbian

A	B	C	D	E	F
ID	Requirement level	Section	Criterion	Description	How to find this information
1	Mandatory		ISSN/eISSN displayed & verifiable	The journal has a valid International Standard Serial Number (ISSN) for its print and/or online version. This identifier is registered with an authorised ISSN agency (a national ISSN centre or the International ISSN Centre) and can be retrieved via the ISSN Portal. The ISSN/eISSN is clearly displayed on the journal website.	First check whether the journal has an ISSN (Print ISSN and/or eISSN) by looking it up in the ISSN Portal https://portal.issn.org . Then check the journal website (homepage, About page, footer, article landing pages) for ISSN information. Compare the website information with official ISSN records or metadata. Check whether both identifiers are displayed if both have been assigned.
2	Mandatory		Journal title accurate and clearly displayed	The journal title is clearly displayed and is consistent throughout the journal website. It should be visible on all journal pages, including article landing pages. This can be ensured by placing it in the page header, footer or breadcrumbs. The title matches the official title registered for the journal in the ISSN Portal.	Check different parts of the journal website (homepage, header, About page, article pages) to see how the journal title is written. Compare the website title with the official journal title in the ISSN Portal.
				The journal has a stable URL providing access to its own homepage on a standalone website, a subdomain within the	

Auditing Framework for Diamond Open Access Journals

Kuchma, I., Smith, I., & Ševkušić, M. (2026). Auditing Framework for Diamond Open Access Journals. Zenodo. <https://doi.org/10.5281/zenodo.22893897>

Auditing Framework for Diamond Open Access Journals

- Assess current practices
- Identify gaps
- Plan improvements
- Can be used both for self-assessment and external assessment



Let's Do It Right

Fixing Common Issues in
Diamond Open Access Journals

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September 2026



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Let's Do It Right

- Solving common issues
- Practical advice

Kuchma, I., & Ševkušić, M. (2026). Let's Do It Right: Fixing Common Issues in Diamond Open Access Journals. Zenodo.
<https://doi.org/10.5281/zenodo.22893703>

Information that no fees are charged is missing

The journal does not provide any information about publication fees and it is unclear whether any fees are charged.

Identifying the issue

Review the journal author guidelines, submission instructions, and journal policy pages for any mention of fees (APCs or other charges) or a statement that no fees are charged.

Recommended actions

- Clearly state the journal's publication fee policy in the journal policies and author guidelines. A Diamond Open Access journal that does not charge fees should explicitly state: "This journal does not charge any publication fees."
- Make sure the information is consistent across the journal website and on all other online hosting or indexing services.

Resources

- Kuchma, I., & Ševkušić, M. (2025). Quality in Diamond Open Access Publishing: guidelines, policies and templates. (Version 2)
<https://doi.org/10.5281/zenodo.17404837>

Inconsistent licence information across the journal website

The licence on article landing pages is not the same as the licence declared in journal policies.

The licence in the PDF is not the same as that on article landing pages.

Identifying the issue

Compare licences in journal policies, author guidelines, article landing pages and in all full-text formats.

Carefully read journal policies to see whether the licence was changed at some point and whether the licences declared in the policies were implemented consistently in the corresponding time frames (e.g. if the policy says that CC BY-SA was used until December 2024, and then was replaced with CC BY, then the articles published until December 2024 should bear the licence CC BY-SA on landing pages and in the full text and articles published after December 2024, should bear the licence CC BY).

Recommended actions

- Align licence information across journal policies, author guidelines, article landing pages, and all publication formats.
- Clearly document any changes to the journal's licence in the journal policies.
- Licence changes should apply only to newly published articles and should not affect content published under earlier licences.