

Checklist for Evaluating DEI Practices of Journals

Journals that embody diversity, equity, and inclusion (DEI) practice have engaged in many of the following practices. This list is not exhaustive but contains many of the most common practices. When in doubt, journals engaging in DEI-related practice that is *comprehensive*, *operationalized*, and *ongoing* should be favored and valued. Please note, some of these practices are not necessarily apparent from their online presence – contacting an editor or member of the publisher’s staff may yield additional information.

Openness / transparency

Engages in equitable open access practice – e.g., journal participates in platinum, gold and/or green publishing¹ (separate from funding or other mandates)

Has policies in place to encourage the open sharing of data associated with published research (separate from funding or other mandates)

Funding sources, including subscription fees, are clearly communicated

Individuals associated with the journal are identified (e.g., editors, advisory board members)

Contact information for individuals/groups related to the journal are easily findable

Inclusive practices

Actively and continuously recruits reviewers or editors from underrepresented groups

Actively and continuously encourages authors from underrepresented groups to submit manuscripts

Waives publishing fees for demonstrated need (if journal is “gold open access”)

Demonstrates flexibility in accepted research processes and scholarly output format (e.g., doesn’t restrict submissions to specific types of scholarship, accepts non-traditional forms of scholarship)

Ensures that the journal website is accessible for all users (e.g., ADA compliant, all article formats compatible with assistive technology)

Ensures that the journal backend is accessible for all reviewers, authors, and editors (e.g., [WCAG](#) compliant)

Provides professional development for journal workers to ensure inclusive practices (e.g., anti-bias training, anti-racist, or racial equity training)

Author guidelines encourage inclusive language (e.g., they/them), and a variety of writing styles

¹ See “The role of open access and open education resources in tenure guideline revisions” guidance for additional information regarding open access standards and resources

Equitable practices

Provides equitable assistance to authors (e.g., writing support as appropriate or requested, proofreading, mentoring, alternate contacts in case of problems)

Formally recognizes the work of everyone who has contributed to scholarly output (e.g., open peer review, use of [Publons](#) in the peer review process, crediting contributors such as research assistants, use of [CRediT](#) taxonomy, reviewers are acknowledged through published reviewer lists)

Pays or compensates editors, authors, and/or reviewers for their labor

DEI content/other

Explicitly names DEI-related issues within the journal's scope or focus

Special issues related to DEI are published **and**

Normalizes DEI-related articles by making space for DEI-related issues beyond one-time special issues

Non-performative DEI statement and/or actionable commitment(s) publicly availability

DEI practices engrained in journal's design and structure rather than added to existing design/structure (e.g., a commitment to diversity in its editors, authors, and/or reviewers rather than a call for additional editors/reviewers/authors, journal's primary focus directly relates to DEI rather than being a secondary consideration)

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