

QUESTIONNAIRE TO EDITORS OF JOURNAL BEING PEER REVIEWED

Please type your responses and send the completed questionnaire to us electronically in MS Word format.

Journal title:

Your name and position:

1. Purpose of journal, positioning, focus, scope, readership, etc.

- 1.1 What is the focus and scope of the journal (i.e. what does it say about this in your masthead)?
- 1.2 Is the journal's aim to focus on a specific discipline or field or does it (also) include an interdisciplinary focus?
- 1.3 How does the journal serve the South African research community in relation to its focus and scope?
- 1.4 Who are your primary target audiences (predominantly local scholars or also further afield)?
- 1.5 What is the journal's reach and how is the readership composed? (i.e. international subscribers, institutions, and/or individuals in terms of numbers and/or percentages)?

2. Editorial process-related criteria:

- 2.1 When was the journal established?
- 2.2 What is the publication frequency of your journal, per year?
- 2.3 If online,
 - 2.3.1 What is its URL?
 - 2.3.2 What is the visit and downloaded record?
 - 2.3.3 In how many countries is the journal read?
 - 2.3.4 In how many African countries is the journal read?

- 2.4 Scheduled issues:
- 2.4.1 Are issues of your journals pre-scheduled to appear on given dates?
- 2.4.2 If scheduled, do the issues in fact appear regularly on the scheduled dates?
- 2.5 Have there been significant interruptions in publication since the Journal's inception? If so, provide details.
- 2.6 Peer reviewed original papers:
- 2.6.1 How many peer-reviewed original papers have you published during the last three years:
- a. Full articles?
 - b. Letters?
 - c. Review articles?
 - d. Book reviews?
 - e. 'Conference papers'?
 - f. Other
- 2.6.2 How many manuscripts in each of the above categories were received in the last three years?
- 2.7 Rejection rate:
- 2.7.1 Approximately how many manuscripts in each category were rejected *without* peer review (as a pre-peer review decision)?
- 2.7.2 How many were rejected **after** peer review?
- 2.8 What proportion of peer-reviewed papers of all kinds that you published had at least one author with a non-South African address?
- 2.9 Peer reviewers:
- 2.9.1 How many peer reviewers are usually approached for EACH submitted manuscript?
- 2.9.2 How are peer reviewers selected?
- 2.10 Is peer review conducted in a 'blind way', i.e. authors and institutions blanked out?

- 2.11 How rigorous is the implementation of valid reviewer critique and article improvement?
- 2.12 Do peer reviewers receive follow-up information, e.g. outcomes of the reviews?
- 2.13 Is reviewer performance assessed and is such information captured in a database?
- 2.14 Total of peer reviewers
- 2.14.1 How many peer reviewers were used in total, in any ONE of the last three years?
- 2.14.2 What proportion of these had non-South African addresses?
- 2.15 Are peer review reports accessibly retained in your records?
- 2.16 What is the average period between receipt of a manuscript and its publication
- In print?
 - Online?
- 2.17 Editor/Editor-in-Chief
- 2.17.1 How long have you been Editor/Chief Editor of this journal?
- 2.17.2 Were you appointed competitively (i.e. following advertisement and a selection process)?
- 2.17.3 For what period have you been appointed?
- 2.18 Do members of your Editorial Board and/or Editorial Advisory Board:
- 2.18.1 Handle peer review of individual manuscripts?
- 2.18.2 Advise on editorial policies/practices?
- 2.18.3 How long have they been in office?
- Editorial Board:
Editorial Advisory Board:
- 2.18.4 Are they appointed competitively (i.e. following advertisement and a selection process)?

2.18.5 For what period?

2.18.6 From inside and outside the country?

2.18.7 To provide specific topical expertise?

2.19 Policies

2.19.1 Do you have published editorial/policy guidelines? What is the policy? (Please send us a copy)

2.19.2 Is there a conflict-of-interest policy? If so, please provide details.

2.19.3 Have your editorial/policy guidelines been aligned with the ASSAf *National Code of Best Practice in Editorial Discretion and Peer Review*?

2.20 Do you publish errata in all cases where errors have become apparent? What is your policy?

2.21 Does your journal contain value-adding features such as:

- Critical Editorials?
- 'News and Views' analyses of articles being published?
- Critical topical reviews?
- Analytical book reviews?
- Correspondence on published articles?
- Others?

2.22 What is the percentage of pages in each issue that represents peer-reviewed original material?

3. Business-related criteria:

3.1 Who is the actual title owner (legally) of the journal? And the publisher?

3.2 What is the regular print run of your journal, if it is printed?

3.3 Is production and distribution outsourced? If so, provide details.

3.4 Do you carry advertising which is:

- Paid?
- Unpaid?

- 3.5 Do you receive financial sponsorship(s)? If so, please list the sponsors and provide details.
- 3.6 What is the number of paying subscribers?
- 3.7 How many of the subscribers are organisations as opposed to individuals?
- 3.8 Do you impose page charges or article-processing charges on authors? If so, provide details.
- 3.9 How is the editorial workflow of the journal managed?
- Online Management System
 - Loading of articles onto web
 - Manual systems
 - Other
- 3.10 If your journal appears online:
- Is it free online (open access)?
 - Is it free online but password protected?
 - Is it part of a commercial (pay-to-view and/or pay-to-subscribe) e-publication service?
 - Is it part of a non-commercial e-publication mechanism (i.e. Medline)?
- 3.11 What is the journal's estimated total cost per annum?
- 3.12 Has the journal had offers to purchase from multi-national publishers?
- 3.13 What are your copyright arrangements?
- 3.14 What licensing agreement do you have with authors?

4. Bibliometric assessments:

- 4.1 Could you provide us with a list of the indexes in which the journal is indexed (including Thomson Reuters WoS and/or the IBSS, Google Scholar, Scopus as well as others)?
- 4.2 Have impact factors (e.g. Google Scholar, WoS or Scopus) ever been determined for your journal? If so, what were they?
- 4.3 Do you use any altmetric indicators (number of visits to journal website, number of downloads, citations on social media) to monitor the journal's 'performance'?
- 4.4 Are 'front details' for papers like titles, authors, addresses, affiliations and English abstracts mandatory?
- 4.5 Has your journal ever been independently peer-reviewed before and by whom?

5. General:

- 5.1 Is there any other information or do you have any comments that may be useful to the Panel?
- 5.2 What do you regard as the main challenges that the Journal and the Editorial team face?

Thank you for completing the questionnaire.

Contact Mmaphuthi Mashiachidi or Desré Stead should you have any specific queries.

Tel: 012 349 6644 or Email: mmaphuthi@assaf.org.za

Tel: 012 349 6640 or Email: desre@assaf.org.za

PLEASE KINDLY PROVIDE ACCESS TO THE LATEST VOLUMES OF THE JOURNAL ONLINE (URL) OR KINDLY SEND COPIES OF THE THREE LATEST VOLUMES (PRINT COPIES) OF THE JOURNAL TO:

Attention: Ms M Mashiachidi

PO Box 72135,
Lynnwood Ridge
Pretoria
0040

Alternatively, please have it delivered to:

1st Floor Block A, The Woods, 41 De Havilland Crescent, Persequor Park
Meiring Naudé Road, Lynnwood 0020, Pretoria