How to get indexed in Scopus, local journal improvements and what next after submission

Tips & Tricks - *Advice for editors*

Alison Ferrett, Customer Success Manager

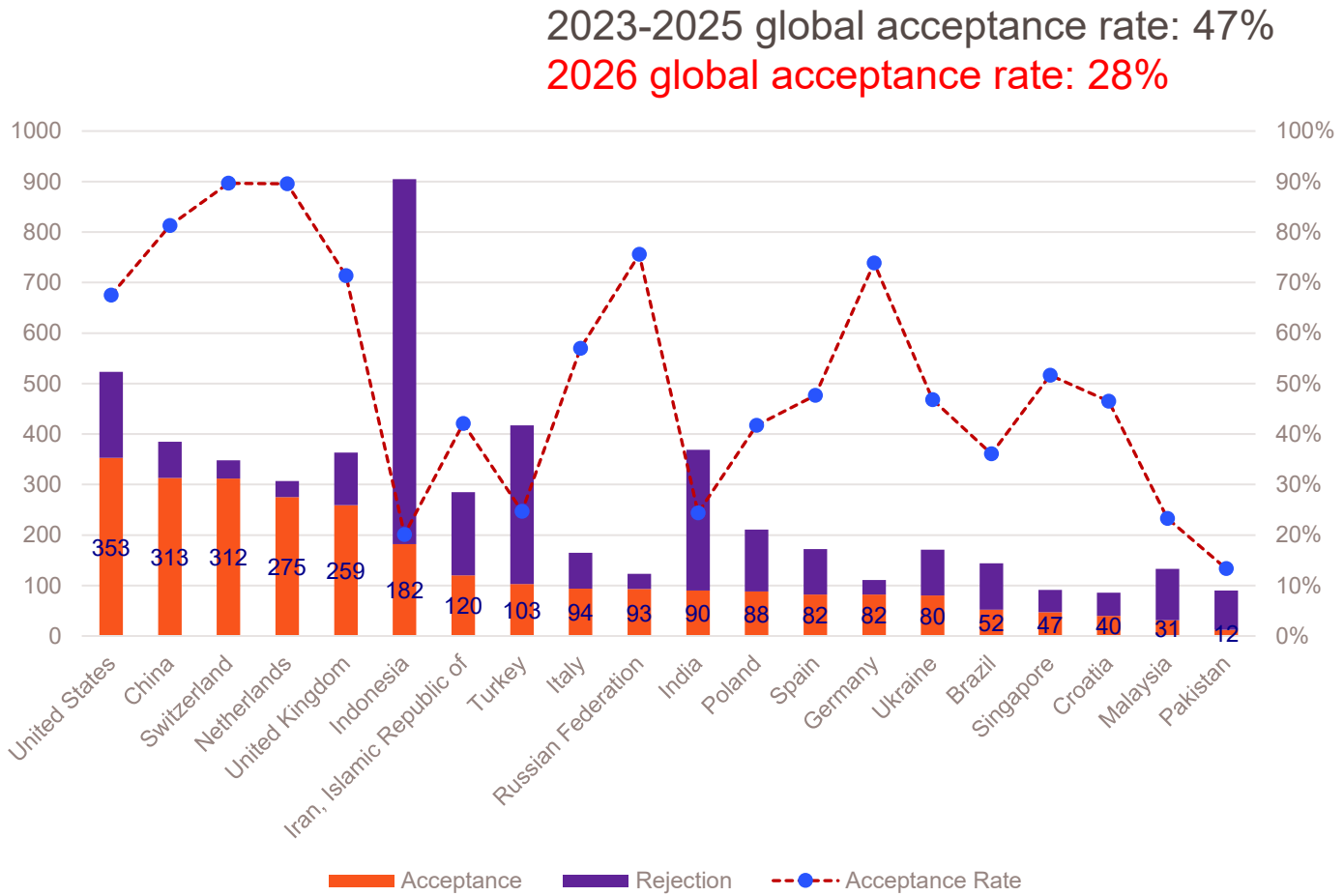
October 2026



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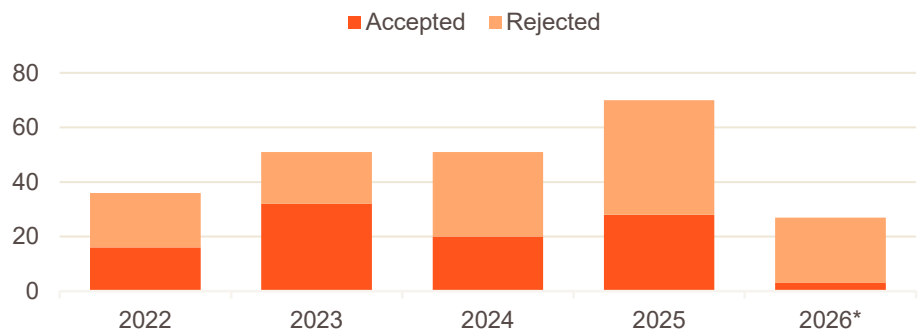
Advancing human progress together

Publisher country/territory review results (2023-2025)

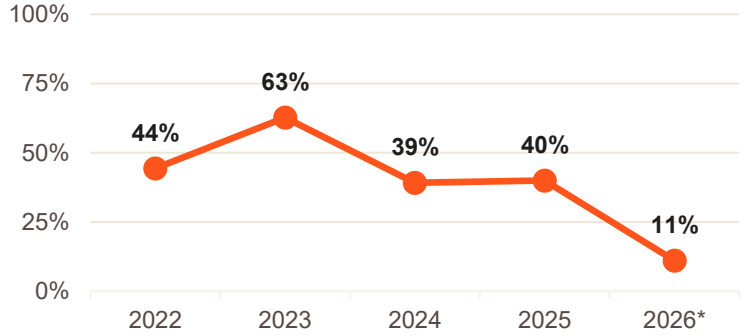


Ukrainian title acceptance peaked in 2023, then settled

Titles accepted vs rejected per year (number)



Acceptance rate (% of decisions)



	2022	2023	2024	2025	2026*	Total
Accepted	16 (44%)	32 (63%)	20 (39%)	28 (40%)	3 (11%)	99 (42%)
Rejected	20 (56%)	19 (37%)	31 (61%)	42 (60%)	24 (89%)	136 (58%)
Total reviewed	**36**	**51**	**51**	**70**	**27**	**235**

*Accepted = conditional (31) + unconditional (68) acceptance. Excludes 9 re-evaluations of titles already in Scopus (8 discontinue, 1 continue). *2026 is partial: decisions to 10 Sep 2026.*

Local journal improvements

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A local journal, with a majority of authors from one country, can still be accepted:

1.High-Quality Research: The journal publishes rigorous, peer-reviewed research that meets international academic standards

2. Scientific Niche: It covers an important scientific niche, providing unique insights or data that address regional or specialized topics not well-covered by international journals but important for world

3. Regional Relevance: The journal contributes significantly to local or regional issues, making it valuable for both local and global audiences

4. Strong Editorial Standards: It has a competent editorial board and adheres to ethical publishing practices

5. Impact and Visibility: The journal demonstrates influence through citations, has a good distribution network, and e.g. may offer open access to increase reach

6. Support for Local Research: It develops local talent and supports the growth of the regional research community and can prove it

Suggestions for local journal improvements - Promote High-Quality Content

Journals strategy

Aims & Scope

- Create a clear/concise aims & scope and be as precise as possible to explain what the journal stands for. Include:
  - The topic(s) published in the journal
  - Its vision
  - Type of articles/research in this field or topic
  - Audience
  - How often is the journal published
- Think about why an author should publish here.

Special issues

- Curate special issues on trending topics within the field to attract high-quality submissions

Feature articles

- Regularly feature articles that highlight significant contributions to the field.

Your result:

Become a well-known and well respected journal in the field of….



Suggestions for local journal improvements – Strengthen Peer Review process



Peer Reviewers

Implement a robust peer review process with clear guidelines for reviewers.
Consider using a rating system for reviewers to ensure quality and accountability in the review process.

Peer reviewers are experts in their research field. They help validate the science and suggest improvements.

Receive Submissions | **Manage Peer Review** | **Edit & Prepare** | **Publish & Disseminate** | **Archive & Promote**

Peer Review Process

- Be transparent on Peer review Process
- Act fast but no promises or guarantees on acceptance!!
- Publish only new content – fitting with the aims and scope
- Editor have final say on acceptance based on reviewer advice

Suggestions for local journal improvements – Focus on Ethical Standards

Focus on Ethical Standards is key to develop a journal



- **Adhere to high ethical standards** in publishing, including **transparency in authorship** and **handling conflicts of interest**.
- Utilize **available ethics tools and resources** to detect and prevent misconduct – Consider becoming a member of COPE
- Develop **awareness among Editors** about unethical behaviors
- Share best practices with your communities to **promote ethical publications**
- **Detect and resolve unethical practices** during editorial process to prevent publication and rectify the scientific record

Suggestions for local journal improvements - Optimize Journal Visibility

Journals strategy

Journal visibility

Enhance the journal's online presence through social media and academic networking sites.

Ensure the journal is indexed in relevant databases (*eg* ***Scopus****) and directories, increasing accessibility to a broader audience.

Your result:

Become a well-known and well respected journal in the field of….



** For Scopus indexing – detailed information is available see link and for Conference proceedings*

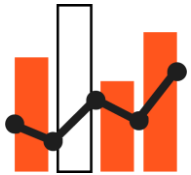
Suggestions for local journal improvements - Improve Submission (Guidelines)

- Ensure submission guidelines are clear, comprehensive, and easily accessible to authors
- Safeguard a reliable electronic submission system
- Provide examples of successful submissions to guide potential authors



Suggestions for local journal improvements – Monitor and Analyse Metrics







Analyze and showcase

Use the journal performance data to identify areas for improvement and to demonstrate the journal's impact.

Monitor

Track key performance indicators such as submission rates, acceptance rates, and citation metrics

Adapt if needed

Monitor and analyse the journal performance and adapt if needed

Suggestions for local journal improvements – Enhance Editorial Board Diversity



Data and progress

- Gender Diversity Indicator for journals
- Keep track of progress and status
- Progress up to data on journal website

Diversity

- Ensure a diverse and qualified editorial board that reflects a range of expertise and perspectives.
- Actively recruit members with established reputations in the field to enhance credibility.

Do not call a journal "International Journal of " unless topics, editors, reviewers, authors are international.

Inclusivity

Global representation means global discovery across all subjects and content types

Suggestions for local journal improvements – Engage with the Research Community & Foster Author Relationships

Research Community Engagement:

- Host webinars, conferences, or workshops to connect with researchers and authors, fostering a sense of community.
- Encourage local researchers to submit their work and share their findings..

Foster Author relations:

- Build strong relationships with authors through regular communication and feedback.
- Provide support for authors throughout the submission and review process to enhance their experience.



Suggestions for local journal improvements – Continuous Improvement

Stay Critical!!

- Regularly review and update editorial policies and practices based on feedback from authors, reviewers, and the editorial board.
- Stay informed about best practices in academic publishing and adapt accordingly.

Principles of *trusted publishing*



- **Journal name:** must be *unique* and not be one that is easily confused with another journal.
- **Website:** must be professional and secure; should not contain misleading information; clear *Aims and scope*; ISSN.
- **Archiving:** clear plan for long term digital preservation.
- **Copyright:** copyright terms for published content should be clearly stated on the website and in the content.
- **Publication ethics:** principles and policies must be clearly described and in line with COPE ethics guidelines.
- **Peer review:** statements of peer review times should be supported by published timeframes on accepted papers.
- **Editorial team:** full names and affiliations of the journal's editors on the journal website as well as contact information for the editorial office.
- **Publishing charges:** must be clearly stated in a place that is easy for potential authors to find prior to submitting their manuscripts for review.

Suggestions for local journal improvements – Indexing in databases

Importance of Indexing:

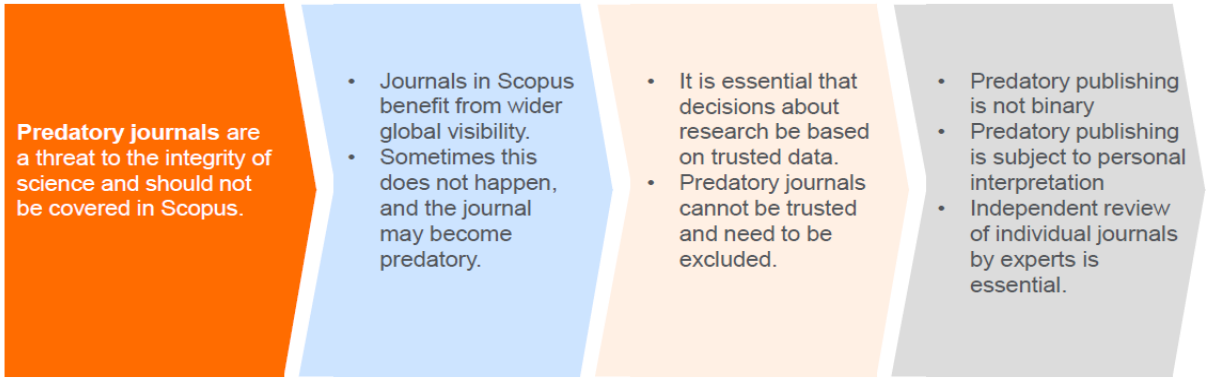
- Inclusion in broad indexing databases will improve visibility of the journal and indicate to the community that the journal's review practices are in line with the international best practices.
- Some indexing databases verify Open Access practices while others act like a signal on the quality of the content of the journal.
- Some indexing databases provide additional metrics to measure the impact and reach of the journals / articles in their respective databases, giving the authors additional criteria to evaluate where to submit their work.

Many databases exist, and many are subject-area specific.

There are many multidisciplinary databases that can be focused on as journal milestones:

- Directory of Open Access Journals (DOAJ)
- PubMed Central (PMC)
- Scopus*
- Web of Science (WoS)

** Scopus content curation; see further slides*



On the definition of predatory publishing, see also: https://www.interacademies.org/project/predatorypublishing

Summary suggestions for local journal improvements

1. Promote High-Quality Content – incl clear aims & scope
2. Strengthen Peer Review Process
3. Focus on Ethical Standards
4. Improve Submission Guidelines
5. Enhance Editorial Board Diversity
6. Optimize Journal Visibility
7. Engage with the Research Community
8. Foster Author Relationships
9. Monitor and Analyse Metrics
10. Continuous Improvement – stay critical – principles of trusted publishing
11. Indexing in databases – *e.g. Scopus*



How to get indexed in Scopus

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Academic contribution to the field: do you know your subject area and competitors?

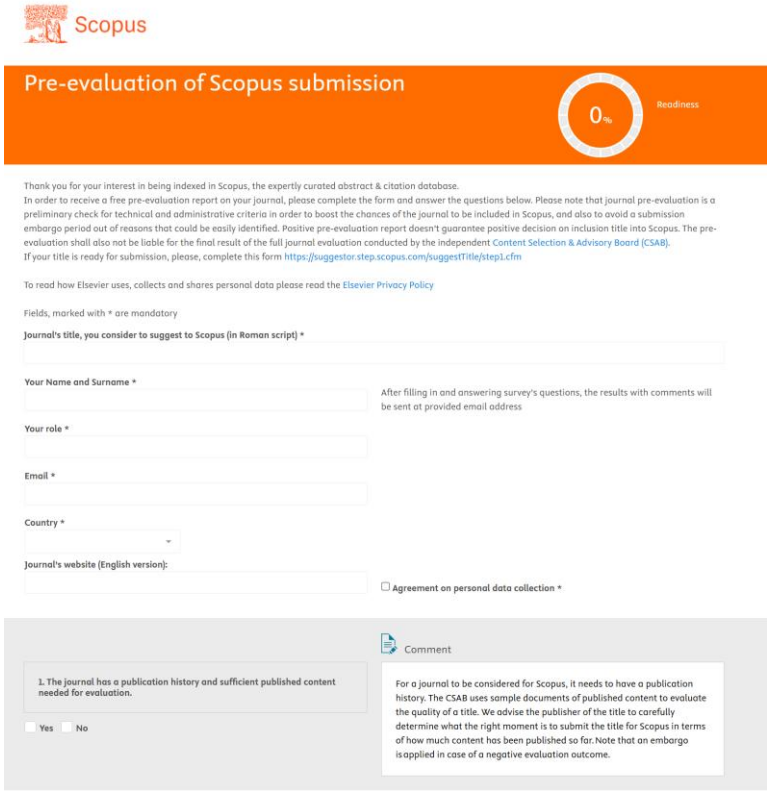
- Research area – terminology, key words, research topics
- Subject area and sub-categories – All Science Journal Classification (ASJC)
- Duration and frequency of publications – e.g. *Philosophical Transactions* is published since 1665, while journals in Nuclear Medicine are rather “young”
- Business model – Subscribed, Open Access, APC – Yes / No
- Publishing format – part of big publisher portfolio or Standalone journal
- Audience – geography, applied or fundamental focus …
- Published document types – Review, Article, Case study, Data paper, …
- Rules for authors – can anyone submit (Open submission) or membership …
- What is your niche?

Select 5-10 Scopus journals, similar to yours (by research topics, by geographical diversity, level of authors etc), and look at these suggestions

Before suggesting a serial title:

- Check the current Scopus title lists to be sure it's not already indexed. This can be found in Scopus Sources
- Read the board's statement: A General Introduction to Scopus and the Work of the Content Selection & Advisory Board
- Review the selection criteria and do self-evaluation with https://readyforscopus.com/
- Information about the Content Policy and Selection
- Editor specific information and Role of an Editor
- The Scopus Title Suggestion Form

Self-evaluation for all via https://readyforscopus.com/



Scopus and CSAB mandate and authority

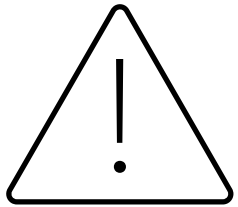
Scopus is committed to creating a representative, curated dataset of scholarly content:

- Overall journal selection based on journal-level data and performance
- Monitoring and deselection of journals that are predatory or below standards



Scopus cannot interfere with editorial autonomy of journals:

- Editorial decisions on quality of individual articles and conferences
- (Scientific) content of the articles and abstracts included in the database
- Plagiarism and other publication malpractice of individual articles
- Authorship of the paper



Content Selection & Advisory Board (CSAB)

Scopus is vetted by independent experts

- Independent board of comprised of **17 Subject Chairs** who are subject experts from all over the world
- Chosen for their expertise in specific subject areas; most have (journal) Editor experience.
- Rigorous and transparent selection criteria focusing on assessing journal quality
- Regularly re-evaluates Scopus content and discontinues titles no longer meeting the guidelines



Transparent Scopus selection criteria for serial content

1) All titles should meet all technical criteria in order to be considered for Scopus review:

Peer-review	English abstracts	Regular publication	Publication ethics statement

2) Eligible titles are reviewed by the CSAB according to 14 selection criteria:

Journal Policy	Quality of Content	Journal Standing	Regularity	Online Availability
• Convincing editorial concept/policy • Type of peer-review • Diversity geographic distribution of editors • Diversity geographic distribution of authors	• Academic contribution to the field • Clarity of abstracts • Quality and conformity with stated aims & scope • Readability of articles	• Citedness of journal articles in Scopus • Editor standing	• No delay in publication schedule	• Content available online • English-language journal home page • Quality of home page

Content policy and selection

Changes to the Scopus content policy

Occasionally changes in academic research publishing and technology require changes to our content policy. Elsevier is committed to ensuring the accuracy and quality of our content, so these changes have been created based on thorough study and analysis by team members.

The following changes are now active and will be used in the Scopus content selection process moving forward:

• **Removing "2 year" conditions for newly launched journals**

One of Scopus journal selection criteria is publication history. We used to make this conditional for most publishers that their newly launched journals can only submit for Scopus review by the CSAB after 2 years of publication. Since August 2024, this conditional criteria is removed. We now advise the publisher of the title to carefully determine what the right moment is to submit the title for Scopus in terms of how much content has been published. Please note that the CSAB still requires some publication history and a number of publications for review and in case of a negative evaluation outcome, there will be an embargo period that the journal cannot apply. With this change, we adopt full transparency and all publishers will be treated equally with the benefit that more recent titles may end up in Scopus faster.

• **Encouraging journals to integrate Generative AI policies**

Generative AI (GenAI) presents both opportunities and challenges in scientific writing and academic publishing. To improve transparency, Scopus encourages journals to have a dedicated GenAI policy and disclose the use of GenAI in creating content or anywhere else in the peer review and publishing process. We are aware that GenAI is developing rapidly, and Scopus does not demand specific requirements or wording that needs to be covered in such a policy. However, note that major publishers and associations already publish policies or declarations on the use of AI and AI-assisted technologies in scientific writing on their websites, such as:

- The use of AI and AI-assisted technologies in scientific writing (Click here to view Elsevier Generative AI policies for journals)

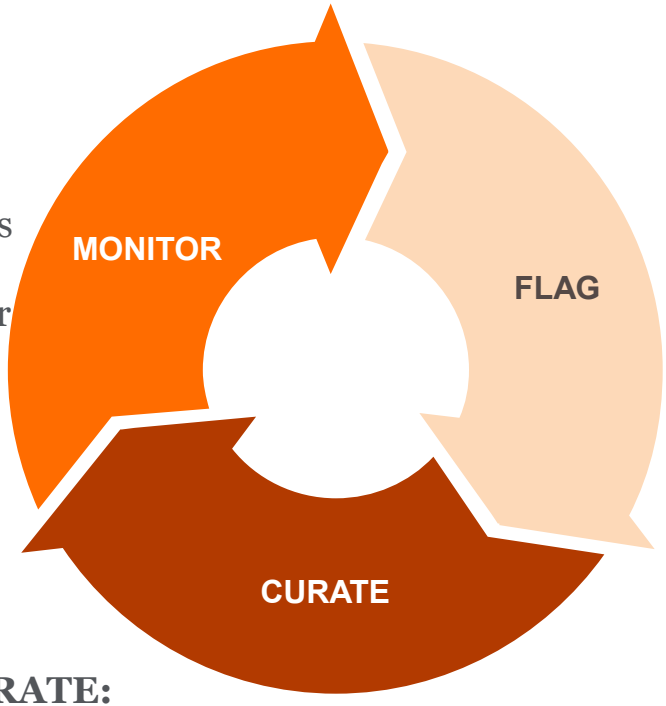
- WAME Recommendations on Chatbots and Generative Artificial Intelligence in Relation to Scholarly Publications (Click here to view WAME recommendations)

• **Enhanced scrutiny for journal changes**

To maintain our high-quality standards, at Scopus, we ensure that changes to the source (journal) are carefully monitored and validated. The authenticity of source changes are verified before any updates are made. Source changes can include, but are not limited to, changes to the title name, ISSN, ownership, or Editorial oversight of the journal. It is therefore not guaranteed that a journal will remain selected for Scopus coverage after the change, and this is subject to continued discretional review by the Scopus Content Selection & Advisory board (CSAB). Journals that have undergone significant change will be considered a new journal and may be submitted for Scopus review again according to the regular title review process.

Content curation and re-evaluation in Scopus

MONITOR:
- Titles are monitored for outlier behaviour (e.g., using data science)
- Community concerns about titles are received
- Validation if there is evidence for research integrity violations



FLAG:
- Tiles are flagged for re-evaluation by CSAB
- Coverage of titles flagged for re-evaluation is put on-hold

CURATE:
- CSAB reviews and decides to continue or discontinue
- For discontinued journals coverage will be stopped
- Content already indexed remains

Content Curation Results

2025:

CSAB re-evaluated titles: 101

- 14 Continued
- 87 Discontinued

86% catch-rate

Stopped coverage due to title changes: 91 Stopped

178 No longer in Scopus

2026 Jan-Aug:

CSAB re-evaluated titles: 69

- 7 Continued
- 62 Discontinued

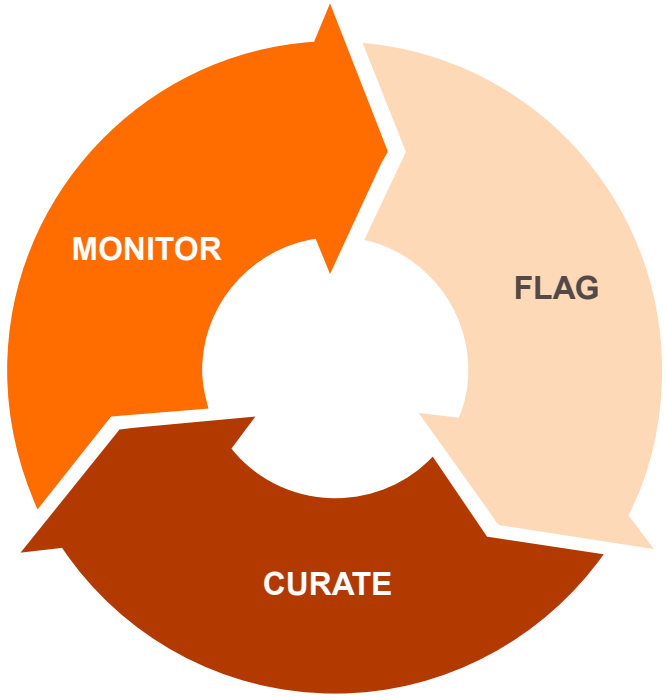
90% catch-rate

Stopped coverage due to title changes: 31 Stopped

93 No longer in Scopus

Overall curation results(since 2016):

1,550 re-evaluated by CSAB.
999 (**59%**) were discontinued.
140+ are continuously covered by WoS core collections.
164 stopped coverage due to authenticity concerns.



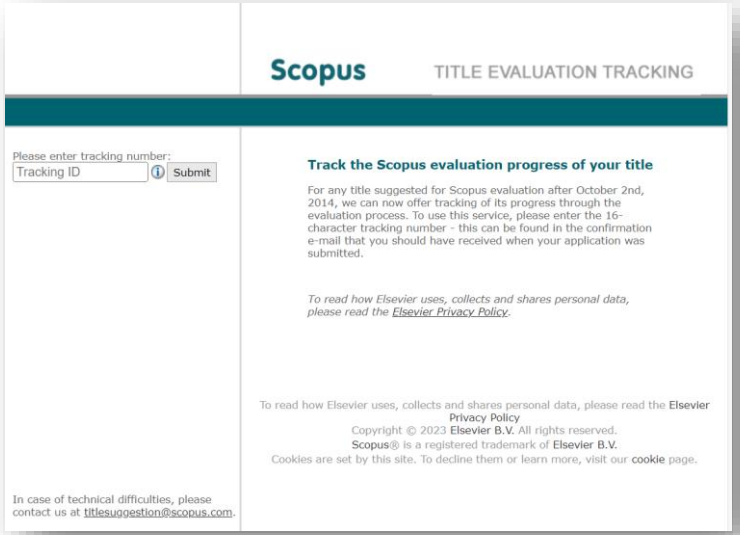
What next after submission

After submission

- Upon completion, an automatic confirmation e-mail will be sent to applicant's email address with Tracking ID number to track evaluation process here
- In general, serial titles will be evaluated within 6 months. If after 6 months no final decision has been made yet – contact titlesuggestion@scopus.com , using title and ISSN in subject field

In case of positive decision:

- Within 1 month after accepting the serial title, the permission holder (usually the publisher) will receive a message with request to sign in Permission Form (technical details of content collection). If no such Permission was received within 1 month – contact bd-scm@elsevier.com
- The first indexed articles should appear in Scopus within 3 months after signing the Permission form *(Hint: Articles can be found in Scopus through a search by using the journal's title name or ISSN)*. If articles couldn't be found in Scopus within 3 months after signing the Permission Form – please contact: bd-scm@elsevier.com



https://suggestor.step.scopus.com/suggestTitle/step1.cfm

After submission (2)

In case of negative decision

Scopus will provide you with feedback and comments on how to improve and an embargo date. You can submit your title again after the embargo period has expired. Please note that you will be required to upload a cover letter, explaining how the comments from the previous review round have been addressed.

Appeals

Complaints or objections of review decisions are usually resolved between the publisher and the Scopus team, who will consult with the reviewers of the CSAB if needed. For cases where the decision is still being questioned, an appeal procedure is put in place. Appeals only apply to the question whether significant factual errors have been occurred in the review process. For example, the correct criteria have not been considered in the assessment, or the reasons for not including the journal have not been properly communicated. To invoke the appeals procedure, the publisher of the journal needs to provide clear evidence of these significant factual errors.

The publisher can submit an appeal case to the Scopus team via titlesuggestion@scopus.com , which should normally be done within 6 weeks after receiving the rejection letter. By asking for an appeal, the publisher is undertaking to accept the findings of any appeal as final. Appeals are submitted to the independent Appeals Officer for consideration and the Appeals Officer will determine if the appeal is warranted. In case of a valid appeal, the reviewers of the CSAB will be asked to reconsider the review process and decision. However, a valid appeal case does not guarantee that the final decision by the CSAB is changed.

Adding to Source Browse Title List

- Newly accepted titles will be added to the ‘Accepted titles’ sheet in Source Title List on a monthly basis
- The main Scopus Source Title list is updated twice per year: in spring and autumn
- Depending on whether the serial title has been fully profiled in Scopus, it will be added to the main Scopus Title list.

Indexing in Scopus

- Usually the ongoing indexing of content takes between 3 weeks and 2 months from content appearing online at publisher's website to appearing in Scopus (depending on content quality and options to provide content in signed Permission form).
- Set Scopus search alert (see: How do I create and manage my Alerts?) on newly added articles from your title to track timely indexing
- If you noticed delay with your title's content indexing in Scopus, please, fill in form or contact: Scopus Support (ELS) ScopusSupport@elsevier.com
- Set Scopus citation alert (see: How do I create and manage my Alerts?) on your title's articles citing. It will help to monitor your title's content citing and track impact of your title.
- Track your title's impact progress by monitoring your journal metrics, including monthly updated CiteScore Tracker (see: CiteScore and CiteScore Tracker).
- If you found incorrect information in your title's documents in Scopus or missed documents, please, submit request on correction via form or contact Scopus Support (ELS) ScopusSupport@elsevier.com.
- If there's the necessity to change the serial title's name or ISSN, or Publisher, or subject areas, please, fill in the form or contact Scopus Support (ELS) ScopusSupport@elsevier.com and provide eligible evidences of required changes (e.g. already done corrections in ISSN Center, link at publisher's website). Scopus team will check provided information and requested changes. Please, note: all correction regarding to source title, ISSN, publisher, subject areas and source's website are updated twice a year (in spring and autumn).

Thank you!



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