How to establish electronic, scholarly, open access and peer-reviewed journal in small country

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Editorial

Abstract

Introduction: Publishing an electronic, peer-reviewed, open-access scientific journal in a small country is really hard work. The development of electronic journals in recent years has given science professionals a powerful new tool to support learning and research.

The **aim** of this article is to provide some guidelines about creating electronic, scholarly, open access and peer-reviewed journal in a small country, using the Journal of Health and Rehabilitation Sciences as an example.

Methods: A review of relevant literature, sources from the Internet and published literature, personal experience and observations of the author as editor-in-chief in two similar journals previously.

Results: a new modern academic journal should be open access, peer-reviewed, with an international editorial board, and have staff who are highly engaged. The journal should be set up on OJS platform, with a Creative Commons license for authors and DOI numbers for the articles. Plagiarism detection is a preventive measure against violation of publication ethics. Journal editors should make additional efforts to index the journal in many scientific databases and to increase its visibility. Sharing journal content on social media has become an important instrument and platform for editors and researchers as well.

Conclusions: Journal of Health and Rehabilitation Sciences (JHRS) is a multidisciplinary peer reviewed, international, electronic journal. The editorial team is awaiting your submitted articles in the coming weeks and months.

Key words: *electronic, scholarly, open access, peer-review, journal, JHRS, small country*

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Introduction

Slovenia and Macedonia are small countries with around 2 million citizens. First one is EU member country, the second one in accession EU country for more than 15 years ago. I was appointed as editor-in-chief of Journal of Health and Rehabilitation Sciences (JHRS) from the publisher Alma Mater Europaea University – ECM from Slovenia at August 1st 2022. This is my third try on this position and our people say it could by lucky try. Before this, I was editor-in-chief on Journal of Special Education and Rehabilitation (JSER) (2004–2017) and Journal for ReAttach Therapy and Developmental Diversities (JRTDD) (April 2018–June 2022). In the first one, I have to step down because of disturbed collegial relations, disrespect of academic integrity by certain colleagues, low budget for scientific publishing in Macedonia at all. JSER stopped with publishing issues around 2 years after my leaving. This journal faced lots of problems such as finding financial resources for printing each issue of the journal and probably lack of energy of leading people in editorial office. In the second one, I have to step down because the publisher from the Netherlands sold out the journal to some unknown probably predatory publishers from Malaysia for profit of 80.000 $. My intention is always to create open access journals non-for profit, with no article or publication fee. Instead of this, new publisher of JRTDD immediately announced article processing charge of 600$. The editorial council of JHRS decided not to charge the authors and will invest their own money from the private university and eventually if they get some finance from the Ministry of Education and Science in the future.

The prevalence of electronic journals or other sources for digital articles is probably one of the main causes for the increase in the amount of readings in all work fields (Trajkovski, 2018). In last decade, electronic journals are favored from many publishers because they make access easier, save the reader's time, and they are familiar to the specific scholarly discipline. Open-access journals are digital, online, free of charge, and free of most copyright and licensing restrictions. What makes it possible is the internet and the consent of the author or copyright-holder. OA is entirely compatible with peer review, and all the major OA initiatives for scientific and scholarly literature insist on its im-portance. Researchers

are interested in great visibility in their research area. Social and scientific networks have become a great asset for researchers to disseminate their publications. This visibility and contact network, often leads to increased citation of published articles (Yang et al., 2018). Researchers and authors may freely and ethically use the social media tools available thus to increase the availability of published articles and other professional and scientific publications (Trajkovski, 2016).

Organizing and establishing an open access journal in small countries can be a complicated processes. It needs intensive labor and it is a very time-consuming process. There are many decisions that need to be made before everything is ready for the establishing the first volume and first issue. Launching and publishing a journal means that people involved in the project should know each other and be reasonably familiar with many issues, concepts or various services and tools offered by other actors, which are important in a publishing context. The editors and the members of the editorial bodies should show a greater commitment for the constant increase in quality, integrity and visibility of the journal (Trajkovski and Donev, 2017).

Open Access

Open access publishing in academia is very serious movement. Open access (OA) is a publishing model for scholarly communication that makes research information available to readers at no cost, as opposed to the traditional subscription model in which readers have access to scholarly information by paying a subscription. Open-access literature is digital, online, free of charge, and free of most copyright and licensing restrictions. What makes it possible is the internet and the consent of the author or copyright-holder. OA is entirely compatible with peer review, and all the major OA initiatives for scientific and scholarly literature insist on its importance. Just as authors of journal articles donate their labour, so do most journal editors and referees participating in peer review. OA literature is not free to produce, even if it is less expensive to produce than conventionally published literature. Business models for paying the bills depend on how OA is delivered (Suber, 2004).

Open Access can be divided into four different publishing models:

Green Open Access enables the researcher to publish the publication via either the researcher's own website or the university's institutional repository.

Hybrid Open Access means that an author who wants to publish their article in a journal, which normally requires a subscription and publishes behind a "pay wall", can publish the article open access for a fee. This method is very costly for the author but lucrative for the publisher since the publisher charges both for the subscription fee and charges a publishing fee to make the article open access.

Gold Open Access means that there is no subscription fee for a journal but the author pays a fee to have the article published freely available. This fee will cover the costs of the journal (Article Processing Charge, APC). The author retains the copyright and the publication can be published with a Creative Commons license. Some journals make a big profit from this kind of publishing.

Diamond Open Access means publishing in a journal that does not charge either a subscription fee or an author fee for publishing an article. All publishing is non-commercial and not for making a profit. The author retains the copyright to the publication and it is usually published under a Creative Commons license (Trajkovski, 2022).

JHRS editorial council and editorial office decide to create diamond open access journal from where all involved sites will have some benefit. We think that on this way the journal will be indexed much more easier in DOAJ, Scopus and other reputable databases. This journal will fill the gap, inspire scientists to exchange knowledge and experience and contribute to the development of science and the profession, due to the increase in scientific connection. With this we will increase the awareness about health care, rehabilitation processes especially for people with disabilities. Our interest is to create a journal at the highest scientific level, which is why we look forward to the cooperation of research and academic institutions in these areas. The aim of the journal is to share and disseminate knowledge between all disciplines that work in the field of developmental diversities.

Another important issue is the journal's survival after it is established. This can be a biggest problem having in mind that in Covid-19 era the interest of scientists and professionals for submitting good articles is on a very low level in last two years and a half. Most responsible persons for the journal must ensure that the journal is actually published regularly without interruption in publishing. The first 3 to 4 years are the most intensive, because it takes some time to establish a new open access journal.

Hosting the journal

We started building the journal website at the very beginning in August this year. The journal is hosted on a secure and professionally managed server with technical support and daily backups of the journal's content. The journal obtain its own domain name: https://jhrs.al-mamater.si. Alma Mater Europaea University – ECM hosts the journal. It has become more and more common that a University or a University Library to host journals. Alma Mater Press publishes serial publications in which university cooperates as a publisher, co-publisher, or co-owner. Alma Mater Press hosts 8 open access journals and is using OJS as publishing platform and does not charge any journal for the hosting, DOI and OJS provided that the editors of the journals work at the University or have some kind of connection to the University. In order to facilitate the e-publication of a journal, there are both commercial and free editorial support systems for, among other things. Creating a journal's website, handling submitted manuscripts, flow control over the review process until the publication of the articles, sending e-mails, etc. (Berkesand, 2021).

Open Journal Systems

Open Journal System (OJS) is an Internet-based open source, publishing system for journals developed by the *Public Knowledge Project* and helps editors keep track of submitted articles, peer-reviewers etc. up to the time of publication. With OJS it is also possible to create a journal's website and publish all volumes, issues and pdf files online. With OJS, it is easy to improve the access to research result and make it easier to publish scientific journals. Some benefits of OJS are:

- Local installation, operation and administration.
- The journal website can be published via OJS.
- Submit manuscripts online.
- Open, single or "double-blind" peer-review of submitted manuscripts.

- Assign reviewers manuscripts.
- Complete control over the review process.
- Handling and administration of all content.
- Built-in email system.
- Easy to publish articles online.
- Automatically assign articles to permanent links such as DOI.
- Export tools of metadata for depositing DOI to Cross-Ref.org and metadata to DOAJ.org.
- Cost effective publishing. The open source code, makes it very easy to produce your own customization and developments of the system (Public Knowledge Project, 2022).

Copyright

Copyright is very important when publishing an article and the content of an article must not infringe any copyright protected material. Knowing at least basic copyright rules is therefore important when publishing. In most countries the copyright is the same for electronically published material as for printed. The author may enter into agreements where the author writes all or part of the author's copyright to a third party. This procedure is most common when publishing in commercial journals through a *Copy Transfer Agreement*. The commercial journal usually takes over the economic part of the copyright, but can give the author the right to reuse parts of text as well as figures, photographs, tables, models etc. that are included in the work. Authors, who publish themselves in an open access journal most often retain the copyright to their work, but exceptions may of course be dependent on how the journal in question defines open access. Open access-published articles usually use a Creative Commons license. Creative Commons (CC) is a non-profit organization that was established in 2001. With Creative Commons, a writer of a publication, can decide how the licensing of the work is handled and easily share, all or part of a work such as download, read, copy, distribute, edit or rewrite. Regardless of which CC level one choses, a clear reference to the main source must always be provided. Note that copyright is still owned by the author of the work but the author has decided how the work can be used by other authors.

With Creative Commons it is much easier to know what applies and how copyright protected material may be reused. Creative Commons license cannot be revoked for a publication that has been granted a CC license. A licensor, who has specified a work with a Creative Commons license, cannot revoke the license or prevent anyone from using the work within the restrictions of the license. New publishing of the same work can be distributed without a Creative Commons license or with another license, but previous work on the Creative Commons license cannot be revoked (Creative Commons, 2022).

Digital Object Identifier

A system that provides stable links is the *Digital Object Identifier* (DOI). DOI is an international system for continuous and reliable identifiers for digital objects. There are several different actors that provide stable links. The most engaged and best-known organization is *Cross-Ref*, which is a nonprofit organization and operates as an economic society. CrossRef offers its members a variety of services that can be used in publishing. Each member pays an annual CrossRef.org membership fee, a fee per DOI and fees for other available services. CrossRef is the system that virtually all major publishers of scientific journals use, including Alma Mater Press. Membership in CrossRef goes with some legal obligations that must be met:

- All article must have a DOI.
- Make sure that the DOI is only assigned for one article. Never assign the same DOI for two different articles.
- Ensure that DOIs always resolve to the correct landing page i.e. the article metadata page.
- If the host's and URL addresses are moved, the metadata must be updated so the DOI resolves to correct landing page.
- If a reference in the reference list has a DOI add the DOI link in the reference list. This will make it easier for a reader to reach the referenced article.
- Deposit the article metadata and DOI information regularly to CrossRef.org.

CrossRef's *Cited-by* service helps members find out who is quoting the content of the article, showing the number of citations and linking to the citing content. For the system to work, a journal submits metadata in XML format about each article, including the article's reference list, to CrossRef.org. By deposit article metadata

and reference lists in Crossref database makes it possible to display the number of citations and lists on articles so readers/researchers can see that the article they are reading is being cited. The OJS support system has these services built in to automatically manage metadata for CrossRef.org. Members can then display the citations and links on their own work and on the article metadata website (Crossref, 2022).

International Standard Serial Number, ISSN

A periodical journal must have an *International Standard Series Number* (ISSN). ISSN is an international system for numbering periodicals. The purpose is to identify periodicals of all kinds and develop a reliable register of continuous resources both for printed and electronic publishing. The International ISSN Centre, which administers the *ISSN International Centre system*, is located in Paris. Before applying for an ISSN in Slovenia, The National Library of Slovenia requires that the journal homepage most be active with at least a volume and issue published in order to get an ISSN (NLS, 2022). This situation may seem discouraging to some authors, but we have to respect the rules. Despite this, in Macedonia when we established JSER in 1997, the national library of Macedonia immediately gave us an ISSN.

Publishing Frequency and Method

It is important to determine a publishing cycle for each volume and issue i.e. how many volumes to publish per year and how many issues per volume. Based on the publishing cycle it is easier to organize and plan how much work it will be for each volume and issue. Should articles be published with continuous publishing, as they are accepted, proofread and formatted, or collected into a volume and issue? If articles are to be published continuously and not included in volume or issue, each article should be assigned a number, an article number, to make it easy to create a reference to the article. Page numbering need not be continuous but can be individual for each article i.e. articles' page numbers always start with page 1. Of course, one can choose both options: articles are published continuously in a certain order with ongoing page numbering and when the editors consider that sufficient articles are enough then all articles are published as a volume and issue. Articles can also be pre-published (online first) and then be included in a volume and issue where the articles are provided with a volume and issue number and running page numbers. JHRS will follow this practice. The number of volume and issues per year is important to determine in advance and then relate to the publishing intervals. Continuity in publishing the journal's volumes and issues each year is important so that a journal is perceived as serious. Each issue should contain at least five articles, preferable more, introduction and book reviews not included. JHRS wants to publish two issues per volume (year) for the very beginning and to have seven-to eight articles per issue.

Editorial Council

The role of the Editorial Council (EC) is essential in terms of taking care of enabling conditions for the smooth operation of the editorial office. It is managed by the president of the Editorial Council, who actually also serves as the Rector of Alma Mater Europea University - ECM. The vice-president is from the co-publisher of the journal (if there are more publishers). The Editorial Council takes care of the material financial operation of the journal and its timely release and distribution. The other members are distinguished businessmen, administrative staff employed in relevant ministries, confirmed scientists from the field, members to non-governmental organizations, other persons who contribute to the financial operation of the journal, etc. The Editorial Council elects and dismisses the editorial board, as well as the editor-in-chief and associate editor. The costs of the journal, which arise from the publication of the journal, can be alleviated by seeking grants from research funds and EC should take care of this.

Editorial Board

The role of the Editorial Board (EB) is crucial in shaping the journal and in creating an issue. It is managed by the editor-in-chief and or associate editor if the former is prevented due to illness, absence abroad, etc. Membership in the editorial board should not only be an honor and a privilege, but also implies taking on certain responsibilities and tasks of the members. This body should meet regularly (at least three times a year, i.e. before each issue) and review the papers, decide on their acceptance or rejection, bring other important acts and

documents that will enable growth, international development of the journal and its international recognition and visibility. The members of the board in a wider composition should also be reviewers of the papers based on volunteer work. The Editorial Board in a smaller composition makes decisions on the election of new members or dismissal of the old inactive members, elects and dismisses members of the review board. Editorial board members should make efforts to provide quality and unbiased peer review within a maximum of 30 days after receipt of the manuscript and submit it to the editor-in-chief. Regardless of the organizational structure, it is of course important that administration and communication work smoothly and are cost-effective.

Editor-in-chief

The editor-in-chief has a great responsibility to the public, the scientific community, the publisher of the journal, the authors who provide the content of the journal, the reviewers who comment on the justification for publication of the manuscript and of course to the readers to whom the journal is intended. Some of the tasks and responsibilities are as follows:

- To convene and manage the meetings of the editorial board.
- To provide a guide for paper preparation and submission.
- To accept together with the associate editor or reject papers for review.
- Responsible for the journal's finances.
- To treat all authors with a courteous, fair, objective and honest attitude.
- To establish and define conflict of interest policies.
- To determine together with the deputy editor the reviewers who are anonymous and to correspond with them and provide a review within 30 days.
- To develop a guide for reviewers.
- To ensure that reviewers are qualified, fair and impartial.
- To suggest corrections regarding paper formatting issues, especially poor image quality, and to direct authors to read the author guidelines carefully.
- To coordinate the daily work in the editorial office, especially the peer review process.

- To write a preface or provide a guest to write the preface.
- To prepare the author's declaration form.
- To provide with the editor ways to keep the journal vital and useful to contributors.
- To index the journal in international databases.
- To locate together with the editor the problems that arise occasionally in connection with plagiarism and to stimulate the members of the editorial board to work energetically.
- To invite top eminent authors leading the world in a particular field.
- To determine together with the deputy editor whether the paper is in accordance with the fields of interest of the journal.
- To review the papers before they enter the printing phase.
- To ensure timely updating of the journal website.
- To carry out advertising of the journal in daily contacts with the professional and scientific public, as well as in written, electronic media or on social media.
- Approve that the accepted manuscript may be published.
- Handle incoming comments, complaints etc. from readers.
- To submit an annual report on the journal's work to the editorial board and the editorial council.

Associate Editor

The associate editor is the first assistant of the editor-in-chief and helps in performing all tasks in the redaction of papers. His role is undoubted in raising the rating of the journal. He/she should be well versed in the scope of the journal and hold at least a Master of Science degree. Of course, one of the qualities he/she should have is the ability to manage. Duties, tasks and obligations of the associate editor are:

- To take care of the quality of the papers that arrive.
- To find good, quality and impartial reviewers and present them to the editor-in-chief.
- To animate, sensitize and stimulate professionals and scientists to publish in the journal.
- To treat all authors with a courteous, fair, objective and honest attitude.
- To locate problems related to plagiarism.

- Find ways to index the journal.
- To lead the advertisement of the journal.
- To find ways to finance the journal together with the editor-in-chief.
- To review the papers and present them to the editor-in-chief before they enter the final phase.

Technical secretary (editorial assistant)

The technical secretary is the main assistant in the work of the editor-in-chief. The overall communication between the members inside the editorial office and the external communication with the authors depends on its completeness and promptness. The technical secretary should have the following tasks and responsibilities:

- To prepare materials for meetings.
- To inform the members of the editorial board about the time of the meeting.
- To keep minutes of the meeting and distribute it to all members of the editorial board.
- To technically review the submitted paper for compliance with the journal's publication standards.
- To prepare the bibliography section in agreement with the editor-in-chief.
- To look at the final form of the version and to detect all typographical and technical errors.

Manuscript editor and web administrator

The role of the copy editor is dominant in the technical design and appearance of the journal. The overall design of the journal depends on his technical knowledge, meticulousness and performance. The technical copy should responsibly perform the following tasks and duties:

- To receive proofread papers and arrange them in a timely manner according to sections in agreement with the associate editor and the editor-in-chief.
- Arrange the tables and pictures in the papers with maximum quality.
- To make good pagination and hyphenation of papers.
- To design the cover of the journal in agreement with the editor-in-chief.
- To remove all technical deficiencies of the papers and improve the technical quality of the journal.
- Check that person names, product names etc. are correct and consistence throughout the text.

- To prepare the text on the tracing paper and the film cover and to check the material before entering the printing house.
- To archive the electronic journal, ie. to prepare a CD-ROM with an electronic version of the journal in which the papers will be given in the program Word, Adobe Acrobat and the cover in cdr. and jpg. format.

The web administrator is directly responsible for the international recognition and visibility of the journal to the professional and scientific public, as well as to all thers interested in this issue. Tasks and responsibilities of the web administrator include following:

- To take care of the technical quality of the website.
- To enable continuous accessibility to the website.
- To update the website in a timely manner in agreement with editor-in-chief.
- To take care of the electronic archive of the journal.
- To register the website on all known web search engines.
- To have a knowledge of creating HTML files, XML files, etc.
- To improve Google ranking.

Proofreader

If the journal's language is not the native language for an author it is recommended using a proof-reader to ensure there are absolutely no errors in the manuscript before publishing. The proofreader is a very important link in the language design of the journal, which enables good readability and comprehensibility of the journal. He/she must have excellent knowledge of the grammar and vocabulary of the language he is proofreading. Journal's language it is also necessary to decide which version of the English language to be used. One sometimes can see a mix of both British and American English in a published article which is not to recommend because the vocabulary, spelling and grammar varies between the different versions. JHRS, for example, is written in British English. Editorial office is consists of two ladies native English speakers. Their tasks and responsibilities are:

- Corrects errors in grammar, spelling, syntax and punctuation.
- Proofread and proofread the manuscript received from the editor-in-chief.

- To submit the corrected manuscript to the technical editor.
- To review the finished text once again before going to press (Trajkovski and Galevska Angeloska, 2022).

Peer review process

Peer review means a review (analysis, check) of the manuscript by researchers in the same research field or research subject under which the journal is published. There are usually two systems used for peer review: single-blind review or double blind review. Single blind review, the reviewers know the identity of the author but the author do not know the identities of the reviewers. Double blind review, means that the author and the reviewers do not know the identity of each other. Most journal use double blind review but there are exceptions. There are journals that apply triple blind and / or quadruple blind reviews, the latter more uncommon. The peer review system has been exposed to criticisms being not a trustable system for scientific validating of scientific manuscripts. Despite the criticism, peer review is important and still the only widely accepted method for validating and maintaining high quality research published in a scholarly journal. Peer review is also of benefit for the author: the review can notify the author to any errors in the manuscript such as text, inconsistence, figures, tables etc. or missing references that might have been overlooked and, most important, the review process often improves the quality of the submitted manuscript. Therefore, a submitted manuscript to a journal must undergo a scientific review process to uphold high quality standard of each published article in the journal and double-blind peer review is highly recommended (Berkesand, 2021).

In JHRS manuscripts will be reviewed by at least 2 reviewers with double blind method. Peer reviewers will be asked to submit their review within two weeks. All randomized controlled trials will be fast-tracked through the peer-review and editorial process and we will endeavor to publish accepted trials within 2 weeks of final acceptance.

Manuscript Template

In order to save work and time for the editors, a manuscript template is a shortcut. The template can be downloaded under the *instructions for authors* on the journal's website. A manuscript template defines how the manuscript document should look like when it is submitted to the journal. It includes which font to use, font size, where the main heading, authors' names and affiliation, abstract and keywords are to be placed, how subheadings, paragraphs, quotes, references, reference list, figures and figure text, tables and table text etc. should look like when the edited article is finally published online and / or printed. Of course, it is not possible to get a fully finished article from the author but some additional work is almost always required and the habit of handling for example Word can vary among authors. The template should therefore contain instructional text for the author so that he or she knows how to use the template. The template should contain information what reference system to use and instructions how to write the references. Some journal might have their own references system instead of using the most common systems. The primary thing is that the reference system works with the scientific text. The journal may require that the template should always be used and if a manuscript is submitted and is not written with the help of the template, the journal might reject the manuscript. JHRS manuscript requirements should be find on the link: https://jhrs.almamater.si/jhrs/information/authors/manuscript-formatting-requirements.

Plagiarism detection

Plagiarism is one of the frequent forms of publication ethics violation. Researchers from all over the world may witness such a violation in their academic environment, and some of them may intentionally or unintentionally reuse their own or others' intellectual property without proper processing and crediting. In scientific writing, plagiarism is regarded as a serious breach of ethics. Plagiarism has different forms but can be categorized into two general distinct categories – plagiarism of ideas and plagiarism of text. Authors have a responsibility to ensure that they make due acknowledgement every time they use the ideas or words of others. Editors of scientific journals also have a responsibility to discourage plagiarism. The most important steps in preventing plagiarism are those taken to address its causes. Plagiarism detection software has considerably affected the quality of scientific publishing (Trajkovski, 2012). Current anti-plagiarism software may detect unacknowledged recycled (self-plagiarized) texts, the so-called salami (data stemming from a single study

spread across several papers) and augmented (opposite to salami) texts.

Accusations of plagiarism in such cases require thorough manual checks of all similar parts, particularly by experts in the professional field. JHRS evaluate submissions on the understanding that they are the original work of the author(s). We expect that references made in a manuscript or article to another person's work or idea will be credited appropriately. Equally we expect authors to gain all appropriate permissions prior to publication. Re-use of text, data, figures, or images without appropriate acknowledgment or permission is considered plagiarism, as is the paraphrasing of text, concepts, and ideas. All allegations of plagiarism are investigated thoroughly and in accordance with COPE guidelines. Many journals now systematically run submitted papers through plagiarism-detection software to identify possible cases. Journals will typically stipulate how they employ such software - whether systematically or selectively - in their submission guidelines (COPE, 2022). JHRS is using Turnitin antiplagiarism checker program (Turnitin, 2022).

Indexing in databases

Most of the databases have a very high and good reputation and it is important that articles are indexed in relevant databases. Most scholarly databases are multidisciplinary and cover many research disciplines such as medicine, social sciences, arts and humanities and technical science.

Search engines only indexed web pages that are freely available i.e. no cost to access the contents. The benefit of special databases is:

- The database indexes research material within the journal research area.
- It is easy to find articles within the research area.
- It will help the journal gain its main purpose of being visible and accessible to a wide audience on the Internet.
- Being visible and accessible it will improve the journal's name as a serious and reliable source of high-quality research within the specific research area.
- It is usually easy to add limits i.e. refine the search result, sort the result according to date and relevance and sort the result after type of material such as journal articles, books, book chapters, images etc.

- Usually free from advertisement or other commercial publicity.

When choosing a database, it is also important to explore what services the database provides and that the database is established and well known within the research area and research community. Some databases only indexed abstracts with no other metadata about the article or link to the pdf file with the full text. The best choice is a database which indexes as much metadata as possible which includes the authors' names, affiliations, keywords, abstract, the entire article, DOI, etc.

The database is indexing articles: by crawling the journal webpage or letting the journal do the hard work uploading metadata to the database and how often the database is updated. Most of the eminent databases require a subscription in order to access the metadata (i.e. Web of Science). Which databases the journal is indexed in will only become relevant once the journal has been online for at least 3 years and published at least 3 of volumes with at least 3-4 issues per year, published on a regularly basis. There are a number of special databases specialised within a certain research area. Below is a list of the most common databases, which cover almost all research areas, which journal administration should apply to be indexed in. Some of the databases can be very difficult to become a member of and the time after submission of an application to a decision of membership or rejection can take up to two years. It is very important that a journal, on the journal's website, indicates in which databases it is indexed (Berkesand, 2021). JHRS has intention to be indexed in DOAJ, EBSCO, Scopus, Web of Science and other significant databases in the following 3 to 5 years.

JHRS blogging

JHRS is using blog as an informal platform in essay format, spread and discuss the research, act as a channel for informal scientific communication within the journal's research topic, analysis of published research and commentary and the exchange of ideas. Above all our blog can be helpful building a journal's academic brand and reputation and increase the impact, visitors/readers and, of course, appeal to presumptive authors submit a manuscript to the journal. With informal means that the research is discussed without scientific review, without the normal references and notes.

Discussions on a blog should be strictly serious and not personal, although the topic being discussed might be of controversial nature. The blog must be active along with the journal which requires some additional work from the editorial office. Of course, a journal could also invite other researchers within the subject area as guest bloggers. That might appeal to the research community and reach out to a broader audience and highlight the blog as a quality blog and interesting. The blog must be updated frequently. If the blog is not updated on a regular basis with high quality material, readers might lose interest and stop reading the blog. JHRS blog can be find on the following link:
https://journaljhrs.blogspot.com/.

JHRS on Social Media

Social media has become an important instrument and platform for researchers and students to disseminate their research results and increase their own publications' visibility. This is provided that the medium is used correctly and seriously. Social media which are using by JHRS for disseminating information for a journal are Facebook, Twitter, LinkedIn, Instagram. These four social media tools can advantageously be used for Call for papers, inform that a new volume and issue has been published, new editorial staff or new members of the editorial committee, request reviewers for the articles, peer reviewers etc. or act as a discussion forum for researchers. Spreading information about conferences or which conferences the researchers intend to attend is another effective way of making contacts.

Altmetrics

Article-level metrics is a tool being more frequently used in most journals in the last 10 years. Article-level metric plays an important role in scientific publishing. It is an approach to quantify how much an individual article is used, discussed and shared on the social media. The term "altmetrics" used for this new type of measurement in the science, represents an alternative metrics to the traditional citations metrics for scientific papers (Das and Mishra, 2014). Mentions in social media can be measured in different ways. There are several metric tools to measure citations in social medias available on the Internet. One of the methods is Altmetrics, which measures values and qualitative data that complements traditional, citation-based measurement values.

Altmetrics can include peer reviews, quotes on Wikipedia, discussions on research blogs, mentions on social networks such as Facebook, Instagram and Twitter. If an author or other person writes about an article, book, book chapter etc. In social media and at the same time enters the permanent link to the publication, this is captured by Altmetrics which systematizes mentions from the various social media and where in the world these mentions occur. A special logo shows the number of mentions and the number of colors in the logo shows which social media it is about. Altmetrics shows the impact of a publication in social media but also in international research networks and a map indicating where in the world a mention has been written.

Including Altmetrics on the journal webpage is highly recommended. Altmetric provides article impact in real time (immediately) of the moment the article was published, while the traditional metrics need longer time to provide the same. It complements the actual tools in order to present fuller picture of the actual impact of an article (Trajkovski, 2016).

Conclusions

Electronic journal usage has increased in last decade. Electronic publishing serves an important need in disseminating scientific and scholarly information quickly and easily, but not at the expense of print. Electronic journals offer economic benefits too valuable to be dismissed by scholarly publishers. Preparing open access scholarly journal in small countries is a very difficult job and time consuming. Responsible ministries needs have to increase the financing of such projects and to invest a lot more in international journals with a home origin so that in the near future they can be included in more significant databases and become journals with an impact factor. A big commitment and perseverance in publishing is essential. The editorial teams need to put more effort into increasing the visibility of the journal via Internet, and they can do it by sharing on the social media. Journals must clearly state editorial policies on their websites. Peer review policies are statements about the editorial processes that a journal follows.

Journal of Health and Rehabilitation Sciences (JHRS) is a multidisciplinary peer reviewed, international, electronic journal. The following articles will be considered for publication: original and review articles, short report, letters to the editor, clinical experiences, survey of cases,

doctoral dissertations, master of arts, editorials, rapid communications and other contributions from all the fields of health sciences, rehabilitation sciences, disability studies, special education, psychology, social policy, and other related sciences. JHRS allows free access open access to its contents and permits authors to self-archive final accepted version of the articles on any OAI-compliant institutional/subject-based repository.

We are using diamond open access model. The subject matter is broad and includes, but is not restricted to, findings from psychological, biological, educational, genetic, medical, psychiatric, and sociological studies, ethical, philosophical, and legal contributions that increase knowledge on the prevention and treatment of isability, and/or inform public policy and practice. JHRS is measuring the journal statistics because it is a very good way to advertising the journal. Some of the statistics is created by editorial staff by some programming and OJS. On the web site there are showed number of visitors, from which country they are, the number of downloads of a pdf file, social media plugin, etc.

Conflicts of interests

The author serves as Editor-in-Chief of the journal but had no role in the editorial handling or peer-review process of this manuscript.

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