



D3.4 Self-Assessment tool for IPSPs

Authors: [Pilar Rico-Castro](#), FECYT; [Virginia de Pablo](#), FECYT.

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DESCRIPTION AND USER GUIDE

The Self-assessment tool for IPSPs created by the DIAMAS project is available at

<https://diamas.fecyt.es/>

The Self-assessment tool for IPSPs is designed to provide an intuitive and effective user experience in managing and self-assessing the level of compliance of institutional publishers (IPs) with the *Extensible Quality Standard in Institutional Publishing* (EQSIP) for Diamond Open Access (D3.2 of DIAMAS project) and sustainability parameters.

Users are institutional publishers (IPs). Service providers (SPs) have been excluded due to their different nature, as established in EQSIP. The tool is made up of two parallel instances: one for EQSIP self-assessment, and a second one for sustainability parameters self-assessment. Upon completion, users receive a report with their scores.

An Administrator role has been created to verify and edit content, manage categories (core components), and create new editions based on the tool's needs. This role is played by the Spanish Foundation for Science and Technology (FECYT).

The code of the software has been licensed with a European Union Public License EUPL v1.2. It is publicly available at <https://github.com/FECYT/DIAMAS>

How to access

Technical Requirements

Access to the main page via the URL <https://diamas.fecyt.es/>



Technical requirements:

- A stable internet connection.
- An updated web browser (Google Chrome, Firefox, Safari, among others).
- The exact URL of the online Self-assessment tool.

To access the self-assessment tool, users have to open the web browser and follow these steps:

1. Locate and click on the address bar.
2. Enter the URL of the Self-Assessment Tool, ensuring to correctly type the address to avoid typing errors.
3. Press 'Enter' on the keyboard to navigate to the webpage.

Once the webpage has loaded successfully, users will access the main page of the platform.

D3.4 Self-assessment tool for IPSPs

Registration

REGISTRATION

Fill out the following form to register for the self-assessment tool. For any issues or questions, please contact us: dataprotection@diamas.gr

DATA PROTECTION INFORMATION	
Basic Information	
Data Processing Controller	Spanish Foundation for Science and Technology, F.S.P. of CICYT's Cyber Center for the 15, 20100 Researchers (Madrid, ES)
Purpose of Data Processing	Address citizens' requests to exercise the rights established by the General Data Protection Regulation (GDPR)
Legitimacy	GDPR 6.1.1. The data subject gives consent to the processing of their data for one or more specific purposes.
Recipients	Data will not be transferred to third parties unless there is a legal obligation to do so.
Rights	Right of access, rectification, deletion, limitation of processing, data portability, opposition, and not to be subject to individual automated decisions, including profiling.
Origin	The data subject themselves.
Additional information	You can consult additional and detailed information by clicking on this link: https://odf.euro-assessmenttool.org/

Name:

Last Name:

IPSP Name: IPSP Acronym:

IPSP URL:

Country: Institutional Affiliation:

Email:


Password:

Repeat password:

[Return to login](#)

☐ I have read and accept the processing of my personal data as set forth in the Personal Data Protection information section.

☐ No spy on robot

 reCAPTCHA

Registering an account on the Self-assessment tool follows a standard process that includes the following steps:

1. Find the registration option: Look for the link "Register now!". It is located on the login form page.
2. Enter personal details: Once you click on the registration link, you will be directed to a form. Here you should enter details such as your name, email address, and any required information.
3. Create a secure password: The password should be difficult to guess and often required to contain a mix of letters, numbers, and symbols.
4. Accept terms and conditions: Read the application's terms and conditions. If you agree to them, check the corresponding box.
5. Complete registration: Click the button to complete registration, which may say "Register".
6. Login: Once registration is completed, log in to the application will be made using username and password.

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Access to the Login Form

The screenshot shows the top navigation bar of the DIAMAS website with links for About, Consortium, The results, News and Events, and Contact. Social media icons for Facebook, LinkedIn, and YouTube are also present, along with a language dropdown menu set to English. Below the navigation bar is a blue banner with the text "JOURNAL SELF-ASSESSMENT TOOL" and buttons for "HOME" and "ENTER". The main content area features a blue box on the left with the heading "Access" and a brief description of the tool. To the right of this box is a login form with fields for "Email:" and "Password:", a "Forgot your password?" link, a "Don't have an account yet? Register now!" link, a checkbox for "No way on robot", and an "ENTER" button. At the bottom of the page, there is a footer section with the European Union flag and text indicating funding by the European Union, along with a disclaimer about the views expressed.

Look for the "LOGIN" option on the screen. It is in the upper right corner of the application menu. Click on "LOGIN". The system offers a login form where credentials (email and password) can be entered.

Password Recovery

The screenshot shows the same top navigation bar and blue banner as the previous image. The main content area features a blue box on the left with the heading "Access" and a brief description of the tool. To the right of this box is a password recovery form with a "Recovery email:" field, a "recover to login" link, and a "SEND EMAIL" button.

The password recovery process in the Self-assessment tool follows these steps:

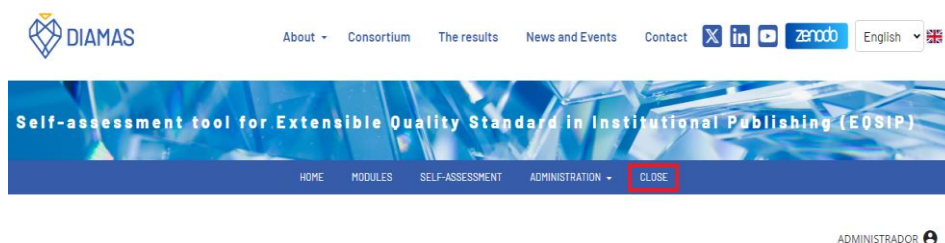
1. Find the Password Recovery Option: Look for a link or button "Forgot your password?", located near the login fields.
2. Enter the email address: Click on the password recovery link. Enter the email address associated with the user account.
3. Password recovery request: After entering the email, select the option to send the password recovery request.
4. Check email: Check the inbox where an email sent by the application with password recovery instructions will arrive. This email will contain a link to the password recovery form.
5. Open the password recovery link: Click on the link provided in the email. This link will take the user to a password recovery form on the website.
6. Enter the received code: This form will request the code sent to the email. Enter the code provided.
7. Set new password: Once the code is entered correctly, setting a new password will be allowed. It is advisable to create a secure password.
8. Confirm changes: After setting the new password, confirming the changes is requested. This will update the account with the new password.

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9. Login with the new password: Finally, return to the application login page and try logging in with the new password to verify that the change has been made successfully.
10. Check the spam or junk mail folder if the password recovery email does not arrive. Make sure the recovery link and code have not expired, as for security reasons, these elements usually have a limited validity period.

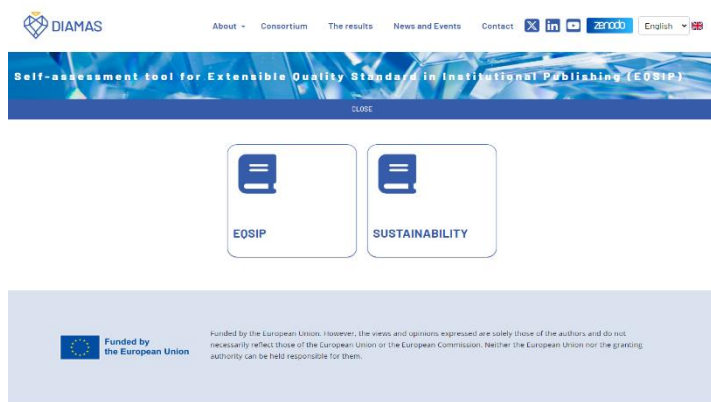
Active Session Logout

Identified users can log out of the active session by clicking on a link located in the upper area of the system.



Self-assessment

Identified users in the system can access the main screen of the application where they can choose to self-assess their performance in the corresponding instance: EQSIP or Sustainability.



After clicking in the chosen instance, they can proceed to answer the questions by clicking "Start self-assessment", where each questionnaire will be displayed.

The screenshot shows the self-assessment questionnaire interface. At the top, there is a progress bar with steps: FUNDING, GOVERNANCE, OPEN SCIENCE, EDITION, TECHNICAL, VISIBILITY, and EOB. Below the progress bar, there is a table with columns: ITEM, RESPONSE, and STATUS. The table contains two rows of questions related to no paywalls and financial support.

ITEM	RESPONSE	STATUS
1 - No paywalls. The IP publishes its journals without charging fees to authors for publishing or to readers for reading. IPs do not charge mandatory fees to the journals they publish, nor are any other types of publishing fees involved. (REQUIRED)	<input type="checkbox"/>	Pending
3 - Financial support. The IP is directly or indirectly funded by public funds or other revenue streams to enable free access to the author and reader, ideally covering all costs. (REQUIRED)	<input type="checkbox"/>	Pending

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The questions are structured around categories to facilitate navigation. Questions from the EQSIP based self-assessment are structured around its 7 core components.

At the top of the page, users will find an interactive menu with all available categories. By selecting a specific category with a click, all questions related to that section will be immediately displayed.

To provide a clear visualization of progress, the category will change to green once all questions within that section have been answered. This change serves as a quick visual indicator for users, helping them to track their progress efficiently.

EDITOR

FUNDING

GOVERNANCE

OPEN SCIENCE

EDITION

TECHNICAL

VISIBILITY

EDIB

When completing a field in this form and clicking outside of it, the data will be automatically saved immediately.

MANDATORY QUESTIONS

21.88% of 100%

ITEM	RESPONSE	STATUS	
1.9 - Scholarly community driven ownership. The IP is owned by the scholarly community, i.e. a scholarly organisation, and not by a commercial publisher.			

Initiating a New Self-Assessment

Users can initiate a new self-assessment at any time.

Session Responses for Self-Assessment

The system is designed to automatically save the information of the responses provided so far, eliminating the need for manual saving. Users will be able to reopen the questionnaire at any time. Already answered questions might be changed.

ADMINISTRADOR

EQSIP

Module

EQSIP

SELF-ASSESSMENT

INSTITUTION NAME	EDITION	START/END DATE	STATUS	COMPLETED	ACTIONS
FECYT	EQSIP, First Edition	01-02-2024 / 01-03-2024	Not Self-Assessed	8%	→

CLOSED SELF-ASSESSMENTS

Currently, no finished evaluations. Start one! Once the process is completed, it will appear in this section.

If the questionnaire is closed, users will have the possibility to check their answers. However, they will not be allowed to make changes to the answers. For doing so, users must delete that Self-Assessment and start a new one.

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Type of questions

Self-assessment questions have a binary format: they can only be answered "Yes" or "No".

<p>3.8. Publication and sharing of negative scientific results. IPs acknowledge that the publication of negative or unexpected scientific results and data that do not confirm the initial hypotheses and experimental designs of the authors contribute to the advancement of science and scholarship. (ADVANCED RECOMMENDATION)</p>	<p>NO</p>	<p>Answered</p>	<p>Does not apply</p> <p><input type="radio"/> 0%: No</p> <p><input checked="" type="radio"/> 25%: Have you considered implementing it?</p> <p><input type="radio"/> 50%: Are you working on it?</p> <p><input type="radio"/> 75%: Do you have it almost finished with a production release date?</p>
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By selecting "No", a detailed scale will be open to indicate the degree of compliance:

- Unapplicable or N/A
- 0%: Not started
- 25%: In early stages of consideration
- 50%: In progress
- 75%: Near completion with a projected release date

Status of the questions

The tool requires all the questions to be answered before submitting the self-assessment and getting a compliance percentage. The statuses of the questions are as follows:

- ✓ Answered: The user has already answered the question, either Yes or No.
- ✓ Pending: The user has not fully answered the question.

Status of the self-assessment

Once all questions from each instance (EQSIP / Sustainability) have been answered, users can send their questionnaire by clicking the corresponding button.

<p>They do not have an impact on editorial independence. Any conflicts of interest between additional revenue streams (including commercial activity) and authors, reviewers or editors are clearly indicated. (ADVANCED RECOMMENDATION)</p>	<p></p>	<p>Pending</p>
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NEXT CATEGORY

SEND QUESTIONNAIRE

Funded by

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This action turns the questionnaire into a CLOSED non-editable status, only available for review. The compliance report can be downloaded from the Closed Self-Assessments section.

When the self-assessment has already been completed, a legend indicating the previous percentage of compliance will appear. Results from previous self-assessment can be compared.

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DIAMAS

About Consortium The results News and Events Contact

Self-assessment tool for Extensible Quality Standards in Institutional Publishing (EQSIP)

HOME MODULES SELF-ASSESSMENT ADMINISTRATION ABOUT

ADMINISTRATOR

EQSIP SELF-ASSESSMENT

INSTITUTION NAME	EDITION	START/END DATE	STATUS	COMPLETED	ACTIONS
Solbel		01-01-2024 / 01-01-2025	Not Self-Assessed	0%	→

CLOSED SELF-ASSESSMENTS

21-02-2024

Score:

48 %

ACCESS THE QUESTIONNAIRE →

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In the closed assessments area, users can view information about previous self-assessments of their institution. User will not be able to edit information from a closed questionnaire.

Self-assessment outcomes

PDF report

Users can download a PDF document as a report of their self-declared institutional responses.

Graphs

Users will get the following graphs as an outcome of each closed self-assessment:

- Bar Chart comparing the scores of the 7 different categories. The height or length of the bars facilitates visual comparison between groups.
- Radar Chart showing the level of compliance of each of the 7 core components.
- Semi-circle Charts sorted by Category showing detailed comparison between different categories within the same self-assessment. This helps identify specific patterns and trends within a larger dataset.

CLOSED SELF-ASSESSMENTS

10-01-2024

Score

95.09 %

ACCESS THE QUESTIONNAIRE →

Self-assessment content: examples

EQSIP self-assessment tool screenshots.

When completing a field in this form and clicking outside of it, the data will be automatically saved.

QUESTIONS 0.00% of 100%

ITEM	RESPONSE	STATUS	
1 - Open Science policy. The IP has an Open Science policy that shows it is aware of the value of the OS and understands what it entails. (DESIRED)		Pending	
2 - Open Access. The IP publishes its journals in Open Access. (REQUIRED)		Pending	
3 - Facilitating compliance with Open Access mandates. The IP will enable compliance of their authors with the open access mandates of their funding agencies, as well as the institutional, and/or national OA policies regarding journal articles. (REQUIRED)		Pending	

When completing a field in this form and clicking outside of it, the data will be automatically saved.

QUESTIONS 5.21% of 100%

ITEM	RESPONSE	STATUS	
1 - Editorial independence. Editors-in-chief and/or Editorial Board have full responsibility over the entire editorial content of each journal published by the IP. (REQUIRED)		Answered	
2 - Editorial bodies transparency. All journals of the IP have a clearly defined and publicly displayed composition and constitution of its editorial bodies including: the names of the members of the editorial bodies; their editorial functions and roles; the names of the members of the editorial board and their affiliations; their PIDs and links to their institutional profiles to unambiguously specify the identity and affiliation of individual editorial bodies and board members. (REQUIRED)		Answered	<input type="radio"/> Unapplicable or N/A <input type="radio"/> 0%: Not started <input checked="" type="radio"/> 25%: In early stages of consideration <input type="radio"/> 50%: In progress <input type="radio"/> 75%: Near completion with a projected release date
3 - Communication procedures between journals and IP. There are established procedures to facilitate communication between the editorial			

When completing a field in this form and clicking outside of it, the data will be automatically saved.

QUESTIONS 34.38% of 100%

ITEM	RESPONSE	STATUS	
1 - Visibility. The IP makes sure that reasonable technical measures are taken towards improving the visibility of all its journals in search engines (general and academic), and aggregators. (REQUIRED)		Answered	
2 - Discoverability. The IP works to increase the discoverability of its published content by registering its platform for harvesting by relevant discovery services and aggregator databases, and by submitting its journals to abstracting and indexing databases and citation indexes. (REQUIRED)		Answered	
3 - Communication channels. The IP provides all its journals with unhindered and reliable channels for communication and dissemination of their content to academia and society at large. The use of social media and social networking, collaboration with the media and the use of traditional and modern dissemination methods, which help spread the content to a broader audience, are guided by the IPs dissemination policies. (DESIRED)		Answered	<input type="radio"/> Unapplicable or N/A <input type="radio"/> 0%: Not started <input type="radio"/> 25%: In early stages of consideration <input type="radio"/> 50%: In progress <input checked="" type="radio"/> 75%: Near completion with a projected release date

Sustainability self-assessment tool screenshot

D3.4 Self-assessment tool for IPSPs

ADMINISTRADOR

Costs

Resources

Income

Infrastructure

Growth

Control

Plan

When completing a field in this form and clicking outside of it, the data will be automatically saved.

QUESTIONS

25.00% of 100%

ITEM	RESPONSE	STATUS	
1. We had no major concerns with our costs last year.	<div>NO</div>	<div>Answered</div>	<div><div><input type="radio"/></div> Unapplicable or N/A</div> <div><div><input type="radio"/></div> 0%: Not started</div> <div><div><input checked="" type="radio"/></div> 25%: In early stages of consideration</div> <div><div><input type="radio"/></div> 50%: In progress</div> <div><div><input type="radio"/></div> 75%: Near completion with a projected release date</div>