C|O|P|E COMMITTEE ON PUBLICATION ETHICS

APPLYING FOR MEMBERSHIP OF COPE

The benefits of membership and details of our subscription rates can be found on the Become a Member page of the COPE website:
http://publicationethics.org/join-cope

JOURNAL

1. The journal must be publishing for at least a year before applying for membership.

2. Read the Code of Conduct for Journal Editors. Journal editors must agree to adhere to this.
   http://publicationethics.org/files/Code%20of%20Conduct_2.pdf

3. Read the Principles of Transparency and Best Practice on the COPE website and make sure the journal adheres to this best practice and follows the spirit of the principles in all aspects of their publishing operation. The website must show the journal policies and other information required.
   http://publicationethics.org/files/Principles_of_Transparency_and_Best_Practice_in_Scholarly_Publishingv2.pdf

4. Check the Subscription Rates on the COPE website.
   http://publicationethics.org/files/Subscription%20rates%202016.pdf

5. Have the Editor-in-Chief's CV ready to attach to the journal application form. The CV should be no more than 4 pages, include current employment, employment over the past 5 years and details of 5 recent publications and publishing experience.

6. Fill in the journal application form on the COPE website and click submit.
   http://publicationethics.org/journal-membership-application-form-0

7. If you wish to apply for a waiver or reduction in fees, check the Waiver and Reduction in Fees Policy and, if you meet the criteria, complete the bottom part of the online application form.
   http://publicationethics.org/files/Waiver%20policy%202013.pdf

PUBLISHERS

1. To apply for publisher membership you must publish 5 or more journals. To apply for 4 journals or less, complete individual journal application forms.

2. Read the Code of Conduct for Journal Publishers. Applicants must agree to adhere to the Code.
   http://publicationethics.org/files/Code%20of%20Conduct_2.pdf

3. Read the Code of Conduct for Journal Editors. Journal editors must agree to adhere to the Code.
http://publicationethics.org/files/Code%20of%20conduct%20for%20publishers%20FINAL_1_0_0.pdf

4. Read the Principles of Transparency and Best Practice and make sure the journals adhere to best practice and follow the spirit of the principles in all aspects of their publishing operation. The journal websites must show the journal policies and other information required.
http://publicationethics.org/files/Principles_of_Transparency_and_Best_Practice_in_Scholarly_Publishingv2.pdf

5. Check the Subscription Rates on the COPE website.
http://publicationethics.org/files/Subscription%20rates%202016.pdf

6. Fill in the Excel spreadsheet on the COPE website completing the details for all your journals using the drop down lists where appropriate. Email it to the Membership Administrator using the link at the bottom of the application form.
http://publicationethics.org/files/New_publisher_template_102015.xls

7. Fill in the application form on our website and click submit.
http://publicationethics.org/publisher-membership-application-form1

8. If you wish to apply for a waiver or reduction in fees, check the Waiver and Reduction in Fees Policy and, if you meet the criteria, complete the bottom part of the online application form.
http://publicationethics.org/files/Waiver%20policy%202013.pdf

REVIEW PROCESS

We use the Principles of Transparency and Best Practice in Scholarly Publishing to evaluate publishers and journals, expecting publishers to adhere to them and follow the spirit of the principles in all aspects of their publishing operation.

The Membership Administrator uses the information supplied on the application form, the publisher and journal websites, feedback from Editorial Board members and various sources of publicly available information.

COPE may research reports of practices not in accordance with COPE's Code of Conduct or with the general principles of publishing ethics. COPE particularly consider:
• Concerns about marketing activities/approach
• Previous concerns raised in relation to publication ethics

The Membership Administrator will supply the Membership Committee with all relevant documentation based on review and research of the application. The Membership Committee make the final decision on membership, based on the application, information reviewed and more subtle forms of assessment using the Membership Committee's experience.

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