

JOURNAL OF CONTEMPORARY ISSUES IN OPEN DISTANCE AND E-LEARNING (JC-ODEL)

Archiving, Preservation, and Metadata Policy

Introduction

JC-ODEL is committed to supporting the global research community by ensuring that the scholarly work we publish is highly visible, easy to discover, and protected for generations to come. To achieve this, we rely on two core pillars: high-quality article metadata and robust long-term digital preservation.

This policy outlines our standards for how article data must be provided by authors, how we share that data with global indexing systems, and the secure backup networks we use to guarantee that our published content will remain safe and available forever.

1. Long-Term Archiving and Preservation

We take the long-term preservation of our published research very seriously. If this journal ever stops publishing or our website goes offline, our articles will remain safe, secure, and available to the public forever through the following digital archiving networks:

PKP Preservation Network (PKP PN): Our platform automatically sends copies of all published articles to the Public Knowledge Project's global network for permanent storage.

LOCKSS (Lots of Copies Keep Stuff Safe): We allow participating institutional libraries to automatically download and maintain permanent archives of our journal to keep our data safe and recoverable.

CLOCKSS (Controlled Lots of Copies Keep Stuff Safe): We participate in this secure, global dark archive to guarantee that our content will survive even in the event of an emergency or long-term website outage.

2. Article Metadata Policy

Metadata is simply "data about data." it refers to the basic information about an article—like the title, author names, abstract, keywords, and reference list.

What We Require from Authors:

When submitting a paper, authors must provide complete and accurate information in the submission system. This includes:

Correct spellings of all author names and their institutions.

Active email addresses

A clear title, a complete abstract, and relevant search keywords.

A clean list of all references cited in the paper.

DOIs for References: Authors must include a valid Digital Object Identifier (DOI) link for every reference in their bibliography where one is available, helping readers easily link directly to the cited sources.

Why This Metadata Matters

Easy to Find: Search engines (like Google Scholar) and indexing databases use this information to help readers find specific JC-ODEL articles.

Easy to Archive: The archiving systems mentioned above (PKP PN, LOCKSS, CLOCKSS) rely on this data to properly identify, verify, and store articles.

Free to Share: All article metadata is shared publicly. This means anyone (including libraries and indexing services) can freely copy and distribute this text data without asking for permission as long as the appropriate attribution is included.