

Archiving, Preservation and Repository Policy

Academic Journal of Business, Administration, Law and Social Sciences (AJBALS)

1. Purpose

The *Academic Journal of Business, Administration, Law and Social Sciences (AJBALS)* is committed to ensuring the long-term preservation, integrity, discoverability, and permanent accessibility of all published scholarly content. This policy outlines the journal's archiving, digital preservation, and repository practices in accordance with international publishing standards and best practices.

2. Publishing Platform

AJBALS is published using the **Open Journal Systems (OJS)** platform, which supports structured metadata, interoperability, persistent identifiers, indexing services, and long-term digital preservation.

3. Content Preserved

The journal preserves and archives the following content:

- All peer-reviewed publications, including research articles, review articles, editorials, and other scholarly content;
- Corrections, errata, retractions, and expressions of concern;
- Article metadata, including author information, affiliations, abstracts, keywords, and references;
- Supplementary materials, such as datasets, tables, figures, appendices, and multimedia files, where applicable;
- Issue-level and journal-level metadata.

The **Version of Record (VoR)** is considered the authoritative and final published version available on the AJBALS website.

4. Digital Preservation and Archiving

4.1 LOCKSS Preservation

AJBALS participates in the **LOCKSS (Lots of Copies Keep Stuff Safe)** digital preservation program.

Through LOCKSS:

- Content is preserved within a distributed network of participating libraries;
- Multiple copies of each article are stored independently across different locations;
- Content can be restored in the event of data loss, corruption, or platform failure.

This preservation strategy helps ensure the continued availability of journal content even if the journal website becomes temporarily or permanently unavailable.

4.2 OJS Archiving and Backup Procedures

In addition to LOCKSS preservation:

- The OJS platform performs regular database and file backups;
- Redundant storage systems are used to minimize the risk of data loss;

- Backup integrity is periodically verified and monitored.

4.3 File Formats

AJBALS uses preservation-friendly and widely accepted file formats, including:

- PDF (primary full-text format);
- HTML (where available);
- Supplementary formats such as CSV, TXT, XML, PNG, JPEG, MP4, and other standard open formats.

Where necessary, file-format migration may be undertaken to maintain long-term accessibility while preserving the integrity and authenticity of the scholarly record.

5. Open Access and Licensing

All articles published in AJBALS are freely available under an open-access model and are distributed under the:

Creative Commons Attribution–NonCommercial 4.0 International License (CC BY-NC 4.0).

Under this license:

- Users may read, download, copy, distribute, print, search, and link to the full text of articles;
- Appropriate attribution to the author(s) and the journal must be provided;
- Commercial use is not permitted without prior permission from the copyright holder(s).

6. Repository and Self-Archiving Policy (Green Open Access)

6.1 Author Rights

Authors retain copyright of their published work and are permitted to archive:

- The published **Version of Record (VoR)**; or
- The **Author Accepted Manuscript (AAM)**.

6.2 Permitted Repositories

Authors may deposit their work in:

- Institutional repositories;
- Subject-specific repositories;
- Personal or departmental websites;
- Non-commercial scholarly sharing platforms.

6.3 Conditions for Deposit

When depositing articles, authors must:

- Cite the article as originally published in AJBALS;
- Provide a direct link to the official article page on the AJBALS website;
- Clearly indicate the version deposited (VoR or AAM);
- Include the applicable CC BY-NC 4.0 license information.

No embargo period applies unless otherwise specified by the journal.

7. Integrity of the Scholarly Record

To maintain the integrity and transparency of the scholarly record:

- Published articles will not be removed except in exceptional legal or ethical circumstances;
- Corrections, retractions, and expressions of concern will be issued as separate and permanently linked notices;
- If content must be removed, a public “tombstone page” containing bibliographic information and the reason for removal will be maintained whenever legally permissible.

8. Continuity of Access

In the event of:

- Platform migration;
- Publisher transfer or change;
- Website restructuring or redesign;

AJBALS is committed to:

- Maintaining persistent article URLs whenever possible;
- Ensuring continued access to preserved content through LOCKSS and other preservation mechanisms;
- Preserving citation integrity, discoverability, and indexing records.

9. Policy Review

This policy is reviewed periodically to ensure compliance with:

- International digital preservation and archiving standards;
- Requirements of indexing and abstracting services, including Scopus, DOAJ, and other relevant databases;
- Technological, institutional, and publishing developments.

Any revisions to this policy will be published on the journal's website and will take effect immediately upon publication.