

# **ARCHIVING POLICY FOR ASIAN JOURNAL OF ALLIED HEALTH SCIENCES (AJAHS)**

## **Introduction:**

This archiving policy outlines the guidelines for the long-term preservation and accessibility of content published in our medical journal. The purpose of this policy is to ensure the continued availability and integrity of the journal's research for future reference and use.

## **Archiving Responsibility:**

The medical journal is committed to preserving the content it publishes and ensuring its accessibility over time. The journal takes responsibility for archiving and preserving its published articles, reviews, editorials, and other scholarly works.

## **Archiving Methods:**

The journal employs various archiving methods to safeguard its content. These methods may include:

**a. Digital Archiving:** The journal maintains digital copies of all published content in secure and reliable storage systems. Multiple copies are stored to mitigate the risk of data loss, and regular backups are performed to ensure redundancy and disaster recovery.

**b. Institutional Repositories:** The journal collaborates with institutional repositories, subject repositories, or digital libraries to store and provide access to its published content. These repositories follow established archiving best practices and ensure the long-term preservation of the journal's articles.

**c. Preservation Partnerships:** The journal may establish partnerships with trusted preservation organizations, such as national libraries or archives, to enhance the preservation and accessibility of its content. These partnerships ensure that the journal's content is archived in accordance with professional standards and practices.

## **Accessibility and Retrieval:**

The archived content is made accessible to the public through appropriate platforms and mechanisms. The journal ensures that the archived articles can be retrieved, downloaded, and read by researchers, scholars, and the general public. The journal may provide access to archived content through its website, institutional repositories, or other authorized platforms.

**Metadata and Preservation Standards:**

The journal adheres to established metadata standards and preservation formats to enhance discoverability, interoperability, and long-term accessibility of its archived content. The metadata associated with each article includes essential information such as the article title, authors' names, abstract, keywords, journal name, volume, issue, page numbers, and persistent identifiers (e.g., DOIs).

**Digital Preservation Policy:**

The journal maintains a digital preservation policy that outlines the strategies, practices, and technologies used to preserve its digital content. This policy ensures the integrity, authenticity, and long-term usability of the archived materials. It includes provisions for format migration, file integrity checks, metadata preservation, and other measures to protect against digital obsolescence.

**Policy Updates:**

This archiving policy may be reviewed and updated periodically to align with advancements in archiving practices and technologies. Any updates to the policy will be communicated through the journal's website or other appropriate channels.

**Contact Information:**

For inquiries or requests related to accessing the journal's archived content, researchers and users can contact the journal's editorial office using the provided contact details on the journal's website