

Last Update: **May 31, 2024**

## Digital Archiving Policy

[**Journal Name**] is committed to the long-term preservation of its published content. Our digital archiving policy ensures that all articles, reviews, and other scholarly works are securely stored and remain accessible to researchers and the public indefinitely.

We utilize multiple strategies to safeguard our digital content:

1. **Institutional Repository:** All published articles are archived in our institutional repository, ensuring they are preserved and accessible even if our website experiences downtime.
2. **Third-Party Archiving Services:** We partner with reputable digital archiving services such as [Portico](#) and [Asian Digital Library](#) (Lots of Copies Keep Stuff Safe) to create redundant copies of our content in geographically distributed locations. This ensures continued access even during technical failures or other disruptions.
3. **Open Access Compliance:** Our content is deposited in various open access repositories in compliance with international open access standards. This enhances the visibility and accessibility of our articles.
4. **Regular Backups:** We conduct regular backups of our digital content to prevent data loss and ensure quick recovery in case of any unforeseen events.
5. **DOI Registration:** Each published article is assigned a Digital Object Identifier (DOI) through CrossRef, facilitating easy and permanent access to the content.

Through these measures, [**Journal Name**] ensures the perpetual availability and accessibility of its scholarly publications, supporting the ongoing dissemination and preservation of scientific knowledge.

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### **Disclosure Statement**

The Asian Council of Science Editors has developed this policy template with the assistance of industry experts to assist publishers, society journals, and both commercial and non-commercial journals in creating a standard for their guidelines aligned with international publishing standards. Publishers and individual journals can use and modify this template to suit their needs without permission.

We encourage publishers and journals to acknowledge the Asian Council of Science Editors if they utilize this template.

Suggested acknowledgment:

"This policy is adapted from a template provided by the Asian Council of Science Editors. We appreciate their guidance in creating a robust and comprehensive policy."

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