

05.FOR.03

REQUEST FOR ADDING A JOURNAL TO THE LIST OF ACCEPTED JOURNALS

(Reviewed March 9, 2018)

The decision for adding journals to the list of accepted journals will be based on several factors, including: acceptance rate, impact factor, inclusion in peer-reviewed journal published rankings of journals, inclusion in other university journals' lists, and reputation and strength of the editorial board, author affiliations, and publisher. The faculty member requesting the journal addition must provide the following information to the Chair of the FQC:

Requestor Name: _____ Date: _____

Journal Name (Attach Copy if Available): _____

Web Address: _____

Frequency of Issue: _____

Type of Review: _____

Type of Journal: Online Only Hardcopy Only Both

Listed in Cabell's Directory? Yes No

Acceptance Rate: _____

If not in Cabell's, what is the Source of Acceptance Rate? _____

Impact Factor (if available): _____

List Source of Impact Factor (e.g., "web of science."): _____

Listed in Peer-reviewed Journal Published Rankings? Yes No

Reference for the Published Rankings:
(Attach Copy of the Article) _____

Listed in Another University Journal List? Yes No

Name of the University: _____
(Attach Copy or Provide University Web Address)

Editor Name and University Affiliation: _____
(Attach a List of Editorial Board Members and their University Affiliations)

Publisher Name and Web Address: _____

Sponsor Name and Web Address (if applicable): _____

For Use by FQC

Decision: Need more Information Reject Accept

Recommended Ranking (if accepted): A* A B C

Chair, Faculty Qualification Committee Date

Dean Date