



## INTERNAL QUALITY ASSURANCE CELL UNIVERSITY OF DELHI

### **Procedure for submission of information for Journals for which the University's IQAC recommendations are being sought for inclusion in the UGC\_CARE List**

The publication of quality journals from University of Delhi which can be recognised as leaders in their field is highly encouraged. With a view to ensuring quality prior to recommending a journal for the UGC-CARE list, IQAC has drawn up a checklist for the Editors of such journals originating from the university departments/centres/colleges. Information on the following parameters may be provided in the attached format for journals to be assessed prior to recommending the same for the UGC CARE list.

#### **I. Fill-in check-list ( attached as an excel file UGC-CARE recommendation -journal-checklist format.xlsx) for each journal sought to be recommended for inclusion in the UGC- approved List of Journals**

1. **Name of the Journal:** Enter the full title and sub-title of the journal as given on the cover page of the journal or on its homepage available online.
2. **ISSN Number** (if available): Enter the Print ISSN of the journal in the format XXXX-XXXX
3. **e-ISSN Number** (if available): Enter the Online ISSN of the journal in the format XXXX-XXXX
4. **Nature of Journal:** Please select the nature of journal, i.e, the format in which the journal is available. Select 'Print Only' if the journal is not available online, 'Electronic only' if the journal is available in online only format and 'Print & Electronic' if it is available in both formats.
5. **Periodicity:** Select the periodicity of the journal, i.e, number of times it is published during a year. If your desired periodicity is not listed you can input the same by selecting "Any Other" option and entering the value in the text box.
6. **Name of Publisher/Place of Publication:** Provide place of publication (the name of the city)
7. **Country of Publication:** Select the country of publication.
8. **Broad Subject Category:** Select the broad subject category of journal, i.e. Science, Social Sciences, Arts and Humanities or Multi-disciplinary.

#### 9. Checklist

The journal has a website which provides full postal and email addresses of Chief Editor and Editors, and at least some of these addresses are verifiable official addresses.

Select 'Yes' if the journal has a website which provides full postal and email addresses of Chief Editor and Editors and at least some of these addresses are verifiable official addresses.

If "Yes" provide the URL of the website where it is located to verify the same. Also upload the screenshot of the page / scanned copy of the journal cover & title page which provides the contact information of the editorial board of the journal including the Chief Editor and Editors.

#### **Proceed further only if the answer to the above question is "Yes"**

9.1. The website provides complete instructions to authors / reviewers

*Select "Yes" if the journal website provide complete instructions to authors / reviewers for submission of articles like formatting, citation format and other details.*

*If “Yes”, provide the URL of the website where it is located. Also upload the screenshot of the page / scanned copy of the journal instruction page which provides the details.*

9.2. The journal has a well-defined peer-review and publication policy

*Select “Yes” if the journal has a well-defined peer-review and publication policy and documented.*

*If “Yes” provide the URL of the website where it is located. Also upload the screenshot of the page / scanned copy of the journal instruction page which provides the details.*

9.3. The journal has a well-defined Ethics policy

*Select “Yes” if the journal has a well-defined Ethics policy.*

*If “Yes”, provide the URL of the website where it is located. Also upload the screenshot of the page/scanned copy of the journal instruction page which provides the details.*

9.4. The journal has a declared frequency of publication each year.

9.5. The journal is published regularly and in time following its declared frequency.

*Select “Yes”, if the journal is published regularly and in time following its declared frequency.*

9.6. The journal claims that it is indexed in a given database and this claim is verified.

*Select “Yes”, if the journal claims that it is indexed in a given database.*

*If “Yes”, provide the list of indexing and abstracting databases that index the journal in the textbox separated by semicolon (;)*

9.7. Journal levies submission / publication charges.

*Select “Yes” if the Journal levies submission / publication charges for publishing an article.*

*If the details are publicly available to everyone, please provide the URL for the same and the related screenshot / scanned copy of the document.*

9.8. Since when is the journal being regularly published\*

*Select the options mentioning the period since when it was first published.*

*<4 years;*

*4-6 years;*

*>6 years*

\*Any discontinuity in the publication of the journal sets this duration afresh.

## **II. After the preliminary verification of the parameters mentioned above, other parameters may also be taken into account ( Some suggestions are listed below)**

1. Diversity of authors editor, reviewers contributing to the journal: vis-a-vis institutions, states, countries etc.

2. Maintenance of the electronic footprints of the peer-review process for each article submitted, from submission to acceptance/rejection.

3. Availability of statistics for the following (a) No. Of articles submitted (b) No. Of articles accepted for publication (c) No. Of articles rejected for publication (d) No. Of articles under review. Data for minimum 3 years publications should be submitted.

4. Details of each members of the Editorial board, along with their publication profile of the last few years (preferably 5 years)