# Inclusion of New Journals in the UGC Approved List of Journals

## Help Manual

The UGC has come up with its Approved List of Journals that would be considered for the purpose of Career Advancement Scheme (CAS) and Direct Recruitment of Teachers and other academic staff as required under the UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges) Regulation. The Approved List of Journal is available as a web-based database with search and browse interface at: http://www.ugc.ac.in/journallist/.

The UGC approved List of Journals contain 38,653 journals that are indexed in Web of Science, Scopus and Indian Citation Index. Besides, journals covered in a selected indexing and abstracting services are also being added to the UGC Approved List of Journals. In addition, universities may also recommend inclusion of addition peer-reviewed journals that are not available in the existing List of Approved Journals through a university-level Academic Journal Expert Committee to be formed by each university.

**Process of Recommendation for Inclusion of Additional Peer-Reviewed Journals in the existing UGC Approved List of Journals**



## Faculty, Researchers and Staff

Individual faculty, researchers and staff members are required to do the followings to recommend inclusion of journals in the existing UGC-approved List of Journals:

1. Check availability of a journal in the existing database of UGC-approved journals available at: http://www.ugc.ac.in/journallist/

2. Fill-in check-list (Appendix I) for each journal recommended for inclusion in the UGC-approved List of Journals given in.

3. Submit your request to the head of the Department for his / her recommendation. The list of journal(s) along with checklist filled-in for each journal duly recommended by the Head of the Department should be forwarded to Academic Journal Expert Committee for further necessary action.

**Universities**

Universities are required to do the followings to recommend inclusion of journals in the existing UGC-approved List of Journals:

1. Appoint an Academic Journal Expert Committee at University-level with a senior Professor, Associate Professor as its chairman;

2. Ask Chairman of the Academic Journal Expert Committee to register himself / herself at http://www.ugc.ac.in/journallist/newuser.aspx. While registering, upload notification on your appointment as Chairman of the Journal Academic Expert Committee.



3. On successful verification and validation of your registration by the UGC officials, you will receive an e-mail from the UGC conveying its approval and inviting you to login into the portal designed for recommending additional journals to the UGC-approved List of Journals available at: http://www.ugc.ac.in/journallist/user_login.aspx. This process may take 24 to 48 hours.

4. Once logged-in, fill-in the check-list given in Appendix I for each journal recommended for inclusion in the UGC-approved List of Journals.



**UGC's Standing Committee on Notification of Journals**

1. UGC's Standing Committee on Notification of Journals would examine the list of journals submitted by universities for inclusion in the UGC-approved List of journals.

2. Journals selected for inclusion based on the criteria mentioned in the check-list would be included in the UGC's list of approved journals.

3. Decision taken by UGC's Standing Committee on Notification of Journals would be communicated to the respective university.

**Appendix I**

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' is 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. **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 journa 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*

**Sample XL sheet (Click here to download) (Inclusion** of New Journal: Checklist to be filled by University officials and submission to the Chairman, Academic Journal Expert Committee)

| Inclusion of New Journal: Checklist to be filled by University officials and submission to the Chairman, Academic Journal Expert Committee | | |
|---|---|---|
| Name of the Journal : | | |
| ISSN Number (if available): | | |
| e-ISSN Number (if available) | | |
| Nature of Journal: | | |
| Periodicity: | | |
| Place of Publication (city): | | |
| Country of Publication: | | |
| Broad Subject Category: (Science / Social Sciences / Arts and Humanities) | | |
| 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 | | |
| 1. The website provides complete instructions to authors/reviewers : | Yes / No | If yes, provide URL & scanned copy of relevent document. |
| 2. The journal has a well-defined peer-review and publication policy: | Yes / No | If yes, provide URL & scanned copy of relevent document |
| 3. The journal has a well-defined Ethics policy: | Yes / No | If yes, provide URL & scanned copy of relevent document |
| 4. The journal has a declared frequency of publication each year: | Yes / No | |
| 5. The journal is published regularly and in time following its declared frequency: | Yes / No | |
| 6. The journal claims that it is indexed in a given database and this claim is verified: | Yes / No | If yes, please mention name of database |
| 7. Journal levies submission/publication charges: | Yes / No | If yes, provide URL & scanned copy of relevent document |
| 8. Since when is the journal being regularly published: | | |