हैदराबाद विश्वविद्यालय

UNIVERSITY OF HYDERABAD

Office of the Internal Quality Assurance Cell (IQAC)

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Guidance document and check list for selection of Peer-Reviewed Journals as per UGC letter No. F. No.:1-1/2018(CARE/JOURNAL) dated 16 July 2025

Comprehensive Journal Evaluation Checklist

1. Use this comprehensive checklist to evaluate journals systematically. It covers all provided criteria across sections. Mark each item as complete (e.g., ✓ or [x]) once verified and add notes. Sections are organized in the original order.
2. In the Notes section for each criterion, provide full details of your verification process, including specific sources (e.g., journal website URLs, database links), evidence found (e.g., quotes, metrics, dates), and any relevant data or observations to support your assessment.
3. For a journal to be considered peer-reviewed, all relevant details across these criteria should be verified and present. Incomplete or missing information in key areas (e.g., review policy, editorial board, ethics) may indicate it does not meet peer-review standards.
4. This checklist should be vetted by external peer review, then passed by respective DAIP, IAIP, Department Committee, School Board, and Academic Council.

Section 1: Journal Preliminary Criteria

1.1 Journal Title

Confirm the full, official title of the journal.

Notes: _____

1.2 ISSN Number (Print and/or online)

Verify valid ISSN for print and/or online versions (e.g., via ISSN portal).

Notes: _____

1.3 Periodicity and Continuity (Regular Publication Schedule)

Check for consistent issuance (e.g., quarterly, bi-annual) and evidence of ongoing publications without major gaps.

Notes: _____

1.4 Contact and Publication Details (Publisher Information, Address, and Contact Details)

Locate publisher name, physical/digital address, email, and phone if available.

Notes: _____

1.5 Transparent Review Policy (Clear Guidelines for Peer Review Process)

Review the stated peer review type (e.g., single-blind, double-blind) and detailed submission/review timelines.

Notes: _____

1.6 Website on a Certified Domain (Secure and Professionally Managed Website)

Ensure HTTPS secure connection, professional design, and no broken links or suspicious elements.

Notes: _____

1.7 Open Access or Subscription-Based Policy (Clear Policy on Access and Fees)

Identify access model (OA, hybrid, subscription) and any APCs (article processing charges) with transparency on waivers.

Notes: _____

1.8 Integration with National/International Repositories (Inclusion under ONOS or Similar Umbrellas)

Check indexing in DOAJ, Scopus, PubMed, or national equivalents like ONOS (if applicable).

Notes: _____

1.9 Archival Policy (How Previous Issues Are Maintained/Made Available)

Confirm archiving via Portico, CLOCKSS, or journal's own stable repository for long-term access.

Notes: _____

Section 2: Editorial Board Criteria

2.1 Editorial Board Details (Names, Affiliations, and Expertise of Editorial Board Members)

Verify full names, institutional affiliations, and relevant expertise (e.g., publications, h-index) for all listed members. Also verify the correctness of the named person's weblink and the details in their affiliation

Notes: _____

2.2 Editorial Board Composition (Subject Expertise, with Eminent Academicians/Researchers)

Assess diversity and eminence in the field (e.g., mix of international/national experts, no conflicts of interest, balanced representation)

Notes: _____

2.3 Efficient Editorial/Review Process (Rigorous Peer Review, Compliance with Reviewers' Recommendations, and Clear Timelines)

Confirm details on review rigor (e.g., number of reviewers, rejection rates), adherence to feedback, and average timelines from submission to decision/publication.

Notes: _____

Section 3: Journal Editorial Policy

3.1 Aims, Objectives, and Scope (Clearly Defined Focus Areas and Goals of the Journal)

Review the journal's stated mission, target audience, and thematic boundaries align with published articles

Notes: _____

3.2 Subject Areas of the Journal (Specific Fields Covered by the Journal)

Identify listed disciplines or subfields (e.g., interdisciplinary topics) and confirm relevance to your Department/School.

Notes: _____

3.3 Article Processing Charges (APC) (Transparent Fee Structure, if Any)

Check for detailed APC amounts, payment methods, waivers (e.g., for low-income countries), and no hidden fees.

Notes: _____

3.4 Publishing Timeline (Average Time from Submission to Publication)

Verify average durations for initial review, revisions, acceptance, and final publication (e.g., in months).

Notes: _____

3.5 Acceptance Rate (Percentage of Submissions Accepted for Publication)

Note the reported acceptance rate and any trends over recent years for selectivity assessment.

Notes: _____

Section 4: Journal Quality Criteria – Content

4.1 Academic Contribution (Articles Should Demonstrate Motivation, Advancement of Existing Knowledge, and Applicability for Policymaking)

Sample and review recent articles for clear research gaps addressed, novel insights or methods, and practical implications (e.g., policy recommendations).

Notes: _____

4.2 Conformity to Journal Scope (Articles Must Align with the Journal's Stated Aims and Objectives)

Cross-check published articles against the journal's aims, scope, and subject areas to ensure thematic consistency and relevance.

Notes: _____

Section 5: Journal Standards

5.1 Bibliographic Data & Literature Citation (Accurate and Standardized Referencing)

Examine sample articles for consistent citation style (e.g., APA, MLA, Vancouver), completeness of references, and adherence to DOIs or standard formats without errors.

Notes: _____

5.2 Font & Design (Professional Layout and Readability)

Assess PDF/digital layouts for clear fonts (e.g., 10-12 pt sans-serif), proper spacing, headings, and overall aesthetic without clutter or poor contrast.

Notes: _____

5.3 Infographics & Exhibits (High-Quality Visuals and Supplementary Materials)

Review figures, tables, charts, and supplements in recent issues for clarity, relevance, high resolution, and proper labelling/captions.

Notes: _____

5.4 Citation Record (Journal Articles Cited in Reputable Databases)

Check metrics like h-index, impact factor, or citation counts in Scopus, Web of Science, PubMed, Citation Index-Check Clarivate for evidence of influence.

Notes: _____

5.5 Print Continuum (Consistency in Print Publication, if Applicable)

For print journals, verify regular physical issues over time (e.g., no delays or gaps) via archives or publisher statements.

Notes: _____

5.6 Quality of Website (Well-Maintained, Regularly Updated, and User-Friendly)

Evaluate navigation ease, recent updates (e.g., latest issue within expected periodicity), mobile responsiveness, and absence of errors.

Notes: _____

5.7 Multilingual Availability (Relevance for Indian Context, with Content in Indian Languages)

Determine if abstracts/summaries/full texts are available in Hindi, regional languages, or English; assess India-specific topics or authors for contextual fit.

Notes: _____

Section 6: Research Ethics

6.1 Ethical Guidelines for Authors (Clear Guidelines for Ethical Publishing Practices)

Review author instructions for policies on authorship, data fabrication/falsification, duplicate submission, and adherence to standards like COPE or ICMJE.

Notes: _____

6.2 Plagiarism Prevention (Similarity Score Not Exceeding Standard Limits)

Check for use of tools like iThenticate or Turnitin, specified thresholds (e.g., <10% similarity excluding references), and procedures for handling detected issues.

Notes: _____

6.3 Conflict of Interest Disclosure (No Conflicts Between Governance, Editorial Board Members, Reviewers, and Authors; Any Potential Conflicts Must Be Disclosed)

Verify mandatory disclosure forms for financial, personal, or institutional conflicts; ensure recusal policies for affected parties in decision-making.

Notes: _____

6.4 AI Generated Content Policy (Journal Has Specific Policy with Respect to Use of AI)

Confirm explicit rules on AI use in writing, data analysis, or images (e.g., disclosure requirements, prohibitions on full AI generation, or ethical AI guidelines).

Notes: _____

6.5 Ensure that the journal is verified by DAIP and IAIP for adherence to Research Ethics and certified before submission to the Departmental Council, School Board, and Academic Council.

Notes: _____

Section 7: Journal Visibility

7.1 Impact Factor or Similar Factor (if *Applicable)*

Verify official metrics such as Journal Impact Factor (JIF) from Clarivate, CiteScore from Scopus, or SJR/SCImago from Scopus; note the year and value if available.

Notes: _____

7.2 Indexation in Reputed Databases (Inclusion in Renowned Databases)

Confirm listing in databases like Scopus, Web of Science, PubMed, DOAJ, or national equivalent if available, check coverage dates and update status.

Notes: _____

7.3 Verify the correctness of the impact factor claimed by the Journal website against that published by the Citation Index of Clarivate.

Notes: _____

Section 8: Journal Impact Criteria

8.1 Self-Citation Score (Should Be Within a Prescribed Range Compared to Peer Journals)

Obtain self-citation percentage from Scopus or Web of Science; compare with field averages (e.g., <20-30% typical; flag if excessively high).

Notes: _____

8.2 Total Citation Rate (As Compared with Similar Peer-Reviewed Journals)

Review total citations per document or year in databases like Scopus; benchmark against 5-10 similar journals in the same discipline and quartile.

Notes: _____

8.3 Cite Score (Journal's Citation Impact over a Specific Period)

Retrieve Cite Score from Scopus (citations in last 4 years divided by eligible documents); note the year, value, and percentile rank in category.

Notes: _____

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