

University of Colombo guideline on Publishing in the recommended Journals

The document provides a guideline to the academics, researchers, and the authorities who evaluate the publications for various academic or career development purposes of the University of Colombo to identify the journals and publishes for high-quality research.

The Categories of the recommended journals

The recommended journals shall consist of in the following categories;

Category 1: Journals in citation indices given in the Commission circular - 916 and 921

- Science Citation Index Expanded (SCI-E)
- Social Science Citation Index (SSCI)
- Arts and Humanities Citation Index (AHCI)
- Library and Information Science Abstracts (LISA)
- Library, Information Science and Technology Abstracts (LISTA)
- Engineering Index

Category 2. Journals that are not included in the above citation indices, but included in the following categories are considered as the recommended journals.

- Members of the Committee on Publication Ethics (COPE) - <https://publicationethics.org/>
- Included in Directory of Open Access Journals (DOAJ) - <https://doaj.org/>
- Members of Open Access Scholarly Publishers Association (OASPA) - <https://oaspa.org/>
- Directory of Open Access Books (DOAB) - <https://www.doabooks.org/>
- Cabell's list - <https://www2.cabells.com/>, **which is available only upon subscription.**
- Journals published by recognized academic or research institutions, and professional bodies, locally or overseas. eg: University of Colombo Review (UCR), Ceylon Medical Journal, Journal of University Librarian's Association (JULA) of Sri Lanka, etc.

The Criteria

Based on the given lists, the following criteria, but not limited to, were identified to be the main pointers for the recommended journals:

Major Criteria	Sub Criteria
1. Editorial Services	<ul style="list-style-type: none"> • The Editorial Board consists of members with academic expertise in the subject areas included within the journal's scope. • Information on the board members' names, their academic affiliations, and contact information for the editorial office is available on the journal's website. • Use of plagiarism-screening tools. • Presence of information on the editorial practices and policies on the journal's website.
2. Peer Review	<ul style="list-style-type: none"> • Evidence of a rigorous peer-review system must be presented. Rigor can be demonstrated with peer reviewer comments on the quality, validity, and relevance of the manuscript that clearly show that the manuscript has been read and evaluated by the reviewer. • Double-blind peer-review process. • Qualifications of peer reviewers must be presented. • Policies related to the journal's peer review procedures must be clearly described on the journal's website. • Opportunity for authors to receive comments made by reviewers.
3. Policies	<ul style="list-style-type: none"> • Clear and comprehensive written policies on topics such as ethics, archiving, open access, retraction/correction, and advertising must be present on the journal's website. <ol style="list-style-type: none"> a. As per the archiving policy, if the journal is no longer published, it must be clearly stated on the journal's website. b. Advertising policy, if relevant, should include what types of ads will be considered, who makes decisions regarding accepting ads, and whether they are linked to content or reader behavior (online only) or are displayed at random. • The presence of detailed author guidelines, with information on types of licensing, peer review and editorial services, handling of retractions, etc.
4. Business Practices	<ul style="list-style-type: none"> • Require unobtrusive marketing practices, contact details, and pricing transparency. • Considers membership in organizations (i.e., Committee on Publication Ethics (COPE), the World Association of Medical Editors (WAME), and others). • Sponsorship: While not required, preference is given to journals sponsored by Professional associations or organizations and government agencies.

5. Publication practices, archiving, and access.	<ul style="list-style-type: none"> • Full journal contacts information, clear and detailed website and author instructions, and verified ISSN. • Articles should be permanently archived and easily accessible, irrespective of the type of access.
6. Website	<ul style="list-style-type: none"> • Concerned with the appearance and functionality of a journal's website. • All journals shall have a clear and functioning website. Additionally, a journal's website shall be free of grammatical errors, prominent misspellings, and/or non-functioning links.
7. Indexing & Metrics	<ul style="list-style-type: none"> • A journal should have a permanent, verifiable identifier, such as an International Standard Number (ISSN, ISBN, ISMN, etc.). • Indexed in bibliographic databases is perceived as an indicator of a journal's trustworthiness. • Identifiers should be transparently displayed on a journal's website. • The prominent display of Journal Impact Factors (JIFs) is bad practice. If a JIF is mentioned, it should be the JIF of Thompson Reuters (now Clarivate Analytics).
8. Quality	<ul style="list-style-type: none"> • Factors such as integrity, objectivity, substantive merit, and utility/importance are closely examined. <p>a. Integrity: Articles published in the journal must be sufficiently protected from unauthorized modifications or falsifications. The journal name shall be unique and not be one that is easily confused with another journal or that might mislead potential authors and readers about the journal's origin or association with other journals. Information about the ownership and/or management of a journal shall be indicated on the journal's website. Publishers shall not use organizational names that would mislead potential authors and editors about the nature of the journal's owner. Any direct marketing activities used by the journal shall be unobtrusive and appropriate. The legal status of the publishing organization shall be disclosed, for example, whether it is a privately-owned or public company, a not-for-profit organization, or a charity. No evidence of citation manipulation is present in the journal's metrics.</p> <p>b. Objectivity: Articles published in the journal must be verified by a review process.</p> <p>c. Substantive Merit: Articles published in the journal must be professional and/or definitive.</p> <p>d. Utility/Importance: Articles published in the journal must be relevant to current priorities in its field and be of interest to the academic community.</p>

9. Fees	<ul style="list-style-type: none">• Any fees associated with publishing or review must be clearly stated and easily located on the journal's website.• If there are no charges to authors, this should also be indicated on the journal's website.• Methods of the journal's finance and revenue sources should be clearly stated on the journal's website, for example, author fees, subscriptions, reprints, institutional/organizational support, government subsidy, membership dues, advertising charges, fee-based, etc.• The way(s) in which the journal and individual articles are available to readers and whether there is associated subscription or pay per view fees must be stated.
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Note: *The journals in the above 'recommended list' shall be reviewed periodically*

Bibliography

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3. International (2021). Cabells' Journalytics Selection Policy. <https://www2.cabells.com/selection-policy2> (accessed 05.07.2021)

The Library
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