Publication Guidelines

For Higher Education Institutions (HEIs), helping faculty choose the right peer-reviewed journals is vital for maintaining research quality, enhancing visibility, and upholding academic integrity. Key considerations include the overall quality of the journal, such as its indexing in reputed databases like Scopus or Web of Science, quartile (Q) ranking, and a transparent, well-defined peer-review process. Equally important is transparency, reflected in a clearly stated scope, a credible editorial board, and explicit editorial and publication policies. The journal should also be relevant to the research topic and intended academic audience. In addition, strict adherence to ethical standards—including plagiarism checks and the avoidance of predatory publishing practices—is essential. Together, these criteria ensure that research outputs make a meaningful contribution to scholarship while strengthening the institution's academic reputation.

The following parameters are considered as per the guidance from UGC.

1. Journal Preliminary Criteria

S.No.	Parameters
1.1	**Journal Title**
1.2	**ISSN NUMBER** (Print and/or Online)
1.3	**Periodicity and Continuity** (Regular publication schedule)
1.4	**Contact and Publication Details** (Publisher information, address, and contact details)
1.5	**Transparent Review Policy** (Clear guidelines for peer review process)
1.6	**Website on a Certified Domain** (Secure and Professionally managed website)
1.7	**Open Access or Subscription-Based Policy** (Clear policy on access and fees)
1.8	**Integration with National/International Repositories** (Inclusion under ONOS or similar umbrellas)
1.9	**Archival Policy** (How the previous issues are maintained/made available)

2. Editorial Board Criteria

S.No.	Parameters
2.1	**Editorial Board Details** (Names, affiliations, and expertise of editorial board members)
2.2	**Editorial Board composition** (Subject expertise, with eminent academicians/scientists/researchers)

S.No.	
2.3	**Efficient Editorial/Review Process** (Rigorous peer review, compliance with reviewers' recommendations, and clear timelines)

3. Journal Editorial Policy

S.No.	Parameters
3.1	**Aims, Objectives, and Scope** (Clearly defined focus areas and goals of the journal)
3.2	**Subject Areas** (Specific fields covered by the journal)
3.3	**Article Processing Charges (APC)** (Transparent fee structure, if any)
3.4	**Publishing Timeline** (Average time from submission to publication)
3.5	**Acceptance Rate** (Percentage of submission accepted for publication)

4. Journal Quality Criteria – Content

S.No.	Parameters
4.1	**Academic contribution** (Articles should demonstrate motivation, advancement of existing knowledge, and applicability for policymaking)

5. Journal Standards

S.No.	Parameters
5.1	**Bibliographic Data & Literature Citation** (Accurate and standardized referencing)
5.2	**Font & Design** (Professional layout and readability)
5.3	**Citation Record** (Journal articles cited in reputable databases)
5.4	**Print Continuum** (Consistency in print publication, if applicable)

6. Research Ethics

S.No.	Parameters
6.1	**Ethical Guidelines for Authors** (Clear guidelines for ethical publishing practices)
6.2	**Plagiarism Prevention** (Similarity score not exceeding standard limits)

7. Journal Visibility

S.No.	Parameters
7.1	**Impact Factor** (if applicable)
7.2	**Indexation in Reputed Databases** (Inclusion in renowned databases)

8. Journal Impact Criteria

S.No.	Parameters
8.1	**Cite Score** (Journal's citation impact over a specific period)