

**Request to Add a Journal**

Use this form to request that a journal be added to the Costello College of Business journal list. The current journal list can be found in the Costello College of Business document library. Requests will be processed twice per year in September and February. If a faculty member’s decision regarding where to submit a manuscript is impacted, the faculty member may request consideration outside the normal cycle. This form should be submitted to the Director of Accreditation, Assessment, and Analytics by August 15 for consideration in September and January 15 for consideration in February. We strongly encourage you to request a journal be added to the list prior to submitting manuscripts to that journal. For a journal to be considered, the submission request must come within reporting year in which journal was claimed or within first year of being hired.

***Journals deemed as predatory by the committee will not be added.***

**Name of Journal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Publisher:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Weblink to Journal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Weblink to Editoral Board:** ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide a rationale for your recommendation and note that the review committee seeks external validation supporting categorization:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Catgeorization Recommendation from Submitting Faculty:**

 **Categorization:** [ ]  **Premier** [ ]  **Superior** [ ]  **Major**

**Practice-focused:** [ ]  **Yes** [ ]  **No**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Director of Accreditation, Assessment, and Analytics provide the following metrics to facilitate appropriate categorization:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ABDC category** | **AJG****category** | **Impact Factor** | **5-year Impact Factor** | **Source Normalized Impact per Paper (SNIP)** | **SCImago Journal Rank (SJR)** |
|  |  |  |  |  |  |

**Catgeorization Recommendation from Area:**

 **Categorization:** [ ]  **Premier** [ ]  **Superior** [ ]  **Major**

**Practice-focused:** [ ]  **Yes** [ ]  **No**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**