Journal List Policy

Overview:
In accordance with the expectations of AACSB, the College of Business (College) conducted a review and revision of existing journal lists from 2009-2011 and again from 2015-2016. The main goal of these revision processes was to produce department journal lists that grouped journals into quality tiers based mainly on external data and that were relatively consistent across departments. It has been determined to use the Harzing Journal List database as a guiding resource to develop department lists. Within the database, seven Journal List resources were selected for the College’s analysis based on the depth and breadth of business journals reviewed by the resources.

While resources in the Harzing database provide external data on quality, it is up to the College to determine how to use this data to develop lists and how the resulting lists are used in College Tenure & Promotion and Annual Performance Review policies. This policy only pertains to academic journals and does not apply to other publications such as books and monographs. In order to more accurately capture the variability in quality that exists in each discipline’s higher quality journals, the College developed a four-tier system to replace the College’s current two-tier journal lists.

The four tiers will be organized as follows: **Elite Journals** – a small group of the best business journals; **Top Journals** – the next group of journals that hold quality ratings just below the A category; **High Quality Journals** – a group of journals that do not have quality ratings equal to Elite or Top, but that are widely considered to have a quality rating higher than most peer-reviewed outlets; and **Acceptable Journals** (all other blind peer-reviewed journals). The College shares its list of Elite, Top, and High Quality level journals publicly but will not maintain a comprehensive list of journals that qualify for Acceptable status. Lists of Acceptable Journals are maintained by the department chairs. It should be noted that the College still acknowledges and credits peer-reviewed research in Acceptable Journals. The Elite, Top and High Quality tiers are based on external data consistently applied across departments.

During the 2015-2016 revision, an additional category of **Unacceptable Journals** was introduced. This category includes journals unacceptable that have been shown by third party assessments as journals that should not be recognized as outlets for publishing scholarly research. If a journal is not currently listed as an acceptable, peer reviewed journal in Cabell’s Directory, then evidence of the acceptability of the journal must be provided to the ICCIT in order for the journal to qualify for the Acceptable Level.

Use of Journal Lists in Evaluating Publications

While the journal lists are divided by discipline to create an obvious link between faculty members’ discipline and their publications, this should not be interpreted as a restriction in the journal outlets a faculty member can target for publication. The College supports and encourages cross-disciplinary research by acknowledging and counting research published in peer-reviewed outlets that appear on any of the College department journal lists – not just the list from the faculty member’s discipline.
This also means that the quality ranking of journals should not be over-applied to the evaluation of particular pieces of research and should not be used a substitute for evaluating each article on its own merits and in the context of the entire research agenda of a faculty member and its trajectory of time.

Similarly, faculty may target journals that are not on any of the College journal lists. Ultimately the link between a publication and a faculty member’s discipline is related to the topic of the publication as opposed to the journal in which it appears. In such cases, it may not make sense to add the journal itself to the journal list (see section below on adding journals) if the journal is not closely related to any business disciplines. In the event of such a publication, the appropriate quality level still needs to be determined. The faculty member should include information describing how the research is related to their discipline and demonstrate that the proposed outlet is peer-reviewed. If the journal outlet has Harzing quality ratings sufficient to warrant a quality rating at the Elite, Top or High Quality level, the faculty member will earn credit for a publication in a quality tier. If not, then the faculty member should provide data on other rankings or data that could be used to determine the journal quality. The department/school will make a determination of the quality level for the journal and submit that to the Executive Team for final approval to maintain consistency across departments. If possible, it is best to obtain such an approval prior to the submission of the article for publication. If approved as an outlet, the faculty member should include a copy of the approval letter with the quality determination in Annual Performance Evaluation and Tenure and Promotion materials. If requested by the faculty member, department chair or the Executive team, the ICCIT may provide recommendations on such determination of quality level.

**Journal List Maintenance:**

The College will review the journal lists every four years using updated Harzing ratings data. The next review is scheduled for the 2021-2022 academic year. Changes to the journal list will also be considered on an ongoing basis using the following process:

- For additions of a journal to the Acceptable list, a faculty member may request consideration at any time by submitting the form attached at Appendix A.
- To propose changes to journals in the Elite, Top or High Quality categories of the journal list, a faculty member will follow the process noted in Appendix B and submit a request to the department/school using a Journal List Change – Request Form (see Appendix C for an outline of what such a form should include) by the end of 4th week of the Fall or Spring term.
- The department/school will review these requests and forward those that it supports to the ICCIT by the end of the 6th week of Fall and Spring terms.
- The ICCIT will review the requests as follows:
  - Verify that any journals being added to the list are blind and peer-reviewed.
  - Use the criteria outlined below to recommend a placement level for the new journal or respond to a request for changing the placement level for a journal already on the list.
  - Deliver a report to the Executive team by the end of the 12th week of the term including the recommended changes to the journal list along with its analysis supporting those changes and a
list of changes that it does not recommend along with its analysis supporting that recommendation.

- Using the recommendations from the ICCIT along with the data originally submitted, the Executive Team will make final approval decisions by the end of the term and communicate those decisions to the entire faculty.
- The process is outlined as Appendix B.

**Adding A Journal To The Elite, Top or High Quality Lists**

If a faculty member identifies a peer-reviewed outlet not on one of the College’s journal lists at the Elite, Top or High Quality levels, she or he can submit a memorandum (see Appendix C for requirements) asking for approval of the outlet. If the journal outlet already has Harzing quality ratings sufficient to warrant a quality rating at the Elite, Top or High Quality level, the journal will be added to the journal list in the appropriate quality tier. Harzing is certainly not the only resource for journal lists. Other organizations, trade associations, and universities also produce journal lists. In such cases the faculty member should provide data on other rankings or data that could be used to determine the journal quality. If the faculty member uses journal lists from other universities, they need to submit a representative sampling of multiple journal lists from other schools.

**Justifying a Request to Move a Journal on the List:**

Harzing is certainly not the only resource for journal lists. Other organizations, trade associations, and universities also produce journal lists. If a faculty member believes a journal outlet is under-rated by the College and should be in a higher quality tier, an appeal can be submitted. If a faculty member submits an appeal, he or she needs to include other sources of data clearly indicating that the journal deserves a higher quality rating (see Appendix C for the items to include). If the faculty member uses journal lists from other universities, he or she needs to submit a representative sampling of multiple journal lists from other schools.

**Hold Harmless Policy**

If a journal outlet changes tiers over time, the College will use a “Hold Harmless” policy for purposes of Tenure and Promotion. If the journal was in a higher tier at the time of publication than it is during the T&P review, the publication will be credited with the quality tier the journal held at the time of publication. If a journal outlet increases in quality from the time of publication, the faculty member will earn consideration for achieving a publication in a higher quality tier. The only exception to this policy would be in the case of a journal being added to the unacceptable list.
Appendix A: Acceptable Level Approval Form

For consideration for any article to count at the Acceptable level, please complete the following form. Note that only blind peer reviewed journals are considered. Editorial reviewed articles are not.

Journal Name: ________________________________________________________________

Publisher: ____________________________________________________________________

Website: _____________________________________________________________________

In order to be considered for the Acceptable level, one of the following must be achieved. Please check all that apply:

☐ The journal is blind peer reviewed and is included in Cabell’s list (see www.cabells.com - Ohio University has a membership).

☐ The journal is blind peer reviewed and is not included on Cabell’s list. I have provided the attached detailed information to support that this journal meets Cabell’s standards.

Please send the completed form to the College of Business Director of Research/ICCIT Chair.
Appendix B: Flow Charts for Additions or Modifications to Journal List
Appendix C: Journal List Change – Request Form for Elite, Top and High Quality Levels

There is no specific format for this form, but the following information must be included.

1. Name of Journal
2. Journal Website
3. Request Type: (i) Additional or (ii) Change
4. The Level you are suggesting (Elite, Top or High Quality)
5. Peer-Reviewed: Yes or No
6. Blind Reviewed: Yes or No
7. Impact Factor: current year and past 5 years
8. Acceptance/Rejection Rates
9. Clear and detailed support for your request, including such items as journal lists from comparable schools, journal lists from subject matter area associations, letter from the journal editor, sample articles, measures of the journals impact on the field, etc.