**Policy to Incorporate new journals in the existing CBM’s List of Accepted Journals**

If a journal where the CBM faculty seeks to publish is not in the existing CBM’s list of

accepted journals, including the [Australian Business Deans Council](https://abdc.edu.au/research/abdc-journal-list/) (ABDC) and/or [Academic Journal Guide by Chartered ABS](https://charteredabs.org/academic-journal-guide-2018/) (ABS) lists, the faculty can submit a petition to the Journal Review Subcommittee (JRS). The aim of the petition would be to make a case for journals that are not included in the college’s list, ADBC’s list, or ABS list to be considered in the CBM’s list of accepted journals. The faculty is required to provide JRS supporting documents that will help the committee make an informed decision. Faculty should provide supporting documents to JRS to evaluate the following criteria:

1. Does the journal have a website, preferably based on an academic organization or publisher, that contains basic information about the journal, its policies, editorial board, and recent issues?
2. What is the impact factor of the journal (current and five years, if possible)?
3. What is the ranking of the journal in that particular research area?
4. Does the manuscript go thru blind/double blind review process?
5. Who is the publisher/publishing house for that manuscript?
6. Who are the editors and members of the editorial board?
7. Is the journal on any other list (ABS etc.)?
8. Does, the journal website describe clearly the peer review process? How long does it take for the manuscript to go thru the whole process (i.e. from the first submission to publication)? Faculty may provide letter from editor/ reviewers etc. that may talk about the review process and also give JRS a review period timeline.
9. Is the journal part of the activities of an academic society?
10. How many issues have been released by this journal?

Journal Review Subcommittee may also rank the journals based on the following criteria listed below. The criteria has been adopted from the 2019 ABDC Journal Quality List (<https://abdc.edu.au/research/abdc-journal-list/>)

**A\***

Within the business and management field, including economics, there are a small number

of grade A journal that are recognized world-wide as exemplars of excellence. As the

world leading journals in the field, they would be ranked among the highest in terms of

impact factor. The initial paper selection and review process would be rigorous and

demanding. Accepted papers would typically not only bring to bear large scale data and/or

rigor in theory, but also be extremely finely crafted and provide major advances to their

field.

**A**

All journals rated A, whether included in the Journal of Distinction category or not publish

the most original and best-executed research. As top journals in their field, these journals

typically have high submission and low acceptance rates. Papers are heavily refereed.

These top journals generally have among the highest citation impact factors within their

field

**B**

B rated journals publish original and well executed research papers and are highly

regarded. These journals typically have good submission rates and are very selective in

what they publish. Papers are heavily refereed. These highly regarded journals generally

have good to excellent journal metrics relative to others in their field, although at present

not all journals in this category carry a citation impact factor.

**C**

These journals, in general, publish research of a recognized, but more modest standard in

their field. A C rating is a useful indicator in that it indicates the journal meets normal

scholarly standards, including a general expectation of peer review. Papers are in many

instances refereed relatively lightly according to accepted conventions. Few journals in this

category carry a citation impact factor.

The Journal Review Subcommittee advises the CBM faculty to submit a petition to add a new journal before manuscript submission to the non-listed journal. Based on the joint decision made by JRS whether the new journal is accepted in the existing CBM’s list of accepted journals, the faculty can decide whether to publish in that publication or not. If the decision is refuted to accept the new journal in the existing CBM’s List of Accepted Journals, the faculty can make an appeal to Faculty Development Committee (FDC) to re-consider their journal in the existing CBM’s list of Accepted Journals. Based on the feedback from JRS, faculty may need to provide stronger evidence as they make an appeal to FDC.