# **Policy to Incorporate new journals in the existing CBM’s List of Accepted Journals – Final (4/12/2021)**

If a journal where the CBM faculty had published before Fall 2020 or seeks to publish is not in the existing CBM’s list of accepted journals, including the current [Australian Business Deans Council](https://abdc.edu.au/research/abdc-journal-list/) (ABDC) lists, and/or current [Academic Journal Guide by Chartered ABS](https://charteredabs.org/academic-journal-guide-2018/) (ABS) lists, the faculty can then 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 existing CBM list of accepted journals, current ADBC’s list, and/or current 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 the following 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 Ranking Criteria**

Journal Review Subcommittee may also rank the journals based on the following criteria listed below. The criteria have 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. If the CBM faculty submitting the petition at that time serves on the JRS committee, he/she will be excluded from the decision making process. 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 re-submit the petition to JRS with additional stronger supporting evidence and/or documents answering the questions/ concerns raised by JRS. Further, within two years (from the date of filing first petition), a faculty can file the new petition for the same journal with the needed evidence requested by JRS.

**JRS Journal Inclusion Criteria**

In 2019-20, JRS based on where CBM faculty published in past years and the list of journals available from Sedona, developed an existing CBM’s list of accepted journals. The above criteria and rankings were adopted for journals that were neither in 2019 ABDC and/or 2019 ABS lists and accordingly were ranked by JRS. Many journals that did not met the above criteria were removed from the existing CBM’s list of accepted journals. Every year based on petitions, JRS will release an annual version of CBM’s list of accepted journals by the end of year (Nov/Dec). This list would also be circulated by the College Executive Committee with the Annual Performance Review (APR) guidelines.

In the fourth year, since the release of the initial CBM’s list of accepted journals, JRS would also evaluate and revise the existing CBM list of accepted journals. The purpose of this process will be to update the list with new eligible journals and/ or remove the journals that no longer meet the criteria established by JRS. This list will be released no later than by the end of fourth year. For example, JRS in 2019-20 developed the existing CBM’s list of accepted journals. For academic years, 2020-21 and 2021-22, JRS based on petitions filed by current CBM faculty would be adding journals to the CBM list of accepted journals. However, in 2022-23, the JRS committee besides evaluating the petitions would also need to evaluate and revise the then CBM list of accepted journals and release the revised list by no later than the end of May 2023. Finally, if the journal was in the CBM, ABDC, or ABS list for the year of publication, the journal will be accepted for that year of publication but not for future publications. For example, the XYZ journal was on the ABDC list in 2020 but was removed from ABDC in 2021. In this scenario, faculty publishing in the XYZ journal in 2020 will be included as part of the ABDC list and be accepted by JRS. However, if the faculty intends to publish in XYZ journal in 2021, the faculty will need to file a petition with JRS.