

ETHIOPIAN CIVIL SERVICE UNIVERSITY



# Journal Reputability Assessment Guideline

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## Table of Contents

### Contents

Table of Contents.....	2
I. PREFACE.....	3
II. REPUTABILITY CRITERIA FOR JOURNALS PUBLISHED ABROAD.....	4
III. THE WEIGHT OF EACH ASSESSMENT CRITERIA FOR JOURNALS PUBLISHED ABROAD.....	5
IV. THE REPUTABILITY CUT-OFF POINT FOR JOURNALS PUBLISHED ABROAD.....	8
V. REPUTABILITY CRITERIA FOR JOURNALS PUBLISHED IN ETHIOPIA.....	8
VI. THE WEIGHT OF EACH ASSESSMENT CRITERIA FOR JOURNALS PUBLISHED IN ETHIOPIA.....	9
VII. THE REPUTABILITY CUT-OFF POINT FOR JOURNALS PUBLISHED IN ETHIOPIA .....	10
VIII. REPUTABILITY CRITERIA FOR TEXT/REFERENCE BOOKS/CHAPTER IN A BOOK PUBLISHED BY INTERNATIONAL PUBLISHERS .....	11
IX. THE REPUTABILITY CUT-OFF POINT FOR TEXT/REFERENCE BOOKS/CHAPTER IN A BOOK PUBLISHED BY INTERNATIONAL PUBLISHERS .....	12

# Journal Reputability Guideline Number 396/2020

## I. PREFACE

In line with ECSU Senate Legislation, the University prepared journal reputability assessment guideline. The guideline is prepared to be used as standard in assessing the reputability of scientific journals, reference books and book chapters. Journal reputability conditions can vary from institutions to institutions but most of them agree on considering some of the common criteria in evaluating journals for reputability. These criteria on which the reputability of a journals is determined includes Volume, Impact Factor, Indexing, Publisher, DOL number, ISSN number, composition of the editorial team and editorial policy/ journal guideline, regularity and continuity, and its maintenance of standard.

1. **Volume:** Typically publications use volume to indicate the number of the year of the publications life. In traditional publishing-whether it involves books, magazine, or newspaper – a volume is a collection that covers a particular period of time or particular subject. Within the volume are individual issues or editions
2. **Impact Factor** – Reflecting the average number of citations to articles published in science and social science journals.
3. **Indexing Journal.** Indexing service facilitate the broadest dissemination of information by pointing researchers to articles that are relevant to the field. Once a journal is launched and has a track record of timely publication and solid content, it is appropriate to contact indexing services for consideration.
4. **Publisher:** The term publisher, in this context, refers to a person or company that is engaged in publishing journal.
5. **DOI number:** A Digital Object Identifier (DOI) is a serial code used to uniquely identity content of various types on electronic networks. The DOI system is particularly used for electronic documents such as journal articles. A DOI is a unique alphanumeric string assigned by a registration agency (the international DOL Foundation) to identify content and provide a persistent link to its location on the internet. The publisher assigns a DOL when articles are published and made available electronically.

6. **ISSN number:** An international Standard Serial Number (ISSN) is an eight-digit serial number used to uniquely identify a serial publication. The ISSN is especially helpful in distinguishing between serials with the same title. ISSN are used in ordering, cataloguing, interlibrary loans, and other practices in connection with serial literature.
7. **Composition of the editorial team and editorial policy:** The professional reputation and competence of the editor(s), the advisory board and editorial staff
8. **Journal Guideline:** Sound editorial policy regarding selection and evolution of articles submitted for publication;
9. **Regularity and Continuity, and its Maintenance of Standard:** Series of the journal as judged by such factors as its regularity and continuity, and its maintenance of standard; and
10. **Professional Assessment:** The backing and respect given on the journal by relevant professionals from the respective academic unit (From internal or external)

## **II. REPUTABILITY CRITERIA FOR JOURNALS PUBLISHED ABROAD**

The reputability criteria for journals published abroad are listed below (TABLE 1). Volume, impact Factor, indexing, Published, DOI number, ISSN Number, Regularity and continuity, and its maintenance of standard Composition of the Editorial Team and Editorial policy/ Journal Guideline and Professional Assessment are the common criteria used to assess the reputability of journals published abroad. Professional assessment is to mean that the journals have to critically be assessed by senior professionals from the respective academic unit.

Table 1: Journal reputability criteria fro journals published abroad

No	Journals published abroad
1	Volume
2	Impact Factor
3	Indexing
4	Published
5	DOI Number
6	ISSN Number
7	Regularity and continuity, and its maintenance of standard
8	Composition of the Editorial Team and Editorial policy/Journal Guideline
9	Professional Assessment (By one internal and two external reviewers)

### III. THE WEIGHT OF EACH ASSESSMENT CRITERIA FOR JOURNALS PUBLISHED ABROAD

Each reputability criteria are weighted out of 100% with different proportion, the highest weight given to volume and impact factor (15%) followed by indexing and published (15%), and DOL number, ISSN Number, Composition of the Editorial Team and Editorial policy /Journal Guideline, Regularity and continuity, and its maintenance of standard (10%), and finally 15% for professional assessment (Table 2). All the reputability assessment criteria are then categorized as indicated in table3.

Table2: The weight of each assessment criteria fro journals published abroad

No	Reputability Criteria	Weight (100%)
1	Volume	15
2	Impact Factor	15
3	Indexing	15
4	Published	15
5	DOI Number	5
6	ISSN Number	5
7	Composition of the Editorial Team and Editorial policy/Journal Guideline, peer reviewed	5
8	Regularity and continuity, and its maintenance of standard	10
9	Professional Assessment	15

Table 3: Category and respective weight of each reputability criteria for journals published abroad

No	Criteria	Category	Proportion
1	Volume	1-2	0
		3-4	5
		5-9	8
		10-15	10
		>15	15
2	Impact Factor	No impact factor	2
		(0,0.5)	6
		[0.5,1]	9
		[1,2]	12
		>2	15
3	Indexing	Not indexed	5
		Indexed on less known website	10
		Indexed on known website	15
4	Publisher	On own/lesser known publisher	10
		On popular publisher	15
5	DOI Number /page Number* (*for imprint journals )	Yes	5
		No	3
6	ISSN Number	Yes	5
		No	3
7	Composition of the Editorial Team and Editorial policy/Journal Guideline	Poor profile and substandard guideline	2
		Good profile and standard guideline	5
8	Regularity and continuity, and its maintenance of standard	Irregular/not continuous/not maintaining standard	6
			10
9	Professional Assessment		10

#### **IV. THE REPUTABILITY CUT-OFF POINT FOR JOURNALS PUBLISHED ABROAD**

After the journal is valued based on the above mentioned weighted category, all values will be added up. If the overall value is greater or equal to 65( $\geq 65$ ), that journal can be considered as reputable. But if the overall value is less than 65( $< 65$ ), it cannot be considered as a reputable journal.

#### **V. REPUTABILITY CRITERIA FOR JOURNALS PUBLISHED IN ETHIOPIA**

The reputability criteria for journals published in Ethiopia are listed below (Table 4). Volume, impact Factor, Indexing, ISSN Number, Composition of The Editorial Team, Editorial Policy/ Journal Guideline, Regularity and continuity, and its maintenance of standard, and Professional Assessment are the common criteria used to assess the reputability of journals published in Ethiopia. DOL number and publisher are the criteria to be considered only for journals published abroad as there is no publisher and DOL number is not usually given for the journals published in Ethiopia.

Table 4: Journal reputability criteria for journals published in Ethiopia

<b>No</b>	<b>Journal Published in Ethiopia</b>
1	Volume
2	Impact Factor
3	Indexing
4	ISSN Number
5	Composition of the Editorial Team
6	Editorial policy/Journal Guideline
7	Regularity and continuity, and its maintenance of standard
8	Professional Assessment (By one internal and two external reviewers)



## VI. THE WEIGHT OF EACH ASSESSMENT CRITERIA FOR JOURNALS PUBLISHED IN ETHIOPIA

Similarly, each reputability criteria are weighted out of 100% with different proportion in this case the highest weight is given to volume (20%) followed by professional assessment (20%), indexing (15%) and ISSN number, Regularity/continuity, maintenance of standard and Composition of the Editorial Team ( each 10%), impact factor and Editorial policy/ Journal Guideline (each 5%) (Table 5). All the reputability assessment criteria are then categorized as indicated in table 6.

Table 5: The weight of each assessment criteria for journals published in Ethiopia

No	Reputability Criteria	Weight (100%)
1	Volume	20
2	Impact Factor	5
3	Indexing	10
4	ISSN Number	15
5	Composition of the Editorial Team	5
6	Editorial policy/ journal Guideline	5
7	Publisher	10
7	Regularity and continuity, and its maintenance of standard	10
8	Professional Assessment	20

Table 6: Category and respective weight of each reputability criteria for journals published in Ethiopia.

No	Criteria	Category	Proportion
1	Volume	1,2	5
		3,4,5,	10
		[6,10]	15
		≥11	20
2	Impact Factor	No	2
		Yes	5
3	Indexing	No	5
		Yes	10
4	ISSN number	No	5
		Yes	15
5	Composition of the Editorial Team	Poor profile	1
		Good profile	5
6	Editorial policy/Journal Guideline	Substandard guideline	2
		Standard guideline	5
7	Publisher	Universities, Research Centers and Professional Associations	10
		Others	5
7	Regularity and continuity, and its maintenance of standard	Irregular/not continuous/not maintain	6
			10
8	Professional Assessment		20

## VII. THE REPUTABILITY CUT-OFF POINT FOR JOURNALS PUBLISHED IN ETHIOPIA

After the journal is valued based on the abovementioned weighted category, all values will be added up. If the overall value is greater or equal to 55( $\geq 55$ ), the journal can be considered as reputable. But if the overall value is less than 55( $< 55$ ), it cannot be considered as a reputable journal.

### VIII. REPUTABILITY CRITERIA FOR TEXT/REFERENCE BOOKS/CHAPTER IN A BOOK PUBLISHED BY INTERNATIONAL PUBLISHERS

The reputability criteria for text/reference books/chapter in a book published by international publishers are listed below (Table 4). Publisher, ISBN, peer reviewed, originality (research based/based on synthesis of earlier research/meta-analysis) and professional assessment are the common criteria used to assess the reputability of text/reference books/chapter in a book published by international publishers, the highest weight is given to publisher (40%), followed by originality (25%), Professional assessment 20%), peer reviewed (10%) and ISBN (5%) (Table 6). All the reputability assessment criteria are then categorized as indicated in table 8. In case of text/reference books/ chapter in books, the evaluation include evaluating the whole books in which the scientific publications are published.

Table7: The weight of each assessment criteria for journals published in Ethiopia

No	Reputability Criteria	Weight (100%)
1	Publisher	40
2	ISBN	5
3	Peer reviewed	10
4	Originality (research based/based on synthesis of earlier research/meta-analysis)	25
5	Professional assessment (by one internal and two external reviewers)	20

Table 8: Category and respective weight of each reputability criteria for journals published in Ethiopia

No	Criteria	Category	Weight (100%)
1	Publisher	Known Publisher	40
		Less know	20
2	ISBN	Yes	5
		No	0
3	Peer reviewed	Yes	10
		No	0
4	Originality (research based/based on synthesis of earlier research/meta-analysis)	Yes	25
		No	0
5	Professional assessment (by one internal and two external reviewers)		20

### IX. THE REPUTABILITY CUT-OFF POINT FOR TEXT/REFERENCE BOOKS/CHAPTER IN A BOOK PUBLISHED BY INTERNATIONAL PUBLISHERS

After the text/reference books/chapter in a book is valued based on the above mentioned weighted category, all values will be added up. If the overall value is greater or equal to 70( $\geq 70$ ), the text/ reference books/ chapter in a book can be considered as reputable. But if the overall value is less than 70(70), it cannot be considered as a reputable text/reference books/chapter in a book.