

Basic Quality Standards for DLSUPH Journals

Rationale

Journals play critical roles in disseminating information produced by researchers. The quantity and quality of journal articles produced by researchers are often used to assess his/her productivity, which in turn are used for evaluations relevant to tenure, promotion, and grants application, among others. With the rise of predatory journals and publishers, it is the duty of the De La Salle University Publishing House to ensure that all scholarly materials it produces are technically accurate. Currently, DLSUPH publishes six journals wherein each journal has a specific set of quality standards. The Tier A journals are Scopus-indexed which include DLSU Business and Economics Review, Asia-Pacific Social Science Review, and The Asia-Pacific Education Researcher. On the other hand, the Tier B journals are striving to achieve inclusion in Scopus and Thomson Reuters databases and include the Journal of Computational Innovation and Engineering Applications, Malay, and Manila Journal of Science. As a publisher, it is in the best interest of DLSUPH if a unified basic quality standard for all DLSUPH journals can be established.

Objectives

Patterned after the metrics used by the Asean Citation Index and the CHED Journal Accreditation Services, the establishment of the basic quality standards for DLSUPH Journals is envisioned to accomplish the following:

1. Provide a uniform metrics to assess the performance of journals.
2. Ensure that all articles published by DLSUPH journals adhere and meet minimum quality specifications.
3. Serve as a guide to help increase the citation of the Tier A journals.
4. Serve as a guide to help the inclusion of Tier B journals to relevant databases and indices, such as Scopus and Thomson Reuters.

Criteria

Criteria	Tier A	Tier B
1. Journal leadership and management	<ul style="list-style-type: none">• At least 50% of the editorial board (the editorial board includes the advisory board) must come from outside DLSU. The editorial board must meet at least once a term as evidenced by the minutes of the meeting.• Establishment and operation of a social media account (Facebook, twitter) to increase the social media engagement of the journals and their published articles.	

2. Peer-review and quality of published articles	<ul style="list-style-type: none"> • Referee report from at least two reviewers for all manuscripts published. The referee report must follow the prescribed review sheet of the journal. • If majority of the authors of the papers are from DLSU, at least one of the referees must be non-DLSU affiliated. • Submission of year-end reports highlighting the number of submissions, rejections, and acceptance. 	
3. Timeliness, frequency and diversity of publications	<ul style="list-style-type: none"> • Deadline of submissions set by DLSUPH for the manuscripts for copy-editing, referee reports and copyright transfer agreement must be strictly observed. 	
	<ul style="list-style-type: none"> • All journals must publish at least 12 articles per year (Editorials do not count). • At least 50% of the total articles published must come from external organizations (If the authors of a particular paper come from a combination of DLSU and other organizations, this will be counted as an external paper). 	<ul style="list-style-type: none"> • All journals must publish at least 8 articles per year (Editorials do not count). • At least 25% of the total articles published must come from external organizations (If the authors of a particular paper come from a combination of DLSU and other organizations, this will be counted as an external paper).

At the end of each volume, all journals must submit a detailed report, which includes the above-indicated criteria.