**Request for Inclusion of Journal on Publishing List**

Office Information

Name of organization or owner of journal: ………………………………………………………………………………………………………………

Office address: …………………………………………………………………………………………………………………………………………………………

Email: ……………………………………………………………………… Tel: ………..………………………………………………………………………….

Website url: ……………………………………………………………………………..………………………………………………………………………………

Contact Information

 Full name: …………………………………………………………………………………………..……………………………………………………………………

 Address: …………………………………………………………………………………………..………………………………………………………………………

 Email: …………………………………………………………………………………………..…………………………………………………………………………..

 Tel: …………………………………………………………………………………………..……………………………………………………………………………….

Journal Information

 Full name of journal: …………………………………………………………………………………………..……………………………………………………

 Journal abbreviation: …………………………………………………………………………………………..……………………………………………………

 ISSN (print): ……………………………………………………………… ISSN (electronic):…………………………..……………………………………

 DOI: …………………………………………………………………………………………..………………………………………………………………………………

 Year started: …………………………………………………………………………………………..…………………………………………………………………

 No. of issues per year: ………………………………………………………………………………………..…………………………………………………….

 No of articles per issue: …………………………………………………………………………………………..………………………………………………..

 No of issues published so far: …………………………………………………………………………………………..……………………………………….

 Is this Open Access? …………………………………………………………………………………………..……………………………………………………..

 List of current repositories: …………………………………………………………………………………………..…………………………………………..

 List of indexing bodies: …………………………………………………………………………………………..…………………………………………………

 Do you check manuscripts for plagiarism before publication? …………………………………………………………………………………..

 If yes, please state the software often used: ……………………………………………………………………………………………………………..

 What level of plagiarism is accepted: ………………………………………………………………………………………………………………………..

 Do you charge authors for submission of manuscript? ……………… If yes, how much do you charge? ………………………

 Do authors have to pay publication charge? ……………… If yes, how much do you charge? ………………………………………

Conditions

 Are you willing to retain ownership of the journal and retain your editorial staff? ……………………………………………………..

 Are you willing to pay a percentage of the publication charges to us? ………………………………………………………………………..