



# HIGHER EDUCATION COMMISSION

H-9, Islamabad, Pakistan

## APPLICATION FORM FOR RECOGNITION OF RESEARCH JOURNAL BY THE HEC

Please fill in ALL section, incomplete application will delay the process.

### 1.0

Name of Journal			
Organization			
Name of the Editor			
Postal Address			
Email Address			
Phone Numbers		Fax Number	

### 2.0

Discipline (e.g. Agriculture & Veterinary Sciences, Social Sciences etc.)									
Publisher (University, Institute, Society, etc.)									
Year of First Issue of the Journal									
Number of issues per year									
Monthly		Quarterly		Bi-Annual		Annual		Others	
<i>Minimum publication: 24 issues in the last 2 years</i>		<i>Minimum publication: 8 issues in the last 2 years</i>		<i>Minimum publication: 6 issues in the last 3 years</i>		<i>Minimum publication: 5 issues in the last 5 years</i>		<i>(Specify)</i>	
The universities / organizations interested to have their journals recognized by the HEC must send one copy of each issue to the dealing office on gratis basis. In case a journal started publishing recently it should have completed at least two years publication before it can be considered for approval.									
Is the Journal being published regularly?						Yes			
						No			
If No, give reasons									
Does the Journal have ISSN?(International Standard Serial Number)		Yes		No		If Yes give ISSN number (please provide copy of letter)			
Circulation (Total Number of copies per issue)		Distribution		In-country (number)					
				Abroad (number)					

**3.0**

What is the composition of Editorial/Advisory Board? Please provide details as below. (please provide consent of members)

S.No	Name	Title	Address	Phone/Fax	E-mail

Note: Please extend column if required.

**4.0**

Are the articles submitted for publications peer reviewed?

Yes		If yes	All articles		Selected articles	
No		If no, please explain the acceptance procedure				

**5.0**

Is journal 'Peer Reviewed'? Kindly give details of permanent panel of Peer Reviewers? (please provide copies of referee's reports)

S.No.	Name	Title	Address	Phone/Fax	E-mail

Note: Please extend column if required.

**6.0**

List the reviewed articles published in the recent most issue of your Journal

S.No.	Article title	Issue No./ Month	Peer Reviewer's Name

Note: Please extend column if required.

**7.0**

How many manuscripts were submitted for publication and how many of them were accepted and published? (Please give data for the past four issues only with date of publication of each issue)

Details Required Most recent issue's	1	2	3	4
Date of Publication				
Submitted				
Accepted				
Published				

**8.0**

How much is the processing time from the date of submission of the original manuscript by the author to the date of acceptance by the Editorial Board of your Journal?

Maximum processing time	Months
Minimum processing time	Months

**9.0**

Is the journal abstracted / indexed internationally? Please consult the HEC website, <a href="http://www.hec.gov.pk/htmls/journal_lib/JCR/index%20of%20books.pdf">http://www.hec.gov.pk/htmls/journal_lib/JCR/index%20of%20books.pdf</a> .			
Is the Journal abstracted internationally?	Yes		No
If yes, name the Abstracting service(Please provide copy of letter from the agency)	1.		2.
Is there any Citation Index (CI) of the articles published in your Journal?	Yes		No
If yes, please indicate source of CI.			
If no, is there any effort made to collect information on Citation Index? Please specify.			

**10.0**

Is this Journal on exchange list of any other Journal(s)? (please provide list)			
Yes		No	Occasional
If yes, number of exchanged journals			
Within country (number)		Abroad (number)	

**11.0**

What is (are) the mode (s) of distribution					
In exchange		Gratis		Subscription	
If there is a mix of distribution, please indicate percentages of Journals distributed as:					
In exchange	%	Gratis/complimentary	%	Subscription	%
Total cost involved for publication per issue: Rs				Last issue Rs	
Funding source(s) for the Journal (Names of sponsors and committed support in Rupees.)	1.		2.		3.
Price per copy: Rs.			( US \$)		

Official Stamp

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Designation: \_\_\_\_\_

For the Journals please contact :  Ms. Dur-e-Shahwar Aamir Dy. Director (QA) Higher Education Commission (HEC) Islamabad, Pakistan Tel # +92-51-90800528 Fax # +92-51-90402753 Email: dshahwar@hec.gov.pk	
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