

Policy and Procedures for the  
The Department of Accounting,  
McCoy College of Business Administration, Texas State University

PPS 5: Personnel Evaluation, Reappointment, Merit and Promotion Decisions

PPS 5.04.04 Process for Adding Journals to the Active Journal List

The information on journals listed in some publication sources, such as Cabell's, is self-reported by those journals. While such information may be useful in determining whether a journal should be added to the department's Active Journal List, additional information may be helpful. The following questions should be asked by faculty proposing to add journals to the department's active list:

1. Is the journal currently published? If no, the journal should not be added.
2. Is the journal publisher or publishing university known and respected in the field?
3. Are you familiar with the journal title from your academic readings or research?
4. Does the journal publish research that is content-specific to the accounting discipline? (This question does not mean to imply that the journal cannot additionally publish research outside the discipline of accounting.)
5. Does the journal publish research that is within the scope of CBAPPS 5.05 and AACSB Standard No. 31?
6. Have you cited articles from the journal in your previous research?
7. Have you or has someone you know published in the journal?
8. Have you or has someone you know made, or considered making, an article submission to the journal?
9. Do you or does someone you know read the journal?
10. To your knowledge, are the articles published in the journal externally peer-reviewed? Does the journal publish research that is peer-reviewed prior to publication by an independent editorial board or committee widely acknowledged as possessing expertise in the field?
11. Would the self-reported acceptance rate be considered a "reasonable" one for a high quality journal?
12. Does the journal not charge a publication fee (either a flat fee or a per-page fee)?

*For journals that are new publications:*

13. Is the journal publisher or publishing university known and respected in the field?
14. Do the journal guidelines indicate that research that is content-specific to the accounting discipline will be published? (This question does not mean to imply that the journal cannot additionally publish research outside the discipline of accounting.)
15. Do the publication guidelines for the journal indicate the use of external peer reviewers?

16. Are the members of the editorial board listed and would you consider that their credentials (such as degree, place of employment, and publication history) would allow them to provide reasonable peer-reviews?
17. What ranking is proposed for this journal, if accepted?

To present a journal to the faculty for addition to the Active Journal List, the majority of these questions should be answered in the affirmative. Proposals for journal additions, with appropriate reasoning, should be sent to a designated member of the Departmental Research Committee, who will then circulate the proposals to tenured and tenure-track Accounting faculty.

Faculty will have two weeks to review such proposals and vote. Votes should be placed in the ballot box in departmental office. Sixty percent of the tenured and tenure-track faculty must cast a vote with the majority voting for the change for it to be accepted. Should a journal receive a negative vote, it can be readdressed for consideration at the next scheduled faculty meeting.

Voting for additions to the list will occur in two phases.

(1) Addition of the indicated journal to the journal quality list: Faculty will vote approval or disapproval, or abstain from voting.

(2) Ranking: the faculty will vote to approve or disapprove the proposal or abstain from voting.