

ACJOL

Academic Journals Online

REGISTRATION-AGREEMENT FORM FOR JOURNAL INDEXING

WELCOME TO ACJOL FOR THE INDEXING OF YOUR ACADEMIC JOURNALS. THIS FORM CONTAINS DETAILED PROCEDURES FOR THE FORMAL AGREEMENT FOR PROPER REGISTRATION OF YOUR JOURNAL WITH ACJOL.

STEP 1: APPLICATION

Apply to ACJOL for your journal indexing via hardcopy or email: info@acjol.org

STEP 2: SUBMISSION MODALITY

With the acceptance of step 1, you are requested to provide to ACJOL:
Hardcopy of your latest Journal publication to be indexed and a CD post-publication of the softcopy of such in PDF and most preferable Word-formatted copy (or allow ACJOL password access to a website that includes full text of the journal for the review process)

STEP 3: FILL ACCORDINGLY

Journal Title.....

Journal Title Abbreviation.....

Is this your Maiden Edition.....

ISSN (Print).....

ISSN (Online/Electronic).....

Copyright Info.....
(who owns the copyright in the journal content-the journal or its owner-association, etc)

STEP 4: PROVISION OF THE JOURNAL'S:

Aim(s).....

.....

.....

Objective(s)

.....

(It has to do with a brief statement of the aims and objectives of your journal as you would want it to appear on the website-the type of papers and topics being published and the target community it hopes to serve: academic and literary institutions, etc...)

STEP 5: JOURNAL KEYWORDS:

a..... b.....

c..... d.....

First Year of Journal Publication (Maiden Issue).....

Frequency of Publication (Volumes/Numbers).....

Has the journal been consistent with frequency of publication (Yes or No).....

Date of last volume Published.....

Country of Publication.....

Text Language (s).....

Does the journal currently have full text online or a website? (Yes or No).....

If yes, what is the main website address/URL.....

If full text is online in more than one website, kindly list all URLs where the journal appears:

.....
.....

Is there a Journal Editorial Board? (Yes or No).....

If Yes send the list of the Editorial Board Members.

Is the Journal peer reviewed (Yes or No).....

If yes, kindly provide a detailed explanation of your peer-review. Please provide as much information as possible as it is seriously considered during review process. The information should include how many reviewers are involved per paper, how long a review takes. If it is single/double/triple/ or more, blind-reviewed, as well as who makes the final decision before publication.

Note: We request you to also send us your review guidelines (if any)

.....
.....
.....
.....
.....
.....

What is the journal's rejection rate like? (Show the number of papers averagely submitted and how many often rejected. Ensure that such facts are documented as ACJOL may demand proof of any stated fact)

.....
.....

Does the Journal have *Author Guidelines* and *Reviewers Instructions*? Yes or No.....

If Yes, email both to us via info@acjol.org

Is the Journal: (a). Open Access or (b). Abstract only . Indicate with correct alphabet.....

If the full text is free online (Open Access) please state your licensing or usage policy. (eg. Creative Common License) in full. Please browse and click on the link below to choose the desired license

<http://creativecommons.org/choose/>

.....
.....
.....

STEP 6: ABOUT THE JOURNAL

Members of the Editorial board (which may change from one edition to another: always update us accordingly). Description of the Association or Institution that initiated the journal. Kindly send the needed pieces of info via email: info@acjol.org

STEP 7: JOURNAL STAFF CONTACT

Kindly provide, at least, two different Staff contact details thus:

a) **Founding Editor**.....

Editor-in-Chief.....

Title.....

Institution of Affiliation.....

Email.....

Phone.....

Address: Mailing/Office.....

Publisher.....

(In the absence of Founding Editor, Your Institution, Faculty, any Organisation can apply)

b) Principal Contact.....
(Formal Publisher or Your Institution, Faculty, any Organisation can apply)

Title.....

Institution of Affiliation.....

Email.....

Phone.....

Address: Mailing/Office.....

c) Other Contact Person.....
(Editor (or Manager Editor) or Your Institution, Faculty, any Organisation can apply)

Title.....

Institution of Affiliation.....

Email.....

Phone.....

STEP 8: IMAGES TO BE SUBMITTED: Cover Page of the Journal & Logo of the Journal

All images must be in JPG format. However, if you cannot convert the pictures in JPG format as needed below send them in softcopy and we will do the needful.

I hereby agree to the terms and conditions as expressed in this form for the indexing of the above referred journal. I, therefore, give my consent to have our journal and subsequent issues indexed with ACJOL.

Signature:.....

Name:.....

Representative: Journal Title in Step 3

In the presence of

.....
Administrative Officer for ACJOL

NOTA BENE
If you encounter any problem filling or submitting this hard copy and any other requested emails please contact info@acjol.org