

## QU President's Decision No. (47) of 2021

Regarding:

“Terms and Procedures of the Approval of Scholarly Journal Proposals and Review of their Performance”

**(This is as true as possible translation, and only the Arabic version is the official document)**

The University President,

- Having regard to: Law No. (34), 2004 on regulating Qatar University;
- Academic bylaws approved by the Board of Regents on 16/06/2005;
- Bylaws of QU Press approved by the Board of Regents on March 18, 2020; The recommendation of the Executive Management Committee (EMC) issued in its session on 6/04/2021;
- And in consideration of the public interest;

Has decided the following:

### Article (1)

In the implementation of the provisions of this Decision, the following terms and phrases have the meanings ascribed to them:

1. **University:** Qatar University (QU)
2. **President:** President of Qatar University
3. **Vice-president:** Vice-president for Academic Affairs
4. **A scholarly Journal:** A journal that publishes specialized research papers periodically in a specific or in inter-disciplinary field, after these research papers have been reviewed by specialists in the field.

### Chapter One

#### Conditions of the Approval of Scholarly Journal Proposals and of the Review of their Performance

### Article (2)

The approval of the College's proposal for issuing a scholarly journal requires that the proposed journal meets the following conditions:

1. The proposed research journal must be specialized in a specific or as an interdisciplinary scholarly field provided that its policy states that clearly.

2. The journal should be scientifically refereed by specialists; and it must also include publication conditions and peer review procedures.
3. Journal refereeing procedures must ensure the neutrality of the reviewers and the objectivity of their reports.
4. The journal's policies must ensure that the journal's scholarly content is of high quality, and appropriate to both journal's domain and targeted audience.
5. The journal must be published by QU Press, unless justifications for publishing it somewhere else are approved by the Vice-president and endorsed by the President.

### **Article (3)**

The performance of each scholarly journal must be reviewed by the Vice President after five years of its approval or from the date of the last review of its performance.

### **Article (4)**

Review of the journal's performance shall go through the following four stages:

1. Self-review report on the journal's performance
2. Reviewers' report on the Journal's performance
3. The Vice- president's review of the journal's performance, and submission of the review's results and recommendations to the President,
4. The President's decision.

## **Chapter Two**

### **Approval Procedures of Scholarly Journal's Publication proposals**

### **Article (5)**

The relevant department or departments submit a preliminary proposal for the publication of a scholarly journal to the dean of the college including the following:

1. Title of the proposed journal
2. A brief description of the journal, the purpose of publishing it and the value it will add to the specialization/disciplines, or to department and college, and the scope and areas of specialization and the target groups and beneficiaries of the journal.
3. Identifying other journals in the same or closely related areas, including their publishers.
4. Determining the journal's merits, in comparison with similar journals, and the value it will add to Qatar University.
5. Estimation of the initial cost of the proposed journal's publication including a statement of the reviewers' expenses, and the cost of the journal's management and printing.

### **Article (6)**

Once the dean approves the preliminary proposal, he/she shall refer it to the Vice-president for review.

### **Article (7)**

The Vice-president consults several entities, including the Vice-president for Research and Graduate Studies or, if necessary, the Vice-president for the Health Sector, to assess the appropriateness and compliance of the Journal's proposal with the University's Research Strategy. The Vice-president may request an evaluation of the preliminary proposal from entities outside the University.

### **Article (8)**

If the Vice-president issues an initial approval of the proposal, the college should develop a full proposal including the following:

1. The journal's vision, mission and objectives
2. The expected number of the journal issues published annually
3. The editorial policies of the proposed journal
4. The name of both the chief editor and the editorial secretary along with their updated resumes.
5. Members of the journal's editorial board and members of its proposed advisory body.
6. The journal management shall comply with the standards approved by international publishers, in terms of respecting publishing ethics, ensuring research peer reviewing, following up reviewing procedures, and managing both the paper and electronic published versions process, or at least one of them.
7. Practical steps to index and disseminate the journal on reputable international online platforms, and determine the time span to achieve this.
8. A proposed detailed budget of the annual financial needs and cost.
9. Names, contacts and biographies (CVs) of five external reviewers to review the journal proposal provided that they meet the following conditions:
  - a. Previous experience in the management of high quality scholarly journals,
  - b. He/she is a full professor,
  - c. The quality of his/her published research in the same specialization of the concerned journal
  - d. geographical diversity of reviewers,
  - e. No conflict of interest for any of the reviewers with the college or the University.

### **Article (9)**

If the dean approves the journal-full proposal, he/she shall refer the proposal to the Vice-president for review and approval.

#### **Article (10)**

The Vice-president selects three of the five reviewers enclosed in the journal's full proposal. Each reviewer is assigned to submit his/her report (according to the prepared form) to the Office of the Vice-president within a maximum period of 30 days of his/her assignment. The report should assess and evaluate the journal-publishing proposal including the following elements:

1. Reviewing the procedures and mechanisms of the journal's functioning to ensure quality of publication
2. Ensuring that the proposal is in alignment with global publishing standards.
3. Reviewing the financial, technical and administrative support mechanisms of the journal
4. Conducting a comprehensive evaluation of the journal's proposal
5. Submitting any of the following three recommendations to the Vice-president:
  - a. Approval of the journal's publication proposal without any amendments.
  - b. Approval of the proposal after making amendments to avoid defects detected in the proposal.
  - c. Argued Disapproval of the journal's proposal.

#### **Article (11)**

The Vice-president sends the three evaluation reports to the Dean of the College, which issued the full proposal, after concealing reviewer's identities. The dean is required to send his/her feedback on the recommendations stated in those reports within a period not exceeding 10 working days from the date of receiving the reports.

#### **Article (12)**

The Vice-president presents the final proposal to the Academic Council for advice.

#### **Article (13)**

The Vice-president conducts a final review of the scholarly journal's full proposal, after reviewing the recommendations of the reviewers, and the feedback of both the Dean of the College and the Academic Council. The Vice-president may request further information and clarifications from the college Dean, and he/she may return the journal's proposal to the concerned college to make all the amendments suggested by the reviewers or the academic council, or some of them.

#### **Article (14)**

After the final review, the Vice-president submits the proposal, to the President, with his recommendations to approve/ or not to approve the full proposal of the concerned journal.

#### **Article (15)**

If the President does not approve the journal's publication proposal, the Vice-president of the University must notify the Dean of the concerned college in writing of the disapproval decision.

#### **Article (16)**

If the President approves the journal's full proposal, the approval decision should enclose the approved version of the full proposal, and the vice-president shall notify the dean of the concerned college in writing of the approval decision.

### **Chapter Three**

#### **Procedures of Reviewing the Performance of Scholarly Journals**

#### **Article (17)**

During the ninth academic semester following the semester in which the publication of the journal was approved, or following the date of the last review of the journal performance, the editorial board of the journal sends a self-review report of the journal's performance, including the following elements:

1. Data, information and any other materials needed to provide a comprehensive description of the journal's performance and how it achieves the purpose of its establishment and the added value of the journal to the college and the University, highlighting the challenges related to the journal, if any, and explaining how the editorial board addresses them..
2. All achievements related to the recommendations adopted within the previous performance assessment/evaluation, if any.
3. Updated names, information and CVs' of five external reviewers meeting requirements of article (7) of this decision.

#### **Article (18)**

The Dean approves the self-review report and submits it to the Vice- president's office. The Dean may, prior to his/her approval, request clarification from the editorial board or request supplementary data, or information to the self-review report.

#### **Article (19)**

The Vice-president selects three of the five external reviewers proposed in the self-review report submitted to him/her by the Dean of the College. Each of the three selected reviewers is assigned to write a report and send it to the Vice- president's office, according to the special form dedicated to this purpose, within a maximum period of 30 days from the date of his

appointment as a reviewer. The report should evaluate the Journal's performance and include the following elements:

1. Reviewing the procedures and mechanisms of the journal's functioning to ensure quality of publication
2. Ensuring that the proposal is in alignment with global publishing standards
3. Reviewing the financial, technical and administrative support mechanisms of the journal
4. Conducting a comprehensive evaluation of the journal's performance.
5. Submitting any of the following three recommendations to the Vice-president:
  - a. Continuation of the journal's publication without any conditions,
  - b. Continuation of the Journal's publication provided that the suggested amendments are made within a period specified by the reviewer.
  - c. Argued suspension of the journal's publication.

#### **Article (20)**

The Vice-president sends to the Dean of the college which issues the Journal the three external reviewers' performance reports and asks the Dean to provide feedback on the recommendations included in those reports within a period not exceeding 10 working days from the date of those reports' receipt.

#### **Article (21)**

After reviewing both the self-review report, the recommendations of external reviewers, and referring to the feedback of the Dean of the college, the Vice-president conducts a final review of the journal's proposal and submits his/her recommendations to the President within a maximum period of 10 working days from the date of the external reviewers' reports receipt. Prior to the end of that period, the Vice-president may request further information or clarification from the Dean of the concerned College.

#### **Article (22)**

Within 10 working days of receiving the vice presidents' recommendations by the President's Office, the President takes one of the following three decisions:

- Continuation of the journal's publication without any conditions,
1. Continuation of the Journal's publication provided that some or all suggested amendments by the Vice- present are made
  2. Argued suspension of the journal's publication.

#### **Article (23)**

At the end of each academic year, from the date of the President's decision approving the continuation of publishing the Journal, the editorial board sends a follow-up report (provided that the recommendations are implemented), to the Dean's office. The report should include the

challenges faced by the editorial board of the Journal, the progress achieved in implementing the approved recommendations, and explain the actions and initiatives taken to implement the President's adopted recommendations.

#### **Article (24)**

The Dean approves the follow-up report and submits it to the Vice- president's office. The Dean may, prior to the approval, request clarification from the editorial board or request adding supplementary data or information to the follow-up report.

#### **Article (25)**

In light of the challenges, procedures and progress mentioned in the follow-up report, the Vice-president reviews the report and ensures the fulfillment of the conditions within a maximum period of 10 working days from the date of the follow-up report receipt.

The Vice-president shall:

1. Request further information and clarifications from the Dean of the college,
2. Direct the Dean of the college to follow additional procedures or mechanisms to meet the conditions set out in the President's decision,
3. Recommend to the President an argued suspension of the journal's publication.

#### **Article (26)**

Within 10 working days of the Vice- president's recommendations receipt, and after reviewing the Vice- president's recommendations, the follow-up report, and the Dean's feedback, the President takes one of the following decisions:

1. Argued suspension of the journal publication,
2. Continuing the publication of the Journal.

#### **Article (27)**

All competent authorities shall implement this Decision, in their areas of responsibility, and it shall be enforced from the date of its issuance

**Dr. Hassan Rashid Al-Derham**  
**President of Qatar University**