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General Guidelines on Classification of Publications

Classification of publication outlets into tiers is a difficult process due to the diversity of outlets in the same specialization and differences among fields of research. Hence, the approach will require adjustment in each academic area to develop the most suitable system for that particular academic department. However, the following are **universal norms of quality for research publications that must be present in all high quality publication outlets:**

I. <u>**Journals with Impact factor:**</u> quality and reputation of the publisher and journal (the higher the better).

II. <u>**Journals without Impact factor:**</u>
   - Independent editorial board for the publishing outlet (journal or publisher).
   - Peer-review of the work before publication is accepted.
   - Scholarly reputation of the publisher: ranking in the field if impact factor is not the norm (top tier, second tier, etc.), indexing status.
   - History and background of the publishing outlet: publication of regular issues without interruption over an extended period of time.

III. <u>**Books and book chapters:**</u>

   Peer-reviewed from reputable publisher known in the field as evidenced by:

   - Scholarly reputation of the publisher: major international publishers, assignment of ISBN for the book.
   - History and background of the publishing outlet: type of publisher (known publishing house, university, non-profit organization) and years in the business of publishing.

For the special case of open access online journals, all the above requirements apply. <u>Open access journals /books & book chapters **are not acceptable** if payment is required for publication before the peer-review process is completed</u> and an independent decision is reached whether to publish the work or reject it. <u>In general, journals considered as probable predatory scholarly open-access publishers should be avoided.</u>

However, open access/online journals that meet the criteria for traditional journal such as independent editorial board, peer-review, existence of impact factor or other third party ranking of quality, and regularity of issues are eligible for ranking the same way standard journals are ranked. These journals will ask **only payment for page cost once the peer-review is completed.**

Departments are requested to use these classification guidelines to generate lists of publications in each rating tier and share them with their faculty ahead of the appraisal.

Tier Classification of English Publications

Tier 1

High category (3.5-4)

Peer-reviewed publications in one of the following:

- Journal with Impact factor that falls in the top 25 percentile ranking based on the impact factor within the subject, discipline, or sub-disciplinary category (refer to APPENDIX below);
- Journal without Impact factor for Arts that falls in the top category as judged by a third independent party [e.g. A+ (international with high visibility) category of the European Reference Index for the Humanities (ERIH)];
- Refereed book (or book chapter) by an international publisher with scholarly reputation (e.g. a major international publishing house or academic press);
- Granted patent.

Low Category (3.0-3.4)

Peer-reviewed publications in one of the following:

- Journal with Impact factor that falls in the average/middle 50 percentile ranking based on the impact factor within the subject, discipline, or sub-disciplinary category (refer to APPENDIX below);
- Journal without Impact factor for Arts that falls in the middle category as judged by a third independent party [e.g. A (international with significant visibility) category of the European Reference Index for the Humanities (ERIH)];
- Refereed book (or book chapter) by a publisher with a scholarly reputation and a track record of publishing;
- Filed Patent.

Tier 2

High category (2.5-2.9)

Peer-reviewed publications in one of the following:

- Journal with Impact factor that falls in the lower 25 percentile ranking based on the impact factor within the subject, discipline, or sub-disciplinary category (refer to APPENDIX below);
- Journal without Impact factor for Arts that falls in the lower category as judged by a third independent party [e.g. B (of significance in a particular country) category of the European Reference Index for the Humanities (ERIH)];
- Book (or book chapter) by a regional or local book publisher with ISBN;
- Full paper published in peer reviewed proceedings of an international conference.

Low category (2.0-2.4)

- Paper published in peer-reviewed journal but without impact factor;
- Refereed book ;
- Peer-reviewed full paper published in conference proceedings;
- Peer-reviewed book chapter;
- Peer-reviewed publication in recognized regional medium in the discipline.

Tier 3 (0-1.9)

- All non-peer-reviewed publications*****;
- Full paper published in regional or national conference proceedings;
- Scholarly creative work******.

*Priority given to publishers with name recognition in the field,

**Scholarly creative is considered high when the work is the norm in the field and receives awards and/or acclaims from people or organizations outside the university, it can move to tier 3 or 2 in special cases. Justification and evidence for this must be provided by the faculty member and approved by the Department/ Unit leadership. Examples of these works are documentaries, movies, novels, creative art, music and plays, non-refereed books that receive major award.

Tier Classification of Arabic Publications

Tier 1 (3.0-4)

Journals with the following criteria:
- Belonging to academic institutions (universities, well-known research centers, scientific associations);
- With an ISSN;
- With at least 6 years history of ongoing publishing;
- Peer-reviewed;
- With an independent editorial board;
- With a consensus that the journal is top in the field.

Books with the following criteria:
- Scholarly book in accordance with the standards of the academic unit;
- Peer-reviewed;
- Reputable publisher according to standards of the field;
- With ISBN;
- Written by a faculty member as a single author and not an editor of the book.

Tier 2 (2.0-2.9)

Journals with the following criteria:
- Credible/reputable publisher
- With an ISSN;
- With at least 3 years history of ongoing publishing;
- Peer-reviewed;
- With an editorial board.

Books with the following criteria:
- Credible/reputable publisher;
- Peer-reviewed;
- With ISBN.

Tier 3 (0-1.9)

- Other Arabic Journals.
- Other Arabic Books.

<u>Appendix</u>: Ranking of Scientific Journals with Impact Factors

The ranking will be conducted considering the journals of the area of expertise(s) of the Department/Researcher. Three tiers are created based on the impact factor of the journal: **Tier 1** with 2 categories (**High:** top 25 percentile, and **Low:** 25-75 percentile), **Tier 2** with two categories (**High:** lower 25 percentile of journals with impact factor and **Low:** Peer-reviewed Indexed journals without impact factor), and **Tier 3** to capture all other types of publications and creative work.

Every Department/Unit within the College should calculate these thresholds following the below procedure.

Procedure

Assuming a normal statistical distribution of the impact factors of the journals a quartile analysis is conducted to establish the thresholds for the first and second tiers. The impact factors of all considered journals are extracted from the Journal Citation Reports (JCR):
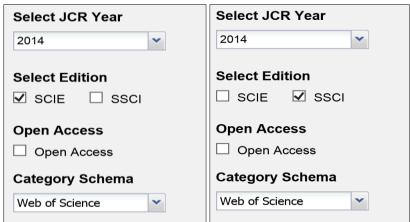
1- Go to the website: http://www.webofknowledge.com/.
2- Click "Journal Citation Reports" on the top left part of the screen.
3- Choose either JCR **Science** Edition (SCIE) or JCR **Social Sciences** Edition (SSCI) as applicable to your Department/Researcher
4- Under "Select Categories" tick one or more subject categories from the list as applicable to your Department/Researcher. You can choose more than one subject category.
5- Under "JIF Quartile" select the corresponding Quartile:
    a. Q1 for the journals ranked as Tier 1 / High Category
    b. Q2 and Q3 for the journals ranked as Tier 1 / Low Category
    c. Q4 for the journals ranked as Tier 2 / High Category
6- Click "Submit"
7- The list of Journal Titles under the selected Quantile is generated. "Select All" from the menu and then download the file (XLS for an Excell editable file) by clicking the download icon in the top of the page.

Graphical illustration

1- Go to the website: http://www.webofknowledge.com/.
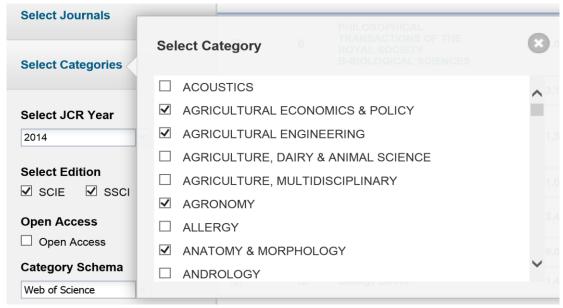2- Click "Journal Citation Reports" on the top left part of the screen.

3- Choose either JCR **Science** Edition (SCIE) or JCR **Social Sciences** Edition (SSCI) as applicable to your Department/Researcher

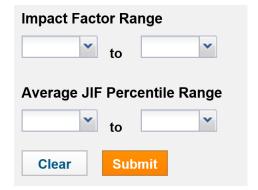

For Science Subjects   For Social Science Subject

4- Under "Select Categories" tick one or more subject categories from the list as applicable to your Department/Researcher. You can choose more than one subject category.

5- Under "JIF Quartile" select the corresponding Quantile:
   a. Q1 for the journals ranked as Tier 1 / High Category
   b. Q2 and Q3 for the journals ranked as Tier 1 / Low Category
   c. Q4 for the journals ranked as Tier 2 / High Category

6- Click "Submit"

7- The list of Journal Titles under the selected Quantile is generated. "Select All" from the menu and then download the file (XLS for an Excel editable file) by clicking the download icon in the top of the page.