# Application for a journal to join MongoliaJOL

## Journal Information Form

Please email the completed form to gantulga@mongolianlibraries.org.mn.
Please feel free to add extra lines where needed.

**Journal Title** *(in full)*

Previous Journal Title *(if any)*

**Journal Title Abbreviation** *(eg. J. Chem. Soc.)*

**ISSN (p)** (print)

**ISSN (e)** (electronic/online)

**Copyright notice**

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

**Focus and scope of journal**

*(a short statement of the aim of your journal as you would like it to appear on the website – the type of papers and topics that it publishes, and what community it aims to serve; e.g. veterinary scientists)*

**Journal keywords**

*(up to a maximum of 4 keywords that will be used in indexing your journal online so users can find it in search results)*

1. 2.

3. 4.

**Frequency of publication** *(issues/volumes per year)*

First year of journal publication *(inaugural issue)*

Has the publication kept to the stated frequency of issues published per year? Yes / No *(circle your answer)*

Date of last issue published

Country of Publication

Text Language/s

**Does the Journal currently have full text online, or a website?** Yes / No *(circle your answer)*

If Yes, what is the main website address/URL *(if any)*

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

**Is the journal indexed already?** *Examples: Scopus, PubMed, ISI Web of Science, etc.*

**If so, please list all indices.**

**Does the journal already have Digital Object Identifiers (DOI’s) assigned to the online full text?**

 Yes / No *(circle your answer)*

If yes, by whom?

**Is there a Journal Editorial Board?** Yes / No *(circle your answer)*

**If yes**, please provide the names and institutional affiliations (connection with larger organisation, for example a society or university) and email addresses for all members. *(Please use an additional sheet if you need more space)*

**Is the journal peer reviewed?** Yes / No *(circle your answer)*

**If yes**, please provide a **full explanation** of your peer-review system – please provide **as much information as possible**, as this is taken into consideration during the review process: Details should include how many reviewers are involved per paper, how long a review takes, if it is single/triple/double blind, as well as who makes the final decision on including a submission for publication

***\*\*Please also send us your guidelines to reviewers if the journal has such a document.***

**What is the journal’s article rejection rate?**

*For example: of every 10 articles submitted, an average of 3 manuscripts are accepted for publication after the Editorial and peer-review processes, and 7 manuscripts are rejected.*

*NB please ensure you have documented proof to support your answer. MongoliaJOL will sometimes request proof of rejection rates.*

**Does the Journal have Author Guidelines?** Yes / No *(circle your answer)*

**Does the Journal have Reviewer Instructions?** Yes / No *(circle your answer)*

*If yes, author and/or reviewer guidelines* ***MUST*** *be attached to your application and* ***emailed*** *to MongoliaJOL.*

**Is the Journal Open Access?** Yes / No *(circle your answer)*

If hard copies are charged for, or if the journal is subscription-based, please supply ALL of your charges and **subscription information** for inclusion on the website
*(information about the price and contact details to purchase)*

If the full text is free online (Open Access), please state your licensing or usage policy (e.g. Creative Commons license type) in full:

**Source of support** for the publication *(please list all sources – this explains sustainability):*

*(for instance, institutional funds / donor / sale of hard copies / subscription)*

**Any other items you wish to appear in "About the journal"?**

For example, some people include the members of the International Advisory Panel, or a description of the association that the journal represents – you can have as many "other items" as you wish. **Please send via email.**

## Journal Staff Contact Information

Please provide **at least TWO** different person’s contact details:

**Editor-in-Chief/Editor:** Title:

Institution or Affiliation

Email

Phone

Fax

Mailing address

**Publisher** ……………………………………………………..…………..….……………………..…

*(if you do not have a formal publisher this should be the name of your institution, faculty, association or whatever organisation supports your publication)*

**Publisher contact person** Title:

Email………………………………………..…………………..

Phone …………………………………………………………..

Fax …………………………………………………..………….

Mailing address

**Principal contact for the Journal is:** *(Please circle one of the following choices)*

Editor-in-Chief/Editor

Publisher

Other

If the principle contact is someone other than Editor-in-Chief or Publisher then please complete the information below

**Other contact person** Title

Position *(e.g. Journal Manager)*

Institution or Affiliation………………………………………………………………………………..

Email……………………………..……………………………

Phone ………………………………….…………….……….

Fax …………………………………….………………………

Mailing address

If you have any queries or problems submitting this form, please contact us: gantulga@mongolianlibraries.org.mn