## Annex E: Journal Adoption Proposal Form

### JOURNAL PROFILE

#### Title of the Journal:

*(Full official name of the journal)*

#### Year Established:

*(Include information on previous name/s, if any)*

#### Current Publisher / Managing Institution:

*(Department, center, organization, or partner institution)*

#### Publishing Frequency:

* Annual
* Biannual
* Quarterly
* Other:

#### Type of Journal:

* Scholarly / Peer-reviewed
* Professional / Trade
* Literary / Creative
* Interdisciplinary
* Other:

#### ISSN(s):

Print:

Online:

**Official Website / Online Access (if any**):

### JOURNAL CONTENT AND SCOPE

#### Aim of the Journal:

*(Briefly state the core mission or purpose of the journal)*

#### Scope:

*(Describe the thematic, disciplinary, or geographic focus of the journal)*

#### Languages of Publication:

* + English
	+ Filipino
	+ Cebuano
	+ Other:

#### Types of Articles Accepted:

* + Research Articles
	+ Reviews / Essays
	+ Case Studies
	+ Creative Works (poetry, fiction, etc.)
	+ Commentaries / Reports
	+ Other:

#### Target Contributors:

* + Faculty Researchers
	+ Graduate Students
	+ Practitioners / Industry Experts
	+ Artists / Writers
	+ Other:

#### Target Audience:

*(Describe the intended readership or academic community)*

### EDITORIAL STRUCTURE AND STANDARDS

#### Editor-in-Chief:

Name:

Affiliation:

Email:

#### Editorial Board:

*(Attach full list with affiliations)*

#### Peer Review System:

* Single-blind
* Double-blind
* Open
* Not currently in use

#### Editorial Policies (attach if available):

* Author Guidelines
* Plagiarism and AI Use Policy
* Ethics and Malpractice Statement
* Conflict of Interest Policy

### JOURNAL STATUS AND OPERATIONS

#### Latest Issue Published:

*(Volume, issue number, and date)*

#### Back Issue Availability / Archive Access:

* + Yes (URL or platform: )
	+ No

#### Publication Format:

* + Print
	+ Online
	+ Both

#### Access Model:

* + Open Access
	+ Subscription-Based
	+ Hybrid

### RATIONALE FOR ADOPTION

#### Reasons for Seeking Adoption by USCPH:

*(Explain the motivations for transitioning the journal to USCPH)*

#### Expected Benefits from USCPH Affiliation:

* + Editorial Support
	+ Institutional Accreditation
	+ Layout and Design Assistance
	+ Hosting and Digital Distribution
	+ ISSN/DOI Registration
	+ Marketing and Indexing Assistance
	+ Other:

#### Proposed Transition Plan:

*(How will editorial continuity, content migration, and stakeholder communication be managed?)*

### REQUIRED ATTACHMENTS

Please attach the following:

* + Copy of the Most Recent Issue (PDF or print)
	+ List of Editorial Board Members
	+ Editorial and Author Guidelines
	+ Any Existing MOA or Governance Document
	+ Affidavit/Declaration of No Pending Legal Case

I hereby certify that the information provided is true and complete, and that the proposing institution supports the journal’s adoption by the USC Publishing House.

(Editorial Board Representative’s Name & Signature) (Date)

(Affiliation/Designation)