

**ACADEMIC RESEARCH JOURNAL
CHECKLIST FOR
FIRST (1ST) TRANCHE**

| S/NO | REQUIREMENTS | AVAILABILITY (1ST TRANCHE 85%) |
|-------------|---|--|
| 1 | Letter of Request duly signed by the Institution Head or his representative. | |
| 2 | Committee Minutes where the Journal was approved | |
| 3 | Back Copies of the last Editions of the Journal (where it exists) or Impression of the cover page(if it is being established) | |
| 4 | List of Members of Editorial Board with designations and Editorial Board Constitution (2/3 of membership must be from other Institutions) | |
| 5 | Editorial Policy, frequency and other details | |
| 6 | Evidence of Registration with National Library of Nigeria.(ISSN) | |
| 7 | Evidence of Index and Abstracting of Journal | |
| 8 | Establishment of Dynamic Website hosting the Journal | |
| 9 | Maximum Copies per Issue Should not exceed 3,000 | |
| 10 | Implementation plan with duration | |
| 11 | Letter of acceptance from a reputable Academic Publisher and Quotation list from the Publisher | |

**ACADEMIC RESEARCH JOURNAL
CHECKLIST FOR
SECOND (2ND) TRANCHE**

| S/NO | REQUIREMENTS | AVAILABILITY (2nd Tranche 15% Final Submission) |
|-------------|--|---|
| 1 | Letter of Request duly signed by the Institution Head or his representative. | |
| 2 | 3 Copies of Published Journal | |
| 3 | Evidence of Payment to the publisher | |
| 4 | Evidence of Legal Deposit to National Library | |

