



*please don't change font-style and size.

FORMAL REQUEST PRIOR TO RESEARCH PUBLICATION

Date (month and day, year)

NAME LAST NAME
Vice President for Research, Extension, and Innovation for Development
This University

Sir:

Greetings!

I am (for single author)//We are (for two or more authors) currently pursuing to publish my/our completed research paper titled (Write full title of the research article for publication) in the (Complete journal name), a/an (short description of the journal, e.g. Web of Science indexed, Elsevier indexed, SCOPUS indexed, and the like) journal.

Along this line, I/we would like to validate if the abovementioned journal is included on the list of reputable journals.

Attached is the journal evaluation form of the University for your appropriate recommendation.

Thank you so much.

Respectfully yours,

(NAME OF THE AUTHOR/S WITH SIGNATURE)
(Position/Designation)

EVALUATION OF RESEARCH JOURNAL CONSIDERED FOR PUBLICATION

(To be accomplished by the author/s)

Research Project Code	
Original Title reflected in IOB: (If applicable)	
Type of Research Output:	☐ Institutionally-funded Research ☐ College-Based Research ☐ Externally-funded Research ☐ Student Research
Research Article Title:	
Authors:	
Research Journal: (write the full name of the research journal, do not abbreviate)	

(To be accomplished by the evaluator)

Journal’s Quartile Ranking (as stipulated in BOR Resolution No. 38 s. 2026):	☐ Q1 and Q2 SCOPUS or WoS Master List Journals) ☐ Q3 and Q4 SCOPUS or WoS Emerging Journals)
Research Article for publication is aligned to the scope of the above-mentioned journal (leave this part blank if the journal is under Unrecognized Journal list): ☐ Yes ☐ No	
Decision:	☐ Approved Request ☐ Declined Request
Reason: _____	
(For decision with declined request you may submit your research articles to the suggested journals of the evaluator).	
Suggested Journals:	1. _____ 2. _____ 3. _____
Evaluated by:	
NAME LAST NAME Director, Knowledge, Management, and Publication Office (KMPO)	
Approved:	
NAME LAST NAME Vice President for Research, Extension, and Innovation for Development	