



EDITORIAL GUIDELINES



Overview	2
Editorial Policy	3
Yardsticks	5



OVERVIEW

MBA Journals Editorial board comprises of experts/professionals who, on formal invitation from MBA Journals have kindly consented to represent MBA Journals for providing their valued editing/review services and guide the Publication management team of MBA Journals. The editors have the responsibility to maintain the guidelines for reviewing and accepting papers submitted to be published. These guidelines derive from the scope of the journal and from the community's perception of standards of quality.



EDITORIAL POLICY

- ❖ **The manuscript is a privileged document. It needs to be protected from any form of exploitation. Editors/ reviewers are expected not to cite, refer and to refrain from using the information it embodies for the advancement of their own research.**
- ❖ **An editor/reviewer should consciously adopt a positive, impartial attitude towards the manuscript under review without giving regard to race, gender, religious belief, ethnic origin, citizenship, or political philosophy of the author(s).**
- ❖ **An editor/reviewer should aim at promoting a precise and effective scientific communication.**
- ❖ **The Review of the articles should be carried out as per the stipulated time lines. In case it appears, the deadlines are hard to meet in some specific cases, MBA Journals publication management team should be informed accordingly. This will enable the latter to take alternative measures to avoid expected delay.**
- ❖ **An editor/reviewer should not discuss a manuscript with its Author(s). MBA Journals Online Journal system updates Author about every action being taken on their manuscript.**
- ❖ **In case, we do not accept a manuscript; we should convey our constructive comments that might help the author to improve it. This requires providing elaborate comments (with citations, if possible); it will help the editors/ reviewers to decide on the manuscript and the authors to improve it.**
- ❖ **The documentation on criticism, arguments, and suggestions concerning the manuscript is to be preserved carefully.**
- ❖ **The editors/publication management team gratefully receives a reviewer's/ referee's recommendation(s), but since the decisions are based on evaluations derived from several sources, a reviewer/referee should not expect decision makers to honor his or her every recommendation.**



- ❖ **The editor has complete responsibility and authority to accept a submitted paper for publication or to reject it. The editor may confer with associate editors or reviewers for an evaluation to use in making this decision.**
- ❖ **The editors should maintain the confidentiality of a manuscript and must not disclose any information about the same to anyone other than reviewers.**
- ❖ **Editorial responsibility and authority for any manuscript authored by an editor and submitted to the editor's journal should be delegated to another Editor of that Journal to avoid any conflict of interest.**
- ❖ **Editors should avoid situations of real or perceived conflicts of interest e.g. handling papers from present and former students, from colleagues with whom the editor has recently collaborated, and from those in the same institution.**



YARDSTICKS

- ❖ **Compose a concise and descriptive title.**
- ❖ **Maintain adequacy of abstract, key words.**
- ❖ **Appropriateness of approach or experimental design, adequacy of experimental techniques (including statistics where appropriate, need for statistical assessment).**
- ❖ **Results relevant to the problem posed.**
- ❖ **Interpretation and conclusions warranted by the data, reasonable speculation and clarity of the message.**
- ❖ **Relevance of citations.**
- ❖ **Relevance of the figures and table, clarity of legends and titles.**
- ❖ **Overall Presentation, considering writing style and clarity in expression.**
- ❖ **Write up the references.**
- ❖ **If plagiarism is detected by the editorial board member, reviewer, editor etc., in any stage of article process- before or after acceptance then we will alert the same to the author(s) and will ask them to rewrite the content or to cite the references from where the content has been taken. If more than 10% of the paper is plagiarized (excluding the references)- the article may be rejected and the same is notified to the author.**

