

Editorial Board Guidelines

Purpose of Role: The role of the Editorial Board is to advise and support the Editor, who has responsibility for the content of the journal.

Specific Areas of Responsibility

The Editorial Board member will work closely with the Editor of the Journal and Board members with sub-editorial roles.

Other contacts may include the Director of Publications and Website, the Head of Publications, and the Staff Editors.

General Guidelines for Editorial Board members

Editors should hold the responsibility for the whole Journal content.

Contribute to Journal development and management through generous relationship with other board members.

Update reviewers and authors with new policies and guidelines.

Ensure steady communication with the editorial office.

Assure the integrity in the published work.

Editors should ensure the protection of individual data and maintain confidentiality.

Every Editorial Board member should ensure submission of at least 4 manuscript in a year.

Ensure constructive, fair and timely feedback to the authors for their contribution.

Elevate Journal's reputation among their affiliated academic community.

Editor-in-Chief

Two-year renewable term on basis of performance.

Criteria

- The Editor-in-Chief must have 75-100 publications in National or International peer reviewed articles.
- An academic rank above Professor or equivalent.
- The Editor-in-Chief has a vital role in the success of a Journal. They should guarantee the quality and integrity of the content found in the Journal. It is their primary responsibility to educate and communicate the vision to the authors, readers, editorial board members and publisher. The Editor-in-Chief should put consistent efforts to enhance quality and elevate the significance of published articles to the corresponding community.

Roles and Responsibilities

- Editor-in-Chief should take the whole responsibility of the Journal and they should be familiar with the subject literature, research design, statistics, publication ethics and standards. Should also possess extensive Editorial and interpersonal skills.
- Should strive for the development of the Journal and suggest the publisher for further improvisations with additional policies.
- Should encourage submission of quality articles by writing Editorials on the Journal's performance.
- Should be responsible in selection and rotation of Editorial Board members, maintenance and development of Journal, participation in review process and look for appropriateness.
- Sets annual objectives on peer review process and timely publication, evaluate the performance of Board members and encourage promotions appropriately. Should

- act accordingly in taking action to improve the objectives that are not achieved timely.
- Should recommend Editorial office promptly when approached on the account of rejection or acceptance of a manuscript in relation to the scope, manuscript transfer or re-submission requests while ensuring the readers interest, significance of the study, readability and wide accessibility.
 - Generally, after the peer review process and initial editing, the manuscript comes to the Editor-in-Chief for the final approval. The final decision to accept or reject of an article will be held with Editor-in-Chief. They should cross check the content quality, writing style and construction, grammar, spellings, data presentation and organization prior to take the final decision.
 - Should ensure that the manuscript is neither plagiarized nor published elsewhere. If the paper found plagiarized, the Editor-in-Chief has the right to reject the article straight away.
 - Should supervise and support the publisher in handling complaints and appeals, responding genuinely to ethical problems regarding publication of any duplicate or fraudulent work.

Editorial Board Member

Two- year renewable term on basis of performance.

Criteria

- The Editor board member must have 40-60 publications in National or International peer reviewed articles / journals.
- An academic rank above Associate Professor or equivalent.
- Editor board member will be in the process of probation for being next Editor-in-Chief. They assists the Editor-in-Chief in judging a manuscript to be accepted or rejected, supports in taking decisions and communicating with other Board members. Editors, fill the role of both serving as an editorial board member in review process as well as ensuring the publication of high quality papers in the Journal.

Roles and Responsibilities of editorial board member

- Editorial board member should assist the Editor-in-Chief and also involve in the peer review process.
- Is responsible for the quality of Journal content and the published articles.
- Encourage submission of high quality papers.
- Provide fair and constructive feedback to the contributors, Editors and Reviewers.
- Provide Editorials on the Journal performance and promoting new policies when introduced.
- Assist Editor-in-Chief in setting annual objectives and assign responsibilities to the Board members for peer review process and ensure their timely completion.
- Should ensure that the manuscript is neither plagiarized nor published elsewhere.
- Should support Editor-in-Chief in handling ethical issues, complaints and appeals regarding the publication standards.
- Suggest publisher with new policies and for the development of the Journal.

Associate Editor

One-year renewable term on basis of performance

Criteria

- The Associate Editorial Board member must have 30-50 publications in National or International peer reviewed journals.
- An academic rank above Assistant professor or equivalent.
- The Associate Editor has to assist both the Senior Editor and the Editor-in-Chief in guaranteeing the quality of content found in Journal and communicating its vision for the journal to authors, Editorial Board members, readers, and publisher.
Associate Editor should be mindful with the policies of the Journal and publisher, Author guidelines, Editor Guidelines and Reviewer guidelines.

Roles & Responsibilities

- Associate Editor should guide the Authors, Editors and Reviewers with the guidelines available from the website.
- Encourage submission of high quality articles in the Journal and assist Senior Editor in monitoring the content quality.
- Monitor the manuscripts for writing style, language, presentation according to the Journal's policy and instructions.
- Should ensure effective peer review process and timely publication.
- Should ensure the integrity of the Journal content and quality in the published articles.
- Should ensure that the manuscript is neither plagiarized nor published elsewhere.
- Suggest publisher with new policies and for the development of the Journal.
- Should suggest eminent reviewers during the peer review process.
- Need to take up the role of Editor-in-chief when not available.

Note: Members are expected to review around 4-5 manuscripts for each year. If they failed to do so, editors will be deposed from Editorial Board according to the Editorial policy. The criteria mentioned above can be altered with respect to the journal by the Editorial office.

