

International Journal of Effective Management (IJEM)

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Publication process

Fundamentally, the authors are kept fully informed about their paper's status at all stages. Although these are detailed in the Journal's guidelines for authors, the editors feel that the authors would like to see them in practice. Thus, the process starts with the acknowledgment of receipt of papers as they are received. This reminds the authors that their papers will go through a series of steps and that they will be briefed about the developments throughout. Most importantly, the objective is to take the authors into confidence, telling them in no uncertain terms that they need not worry about any lapses taking place on the journal side.

The editorial team comprising the chief editor, managing editor, and the editors, with their collective wisdom and experience, first screens the papers to make sure that the papers fully comply with the Journal's focus and would look to be an acceptable standard overall to warrant further processing - reviewing, etc. If not, the paper may be returned to the author, very often, advising them that, for better exposure, it should be sent to some other journal expressly more dedicated to the theme. From an ethical point of view, this aspect is deemed highly important and is considered as a USP of the Journal. Once through this screening, the papers will then be sent to the reviewers (see below). In case the review yields positive results, the paper will be accepted for publication subject to any other conditions being met in that the publication process is subject to the Journal abiding by the legal requirements in force regarding libel, breaches of copyright, plagiarism, amongst others.

Duties and responsibilities of authors

It is well specified in the journal policy that only scholarly works would be considered for potential publication. The authors are requested to go through the pages detailing submission procedures and note that their work is obliged to go through a peer-review process prior to any consideration for publication. They themselves should satisfy that the work is objective and original enough, that there is the application of theory to practice wherever warranted, conclusions are supported by evidence. It adds to the body of knowledge already in existence. Where there is more than one author, all authors are expected to contribute to the research significantly. These are all hallmarks of being scholarly.

It needs to be emphasized that there is a conscious effort to **avoid plagiarism**. The works must be well referenced. Poor referencing is often a cause for a paper's refusal because of the possible interpretation that ideas have been borrowed from other researchers without acknowledging them. All authors must agree to submit a statement that all data in the article is real and authentic and fully complies with the

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The same research work should not be submitted to another journal when it is under consideration by one. Should authors so feel that the time being taken by a journal is unacceptable to them, they should ask for withdrawing their paper from consideration.

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Duties of Reviewers

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Responsibility

In addition to their responsibilities as elaborated above in the 'Publication process' above, the journal editors are committed to providing a timely review to the authors. If a reviewer does not promptly submit his/her report, the paper is immediately sent to another qualified reviewer.

Promptness

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The Editor-in-Chief or the other editors would communicate with the authors, as required, briefing them on why the paper could not be published in its present shape.

Non-Discrimination

The editors and reviewers evaluate manuscripts for intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

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Transparency

When errors are found, the editor commits to ensuring the publication of a correction or retraction.

Disclosure and conflicts of interest

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Declaration

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Clearly identify the retracted article by including the title and authors in the retraction heading

be clearly identified as a retraction (i.e., distinct from other types of correction or comment)

be published as promptly as possible to minimize harmful effects from misleading publications

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