Editorial Policy

Papers published in the IABPAD affiliated journals are selected based on a double-blind peerreview process. Articles will be checked for originality using **Unicheck plagiarism checker** (https://unicheck.com/).

To submit a paper for journal publication, email it as an attachment in Microsoft Word to the Editor at

iabpad.journals@suddenlinkmail.com

The manuscript should be a Word file. Remove the author information from the manuscript and submit it as a separate file.

Manuscripts will be judged on their merits, contents, originality, soundness of analysis, writing style and quality, presentation, structure, and contribution to the literature. Poor writing and prsentation or a not fully developed paper are reasons for rejection.

Papers published in a conference proceedings cannot be considered for publication in an IABPAD affiliated journal

By submitting a paper for review and potential publication in any of the *International Academy of Business and Public Administration Disciplines* (IABPAD) peer reviewed journals, the author submitting the paper is certifying that the work is original, is not being considered for publication elsewhere, has not been accepted for publication or previously published, and is not copyrighted.

Acceptance of a paper for publication is based on the recommendations of two anonymous reviewers.

Reviewers' comments are made available to authors.

A paper must be revised to address the reviewers comments and accepted by two reviewers before it can be published.

A copy of the final manuscript will be sent to the authors for proofreading before publication.

Authors of an accepted paper will be required to sign a copyright agreement.

If a paper is accepted for publication, corresponding author will pay a review fee of \$25 and a publication fee of \$15 per page. Submitting author will receive a free copy of the journal. Each additional copy is \$25.

Journals have been issued ISSN numbers by the Library of Congress. Articles published in the IABPAD journals are included in the world wide databases of EBSCO publishing Inc. and Gale Cengage Learning. The IABPAD journals are indexed in Ulrich's/Proquest Periodical's Directory

The IABPAD journals, editors, editorial boards, and the International Academy of Business and Public Administration Disciplines are not responsible for the views expressed by authors in the journals. The proofreading of the manuscripts and any errors are the sole responsibility of the individual authors.

PUBLICATION ETHICS AND PUBLICATION MALPRACTICE STATEMENT

The *Publication Ethics* of the *International Academy of Business and Public Administration Disciplines* (*IABPAD*) *affiliated journals* and publication *malpractice statements* are in compliance with the policies of the International Academy of Business and Public Administration Disciplines (IABPAD). Duties of the editors, reviewers and authors are stated below.

DUTIES OF EDITORS

Confidentiality— Editors must treat received manuscripts for review as confidential documents. Editors and any editorial staff must not disclose any information about submitted manuscripts to anyone other than the corresponding author, reviewers, other editorial advisers, and the publisher.

Equal Treatment—Editors must evaluate manuscripts for their intellectual content and their contribution to specific disciplines, without regard to gender, race, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

Disclosure and Conflicts of Interest— Editors and any editorial staff must not use materials disclosed in a submitted manuscript (published or unpublished) for their own research without the author's written authorization.

Integrity of Blind Reviews—Editors should ensure the integrity of the blind review process. As such, editors should not reveal either the identity of authors of manuscripts to the reviewers, or the identity of reviewers to authors.

Publication Decisions—Editors are responsible for deciding which of the manuscripts submitted to the journal should be reviewed or published.

Cooperative involvement in investigations—Editors should conduct a proper and fair investigation when an ethical complaint (concerning a submitted or published manuscript) is reported. Such process may include contacting the author(s) of the manuscript and the institution, giving due process of the respective complaint. If the complaint has merits, a proper action should be taken (publication correction, retraction, etc.). Besides, every reported action of unethical publishing behavior should be investigated even if it is discovered years after publication.

DUTIES OF REVIEWERS

Confidentiality—Reviewers must consider all received manuscripts for review as confidential documents. *Received manuscripts must not be seen or shared with others without permission from the editors* or authorized editorial staff.

Objectivity—Reviewers should conduct their reviews objectively. Criticism of the author's personality or the topic is unprofessional and inappropriate. Reviewers should explain their

recommendations clearly and explicitly and provide rational support and justification. Editors Recommendations could be one of the following:

Accept the publication of the manuscript after compliance with the reviewers' recommendations.

Consider the publication of the manuscript after minor changes.

Consider the publication of the manuscript after major changes.

Fast-Track Reviews—Reviewers are requested to complete their reviews within a timeframe of 30-60 days. Reviewers also are free to decline reviews at their discretion. For instance, if the current work load and/or other commitments make it impossible for reviewers to complete fair reviews in a short timeframe, reviewers should refuse such invitations for review and promptly inform the editor.

☐ Reject the publication of the manuscript.

Qualifications—Reviewers who believe that they are not qualified to review a received manuscript should inform the editor promptly and decline the review process.

Disclosure—Information or ideas obtained through blind reviews must be kept confidential and must not be used by reviewers for personal benefits.

Conflict of Interest —Reviewers should refuse the review of papers in which they have conflicts of interest emerging from competitive, collaborative, or other relationships with the authors.

Substantial Similarity—Reviewers should inform editors about significant resemblances or overlap between received manuscripts and any other published manuscripts that reviewers are aware of.

Proper and Accurate Citation —A reviewer should point out published papers that are relevant, but not cited by the authors. Statements that include observation, derivation, or argument (currently or previously reported) should be accompanied by the relevant and accurate citation.

Contribution to Editorial Decisions—Reviewers assist editors in making editorial publication decisions, and also assist authors in improving their submitted manuscripts, through the editorial communications with authors. Therefore, reviewers should always provide explicit and constructive feedback to assist authors in improving their work.

DUTIES OF AUTHORS

Originality—Authors submitting manuscript should ensure that this submission is original work and is neither currently under consideration for publication elsewhere, nor has been published as a copyrighted material before. If authors have used the ideas, and/or words of others researchers, they should acknowledge that through proper quotes or citations.

Plagiarism— Plagiarism appears in various types, such as claiming the authorship of work by others, copying and paraphrasing major parts of others research (without attribution), and using the results of research conducted by other researchers. However, any type of plagiarism is unacceptable and is considered unethical publishing behavior. Such manuscripts will be rejected. The IABPAD uses a plagiarism detector software.

Authorship of Manuscripts—Authorship of a manuscript should be limited to authors who have made significant contributions and the names of authors should be ranked by effort. The

corresponding author must ensure that all coauthors have agreed to the publication of the final version of the manuscript as it appeared in the proofreading copy.

Multiple or Concurrent Publication— Authors should not publish manuscripts describing essentially the same research in more than one journal. It is unacceptable and unethical to submit the same manuscript simultaneously to more than one journal. This action leads to the rejection of the submitted manuscripts.

Acknowledgement of the Work of Others—Authors should always properly and accurately acknowledge the work of others. Authors should cite publications that have significant contribution to their submitted manuscripts. Unacknowledged work of others contributing to manuscripts is unethical behavior and is unacceptable. Such manuscripts will be rejected.

Reported objectives, discussions, data, statistical analysis, and results should be accurate. Fraudulent or knowingly inaccurate results constitute unethical behavior and are unacceptable. Such manuscripts will be rejected.

Data Access and Retention— Authors should be ready to provide the data related to the manuscript for editorial review. Also, if possible, they should provide public access to such data. However, such authors should be prepared to retain data for at least one year after publication.

Hazards and Human or Animal Subjects— If a research study involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the author(s) must clearly identify these in the submitted manuscript. Authors should also inform participating human subjects about the purpose of the study.

Conflict of Interest— In their manuscript(s), authors should disclose any significant conflict of interest that might influence the results or their interpretations.

Copyright of Accepted Manuscripts—Authors of accepted manuscripts for publication should sign a copyright form. However, those authors have the right to use their published manuscripts for their own teaching, research and scholarly activities

Substantial errors in published Manuscripts—When authors discover substantial errors or inaccuracy in their own published manuscripts, it is the authors' responsibility to promptly inform the editor or publisher and correct the error. Author can publish the correction and link it to the original published paper.

Acknowledgement of Indirect Contributors and Financial Supporters—Authors should acknowledge individuals whose contributions are indirect or marginal (e.g., colleagues or supervisors who have reviewed drafts of the work or provided proofreading assistance). In addition, all sources of financial support for the research project should be disclosed.

The editors, the Editorial Boards, and the International Academy of Business and Public Administration Disciplines (IABPAD) are not responsible for authors' expressed opinions, views, and the contents of the published manuscripts in the IABPAD affiliated journals. The originality, proofreading of manuscripts and errors are the sole responsibility of the individual authors.

All manuscripts submitted for review and publication go under double-blind peer reviews for authenticity, ethical issues, and useful contributions. Decisions of the reviewers are the only tool for publication and will be final.