Submission Policy

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1. Purpose

The Submission Policy defines the procedures, requirements, and ethical standards authors must follow when submitting manuscripts to the journal. The journal is dedicated to ensuring a transparent, fair, and efficient submission process that upholds academic integrity, quality, and professionalism. All authors are expected to read and comply with this policy before submitting their manuscripts for consideration.

2. Scope

This policy applies to all types of manuscripts submitted to the journal, including:

- Original Research Articles
- Review Papers
- Case Studies

Each submission must comply with the journal's formatting, ethical, and technical guidelines as outlined on the journal's website.

3. Submission Requirements

Before submission, authors must ensure that their manuscripts meet the following requirements:

1. **Originality**

   - The manuscript must be the author's original work and must not have been published or submitted elsewhere.
   - Submissions found to contain plagiarized or duplicated content will be rejected *(see Plagiarism Policy)*.

2. **Authorship**

   - All individuals listed as authors must have made a significant contribution to the research and approved the final manuscript.
   - Any changes in authorship (addition, removal, or order change) after submission must be justified and approved by all authors and the editorial board.

3. **Manuscript Format**

   - Manuscripts should be prepared according to the journal's official Author Guidelines (font, headings, structure, tables, figures, and references).
   - References must follow the Vancouver referencing style, ensuring accuracy and consistency.
   - The length of the abstract, paragraphs, and overall word count should comply with the journal's format standards.

4. ***Ethical Compliance***

   - Studies involving human participants must include an ethical approval statement from the relevant institution which relates to the data collection point.
   - Authors must confirm that informed consent was obtained where applicable.

5. **Language and Clarity**

   - Manuscripts should be written in clear, grammatically correct English (the accepted language of the journal).
   - Authors are encouraged to seek professional language editing if necessary.

4. Submission Process

The journal accepts submissions through its online submission system (or official email if specified).
The submission process involves the following steps:

1. **Online Registration**
   Authors must register on the journal's online platform and provide complete contact details for the corresponding author.
2. **Manuscript Upload**
   Authors must upload:

   a. The main full length manuscript file
   b. Title page with author details and affiliations
   c. Ethical approval letter (if applicable)
   d. Supplementary materials (if any)

3. **Acknowledgment of Submission**
   Once submitted, the corresponding author will receive an automated acknowledgment email confirming receipt of the manuscript.
4. **Initial Screening**
   The editorial office conducts a preliminary screening to check for plagiarism, formatting compliance, and relevance to the journal's scope.
   Manuscripts failing to meet basic requirements may be returned to authors for revision before peer review.

5. Peer Review and Editorial Decision

- After initial screening, manuscripts undergo double-blind peer review by at least two independent experts.
- Authors will be informed of the editorial decision, which may be:

  a. Accept as submitted
  b. Accept after minor or major revisions
  c. Reject

- Authors must respond to reviewers' comments thoroughly and resubmit revised versions within the given deadline.
- Final decisions are made by the Editor-in-Chief, based on reviewers' recommendations and editorial judgment.

6. Simultaneous Submissions

- The journal strictly prohibits simultaneous submission of the same manuscript to more than one journal.
- If discovered, the manuscript will be rejected immediately, and the author may face a submission ban for a specified period.

7. Copyright and Licensing

- Upon acceptance, authors may be required to sign a Copyright Transfer Agreement or agree to an Open Access License, depending on the journal's publication model.

- Authors retain moral rights to their work but grant the journal permission to publish, distribute, and archive the article in print and electronic formats.
- Authors using third-party materials must secure proper permissions before submission.

8. Conflict of Interest Declaration

- Authors must disclose any potential conflicts of interest financial, institutional, or personal that could influence the interpretation of results.
- If no conflicts exist, authors should clearly state "The authors declare no conflict of interest."

9. Data Availability and Research Transparency

- Authors are encouraged to make their raw data, materials, and analytical methods available for verification or replication purposes.
- A Data Availability Statement should be included in the manuscript if applicable.
- Any use of previously published data must be properly credited.

10. Ethical Statement

- Authors are responsible for ensuring that their research adheres to ethical standards regarding human subjects, animal welfare, environmental protection, and data integrity.
- The journal reserves the right to reject manuscripts that do not comply with ethical requirements.

11. Withdrawal of Manuscripts

- Authors may withdraw their manuscript only before the peer review process begins.
- Once the review process starts, withdrawal requests must include a valid reason and formal approval from all co-authors.
- Repeated or unjustified withdrawals may result in restrictions on future submissions.

12. Post-Acceptance Procedures

- After acceptance, authors will receive a proof version of their article for final checking.
- Authors are responsible for reviewing and approving the proof before publication.
- Only minor corrections related to spelling, grammar, or formatting will be accepted at this stage.

13. Fees and Charges

- The journal doesn't charge an Article Processing and publication Fee.

14. Policy Review and Updates

The Submission Policy is reviewed periodically to ensure alignment with best practices in academic publishing and ethical standards set by MoHE and organizations such as COPE, ICMJE, and WAME.
Updates will be communicated through the journal's website.