

Editorial Policy

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1. Purpose

The Editorial Policy defines the guiding principles, procedures, and ethical standards governing the editorial operations of the journal. Its purpose is to ensure that all editorial decisions are made fairly, transparently, and in accordance with the highest academic and ethical standards. The journal is committed to maintaining editorial independence, promoting scholarly integrity, and ensuring the publication of high-quality, original research that contributes meaningfully to the field.

2. Editorial Independence

- The Editor-in-Chief and editorial board have full authority and independence over all editorial decisions.
- Editorial decisions are made solely on the basis of the scientific quality, originality, and relevance of the manuscript free from political, commercial, or personal influence.
- The publisher, sponsors, or affiliated institutions cannot interfere in editorial judgments or influence decisions regarding publication, rejection, or correction of articles.
- Editors are committed to upholding the integrity and reputation of the journal over any external interests.

3. Structure of the Editorial Board

The journal's editorial team consists of the following key positions:

- **Editor-in-Chief:** Oversees the overall editorial process, makes final publication decisions, and ensures adherence to ethical standards.
- **Managing Editor/Editorial Office:** Handles day-to-day communication, submission management, and publication logistics.
- **Editorial Board Members:** Serve as advisors on journal policies, review manuscripts, and promote the journal within their academic networks.

The editorial board members are selected based on academic merit, research experience, and ethical reputation.

4. Editorial Responsibilities

Editors and editorial board members must adhere to the following responsibilities:

1. **Fair and Objective Decision-Making**
Decisions must be based solely on the scientific value and relevance of the manuscript, without discrimination based on race, gender, religion, nationality, or institutional affiliation.
2. **Confidentiality**
Editors must maintain strict confidentiality regarding submitted manuscripts and not disclose information to anyone except the corresponding author, reviewers, and authorized staff.
3. **Conflict of Interest**
Editors must avoid handling manuscripts in which they have a personal, professional, or financial interest.
Any such conflicts must be disclosed, and the manuscript should be reassigned to another editor.
4. **Quality Assurance**
Editors must ensure that each manuscript meets the journal's quality standards and aligns with its aims and scope.
5. **Ethical Oversight**
Editors are responsible for identifying and addressing any form of publication misconduct, including plagiarism, data fabrication, or unethical research practices.
6. **Transparency**
Editorial decisions should be communicated clearly to authors, supported by reviewers' comments, and guided by fairness and academic integrity.

5. Editorial Decision Process

The editorial process involves multiple stages to ensure thorough evaluation and quality control:

1. **Initial Screening**
Each manuscript is reviewed by the editorial office for scope, format compliance, originality, and plagiarism check.
2. **Assignment to Editor**
Suitable manuscripts are assigned to a subject-specialized Associate Editor for evaluation and reviewer selection.
3. **Peer Review**
The journal follows a double-blind peer review process, where both authors and reviewers remain anonymous to ensure impartial evaluation.
4. **Editorial Evaluation:**
After receiving reviewers' feedback, the editor makes a recommendation to the Editor-in-Chief, who makes the final decision.
5. **Decision Categories:**
 - a. Accept as it is
 - b. Accept with minor revisions
 - c. Major revisions required
 - d. Reject
6. **Revisions and Resubmission**
Authors are expected to address reviewers' and editors' comments thoroughly and resubmit within the given timeline.
7. **Final Approval**
The Editor-in-Chief reviews the final version of each manuscript and gives the ultimate approval for publication.

6. Confidentiality and Data Protection

- All submitted manuscripts, reviewer reports, and editorial communications are treated as strictly confidential.
- Editors and reviewers must not use unpublished data or findings for personal advantage.
- Personal information about authors and reviewers will be protected in compliance with data protection regulations.

7. Handling Ethical Misconduct

- The editorial board is responsible for investigating all allegations of research or publication misconduct.
- In cases of plagiarism, data falsification, or duplicate publication, appropriate actions will be taken in line with the Publishing Ethics Policy.
- Possible actions include manuscript rejection, article retraction, author notification, or institutional reporting.

- The journal follows the ethical guidelines and flowcharts of the Committee on Publication Ethics (COPE) for handling misconduct cases.

8. Appeals and Complaints

- Authors have the right to appeal editorial decisions if they believe the process was biased or improper.
- Appeals must be submitted in writing to the Editor-in-Chief within 30 days of receiving the decision, providing a detailed justification.
- The editorial board will review the appeal independently, and a final decision will be communicated in due course.
- Complaints about editorial misconduct or unethical behavior will be investigated confidentially and handled according to COPE guidelines.

9. Corrections, Retractions, and Updates

- If significant errors or ethical issues are identified after publication, the journal will take corrective action promptly.
- Corrections, errata, or retractions will be published transparently and linked to the original article.
- Retraction notices will include clear reasons and details to maintain the integrity of the academic record.

10. Diversity and Inclusivity

- The journal is committed to promoting diversity and inclusion in its editorial board, reviewers, and authorship.
- It seeks to ensure equal opportunities for scholars regardless of gender, ethnicity, nationality, or institutional affiliation.
- The editorial team encourages global participation and cross-disciplinary research collaboration.

11. Editorial Transparency

- All editorial policies, procedures, and contact details of the editorial board are made publicly available on the journal's website.
- The journal welcomes feedback from readers, authors, and reviewers to continuously improve the editorial process.
- Any changes in editorial structure or policies will be communicated transparently.

12. Continuous Improvement

- The journal regularly reviews its editorial practices to ensure compliance with international standards.
- Editorial board members are encouraged to participate in training and professional development related to research ethics, peer review, and scholarly communication.

13. Policy Review and Updates

This Editorial Policy is reviewed as needed to reflect updates in international editorial standards and ethical publishing practices.

Revisions will be approved by the Research Committee/Editor-in-Chief and published on the journal's website.