

## POLICY DOCUMENT

### FREQUENCY OF JOURNAL

Journal of Managerial and Social Science Innovations (JOMSSI) is a Quarterly research Journal. It published four issues (at the end of March, June, September & December) per year.

### GUIDELINES FOR SUBMISSION OF RESEARCH ARTICLES

When preparing the manuscript, be sure to:

- Read the Aims & Scope to get an overview and determine when your work is suitable for this publication.
- The Microsoft Word template can be used to create your manuscript.
- Make sure that issues about publication ethics, copyright, authorship, figure formats, data, and references format have been appropriately considered.
- Confirm that every author has given their approval for the manuscript's content before submitting it.

### *Types of Publications*

Manuscript length is not restricted by JOMSSI as long as the content is clear and thorough. To enable the replication of the results, all experimental information must be supplied. When feasible and necessary, writers must make complete datasets available, and they must publish all experimental controls according to JOMSSI guidelines. Submissions to JOMSSI should not have been published elsewhere or be pending publication in another journal. These are the primary categories of articles:

**Articles:** Submitted original research papers. All original research articles are accepted for consideration by the journal as long as they detail studies with high scientific rigor and contain a significant amount of fresh data. It is not necessary for authors to split up their work into many linked papers. Peer review will take the study's effect and quality into account.

**Review articles:** These offer succinct and accurate summaries of the most recent developments in a particular field of study. Standard guidelines that are often relevant should be followed in systematic reviews.

**Conference papers, case reports, and preprints:** Preprint case reports and conference proceedings are not accepted by or published in JOMSSI. Expanded and superior conference papers, however, may be regarded as articles if they meet the accompanying criteria:

- The paper has been enlarged to a research article length.
- On the first page of the article, the conference paper has to be referenced and noted.
- Authors must disclose that their article is a conference paper in their cover letter and explain any changes made from the original conference paper.
- If authors do not own the copyright to the published conference paper, they should obtain the necessary permission from the copyright holder.
- Pilot projects and research with insufficient statistical power are not published in JOMSSI.

## **MANUSCRIPT PREPARATION**

### **General Formatting**

- Type manuscripts in Microsoft Word using the Times New Roman font style, 12-point font size, justified alignment, and one-line spacing.
- A document may contain up to 10,000 words total, including indexes.
- If the length of the article needs to be expanded, please inform the editor.

### **The Title Page**

- Authors should upload the title page separately.
- Use a 16pt font size (Time New Roman) to show an appropriate article title.
- The article's title should be in capital and centered.
- List all authors' full names, institutional affiliations, and email addresses in 12pt Times New Roman font.

### **Abstract**

- Abstracts should be 150-200 words long and typed in 11pt Times New Roman font.
- They should briefly outline the article's purpose, methodology, and findings.
- Avoid using references and abbreviations in the abstract.

### **Key Words**

- Provide a list of 3 to 5 keywords that accurately represent the content of the manuscript.

### **Headings.**

- Organize the manuscript with relevant headers and subheadings.
- Use consistent formatting for headers (e.g., bold, italics).

### **Tables and Figures**

- All figures and tables in the paper's body should be numbered and cited.
- All tables and figures, such as Fig. 1 and Table 1, must include numbers and descriptions in 10 point Times New Roman.
- Citations for your sources must be included. The source material should resemble this if the author produced it themselves: The author's own explanation as a source.

### **Equations**

- List each equation in clear, unambiguous terms;
- Arrange the equations numerically and include textual references to them.

### **References**

- References should be formatted in APA style, single-spaced, alphabetically, and without numbers.
- The following examples are provided:
- Rossolatos, G. (2019). Negative brand meaning co-creation in social media brand communities: A laddering approach using NVivo. *Psychology & Marketing*, 36(12), 1249-1266;
- Molinillo, S., Liebana-Cabanillas, F., & Anaya-Sanchez, R. (2018). A social commerce intention model for traditional e-commerce sites. *Journal of theoretical and applied electronic commerce research*, 13(2), 80-93.

## **STRUCTURE OF MANUSCRIPTS**

### **Introduction**

- In the beginning, it should be clearly stated how the study fits into a larger framework and emphasize its significance.
- It should outline the relevance of the endeavor, its goal, and the particular theories that will be evaluated.
- It is important to thoroughly examine the state of the field's research and to mention any important works. When required, please emphasize divergent and contentious theories.
- Summarize the primary goal of the research and draw attention to the key findings.
- Make the introduction understandable to researchers who are not involved in the paper's subject matter.

### **Literature Review**

- It should be concise and relevant to the work at hand.
- At least ten references from the most recent research undertaken in the last five years must be included in this part of the manuscript.

### **Materials and Methods**

- Clearly outline the processes, participants, and research design.
- Provide enough information so that it may be repeated.
- Describe the statistical techniques utilized to analyze the data.

### **Research Methodology and Design**

- This should be documented in sufficient depth to allow others to reproduce and expand on previously published findings.
- New procedures and protocols should be given in depth, although well-established approaches can be quickly stated and properly cited.
- Provide the software's name and version, and indicate if the computer code was accessed. Add any pre-registration codes.

### **Results**

- Describe the experimental findings in brief and accurate terms, together with their interpretation and any inferred experimental inferences.

### **Discussion**

- The authors should address the findings and how they might be interpreted in light of past research and the working hypothesis.
- The findings and their consequences should be described in as broad a context as possible, with the work's limitations noted.
- Future research directions may also be discussed. This section can be integrated into Results.

### **Conclusions**

- This part is optional, although it can be included to the article if the discussion is especially lengthy or detailed.

### **References**

- The most recent APA version or format is required for references.

- To prevent typos and duplicate references, we advise creating the references using a bibliography software program like EndNote, Reference Manager, or Zotero.

## **SUBMISSION PROCESS**

Submissions of manuscripts for JOMSSI should be made online at <https://jomssi.com/poss/index.php/poss/about/submissions> throughout the submission and peer-review phases, the paper is under the control of the submitting author, who is typically the corresponding author. The author submitting the work must make sure that all co-authors who meet the requirements have been included to the author list and have read and approved the submitted version of the paper. Create an account and log in to the OJS in order to submit your work. If each co-author registers and logs in with the email address they supplied when submitting the paper, they may all view the manuscript details in the submission system.

## **PEER REVIEW POLICY**

### **Procedures for Editorial Peer Review**

Every submitted article that the Editorial Office receives will be examined by a qualified internal editor or subject matter expert to make sure it is formatted correctly and adheres to the journal's stated guidelines. Before being subjected to peer review, manuscripts that do not adhere to the journal's standards or ethical guidelines will be rejected.

Submissions of incomplete manuscripts will be returned for modification and resubmission. Following these screenings, the Managing Editor will confer with the Senior Editor, Associate Editor, or Guest Editor of the journals (or with the Editor-in-Chief in the event of a conflict of interest or opinion) to ascertain if the article is within the journal's purview and is scientifically sound. At this point, no assessment of the work's importance or possible influence will be given. Rejections are irreversible.

### **Reviewer Suggestions**

During the submission process, please suggest four potential, relevant field reviewers i.e. two International (from academically/industrially advanced countries) and two National having strong innovative and research background to review the manuscript. The editors will not necessarily approach these referees. Please provide detailed contact information (address, homepage, phone, e-mail address). The proposed referees should neither be current collaborators of the co-authors nor have published with any of the co-authors of the manuscript within the last two years. Proposed reviewers should be from different institutions to the authors. You may identify appropriate Editorial Board members of the journal as potential reviewers. You may suggest reviewers from among the authors that you frequently cite in your paper.

## **PLAGIARISM POLICY**

Journal of Managerial and Social Science Innovations (JOMSSI) strictly adheres to its anti-plagiarism policy, which all authors must properly understand and follow.

- Plagiarism is absolutely forbidden in JOMSSI contributions. Our policy is that the Similarity Index not exceed 19%, and for information originating from a single origin, it remain below 5%.

- Authors who extract content from their M.Phil. M.S., or Ph.D. theses for submission must disclose the following information on the original letterhead during the submission process: thesis title, supervisor's name, department and university name, and year of submission.
- Plagiarism, data falsification, and picture alteration are strictly prohibited. Plagiarism is defined as the reproduction of language, concepts, pictures, or data from any source, including the author's own writings, without proper acknowledgment to the original source. Direct quotations from another source must be properly referenced. If past studies have affected the framework or text format of a research, they must be explicitly cited.
- If plagiarism is identified during the peer review process, the work may be rejected. If plagiarism is detected after publication, we reserve the right to publish a correction or withdraw the article, and the author(s) may be barred from future publication.
- Any change or adjustment to picture files that may distort the information communicated by the original image is prohibited. Irregular alteration can involve changing, boosting, moving, or eliminating aspects from the original picture; mixing photos that should be exhibited separately; or modifying contrast, brightness, or color balance to disguise, erase, or emphasize information. If abnormal picture alteration is detected and verified during peer review, we may reject the submission. If such manipulation is uncovered after publication, we may publish a correction or withdraw the manuscript, and the author(s) may be barred from future publication.
- Our in-house editors will thoroughly evaluate any allegations of publishing misconduct and, if required, contact the authors' institutions or funders. If wrongdoing is proven, appropriate action will be taken, such as amending or withdrawing the publication, and the author(s) may be barred from future publishing in any journals connected with the Streamline Publishers.

## **SUBSCRIPTION DETAILS**

Submission of a manuscript implies that the work described has not been published before (except in the form of a thesis) and that it is not under consideration for publication in any form elsewhere. The copyright will be automatically transferred to “JOMSSI” once manuscript submitted with a signed declaration of copyright. The journal/publisher is not responsible for subsequent uses of the work.

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### **Source of Funding**

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## **ETHICAL GUIDELINES**

### **Publication Ethics Guidelines**

#### **Human Participant-Based Research**

Authors who report on research involving human subjects, human material, human tissues, or human data must follow the standards described in the 1975 Declaration of Helsinki,

(<https://www.wma.net/what-we-do/medical-ethics/declaration-of-helsinki/>), which was amended in 2008. According to point 23 of this declaration, seeking clearance from an ethical committee is required prior to undertaking the research. The article's Methods Section should include, at the very least, a statement indicating the project identification code, the date of approval, and the name of the ethics committee or institutional review board.

Individual participants' data must be described in detail, but private identifying information should only be included if it is important to the research (for example, images of recognizable symptoms). Manuscripts that do not satisfy these conditions may be rejected by the editors. Ethical Statement: "All human subjects provided informed consent prior to participating in the study." The research followed the principles of the Declaration of Helsinki, and the protocol was approved by the Ethics Committee of XXX (Project identification code).

All participants must provide written, informed consent for publishing. An example form is supplied for reference, and authors may offer a comprehensive reason if informed consent is not required. Consent forms for publishing in JOMSSI should offer unlimited authorization for publication in all modes (print, electronic, and online), sublicensing, translations, derivative works, and under an open access license. Authors may be required to supply signed paperwork if the journal deems it essential.

### **Statement of Ethics for Publication**

This journal's editors follow strict peer-review standards and ethical procedures to assure the publishing of high-quality research. Plagiarism, data fabrication, picture alteration, and incorrect authorship attribution are all unacceptable. Authors submitting papers to JOMSSI must comply with the following:

- Any possible conflicts of interest must be mentioned before submission.
- Authors must correctly report their study findings and offer an objective assessment of their importance.
- Data and techniques must be described in sufficient detail to allow other researchers to replicate them.
- It is not authorized to submit to numerous journals at the same time.
- Non-novel content cannot be republished (for example, English translations of previously published studies).
- Authors are responsible for quickly alerting the editors of any mistakes or inaccuracies found after publication.
- Manuscripts should not contain previously published material, and permissions to reproduce published figures or pictures must be sought beforehand.

### **PRIVACY STATEMENT**

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

### **STEPS INVOLVED AND TIMELINE OF PUBLICATION**

In order to save author's wait time, we always try to make quick decisions regarding suitability and publishing of articles. However, to provide sufficient time to reviewers and maintaining the quality of published articles we still need the following minimum time.

- Initial decision by editorial desk: 2 weeks
- First review time: 3 weeks
- Second / Final review: 2 weeks
- Final Formatting: 1 week
- Publication queue time: Indefinite.

### **ARTICLE PUBLICATION CHARGES**

We are delighted to share with scholars and authors that our journal does not charge any publishing fees. We believe in promoting open access to scientific work and supporting knowledge dissemination without imposing financial obstacles on authors.

*Dr. Khurram Shakir*

Dr. Khurram Shakir

Editor

Journal of Managerial and Social Science Innovations (JOMSSI).