



# EDITORIAL GUIDELINES

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# OVERVIEW

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This is a privileged area for MBA Journal(s) editors. Editors log-in and get full control over the selection and review process.

Editor's management module facilitates management of manuscripts, from their Section of Unassigned, selection for review, detailed review (Editing), assigning them to referees/ seeking their comments, providing comments, to the final decision making on acceptance, revision and rejection.

Editors may share their views with the referees and the MBA Journal(s)' Publication management team.

MBA Journal's Editorial board comprises of experts/ professionals who, on formal invitation from MBA Journal's have kindly consented to represent the MBA Journal's for providing their valued editing/ review services, and guide/ support the Publication management team of the MBA Journal's.

# EDITORIAL POLICY

The manuscript is a privileged document. It needs to be protected from any form of exploitation. Editors/ reviewers are expected not to cite, refer and to refrain from using the information it embodies for the advancement of their own research.

- ❖ MBA Journals An editor/ reviewer should consciously adopt a positive, impartial attitude towards the manuscript under review.
- ❖ MBA Journals An editor/ reviewer should aim at promoting a precise and effective scientific communication.
- ❖ MBA Journals An editor/ reviewer who thinks that he/she is not in position to judge a particular manuscript impartially, should not select or accept it for review/ refereeing.
- ❖ MBA Journals Review/ refereeing should be carried out as per the stipulated time lines. In case it appears the deadlines are hard to meet in some specific case, MBA Journals publication management team should be informed accordingly. This will enable the later to take alternative measures to avoid expected delay.
- ❖ MBA Journals An editor/ reviewer should not discuss a manuscript with its Author/s. MBA Journal (s) Online Journal system updates Author about every action being taken on their manuscript.
- ❖ MBA Journals The identity of editors/ reviewers is kept confidential as per the policies of the MBA Journals.
- ❖ MBA Journals It is appropriate, not to make any statement about acceptance/ rejection or revision (subject to receipt of two similar opinions on revision) on a manuscript to the author, till a final verdict is arrived at, as per the MBA Journals norms.
- ❖ MBA Journals The announcement of decision on acceptance/ rejection may rest on the MBA Journals publication management team.
- ❖ MBA Journals publication management team expects the editor/ reviewer to monitor the status of manuscripts and specially watch for the comments on revision, rejection and

acceptance to avoid any duplication of efforts at their ends. Onward actions/ decisions by the publication management team will be based on the information/ comments made available by the editor/ reviewer online on the web/ offline through an email.

- ❖ MBA Journals Critical appraisal should be presented dispassionately in the comments intended for the Authors and harsh remarks avoided.
- ❖ MBA Journals Suggested modifications should not imply as conditions of acceptance. It is important to make distinction between revisions considered essential and those judged merely desirable.
- ❖ MBA Journals In cases, we do not accept a manuscript; we should convey our constructive comments that might help the author to improve it. This requires providing elaborate comments (with citations, if possible); it will help the editors/ reviewers to make a decision on the manuscript and the authors to improve it.
- ❖ MBA Journals The documentation on criticism, arguments, and suggestions concerning the manuscript is to be preserved carefully. It will be quite useful for decision makers.
- ❖ MBA Journals Editors/ reviewers are not expecting correct mistake/s in grammar, but any assistance in this regard will be highly appreciated.
- ❖ MBA Journals The editors/ publication management team gratefully receive a reviewer's/ referee's recommendation (s), but since the decisions are based on evaluations derived from several sources, a reviewer/ referee should not expect decision makers to honor his or her every recommendation.

# YARDSTICKS

## General Yardsticks on suitability of Manuscripts

- ★ **Originality-** Novel that has potential to significantly add / support the research already published / known to us through available literature.
- ★ Subject relevance and scientific reliability.
- ★ Importance in terms of application or otherwise to scientific/ business community in particular and the society in general of the subject dealt.
- ★ Adequacy of abstract, key words.
- ★ Appropriateness of approach or experimental design, adequacy of experimental techniques (including statistics where appropriate, need for statistical assessment). Methods adequately described/ appropriate or not.
- ★ Results relevant to the problem posed/ credible or not.
- ★ Answers to questions- Soundness of conclusions and interpretation, interpretation and conclusions warranted by the data, reasonable speculation and clarity of the message.
- ★ Relevance of citations and their up to date inclusion. Obvious omission(s) if any.
- ★ Relevance of the figures and table, clarity of legends and titles.
- ★ Suitability for the MBA Journal(s) in totality. Its appropriateness for general readers or for a specialist clientele.
- ★ Presentation in toto, considering writing style, clarity in expression.

