

## **Jinnah Business Review** **Policy Document**

### **1) The frequency of the journal**

The journal publishes two issues every year, i.e. January and July.

### **2) Guidelines for submission of research articles**

The guidelines for submission of manuscripts are given under the Instruction for Authors.

### **3) Peer-review policy**

The submitted articles are undergone through double-anonymous peer review; the first evaluation is carried out by the JBR working committee consisting of members from each relevant discipline. Upon successful initial screening, the paper will be sent to two external reviewers to assess suitability for publication. The Editor-in-Chief of the journal will make the final decision to accept/ reject the manuscript, which will be based on fairness and merit.

### **4) Originality and plagiarism policy**

The similarity index of the manuscript should not exceed 19% with not more than 5% from a single source as per HEC guidelines. If the similarity is more than 19%, the paper is returned to the author(s) immediately and asked to resubmit. Moreover, self-plagiarism is also not allowed in this regard.

### **5) Subscription details**

The mode of subscription of the journal is Gratis. Most subscriptions, whether print or online, are for January – July. Online subscription includes access to all issues from this year and previous years, available on the website of the journal.

## 6) Ethical guidelines

The ethical guidelines are enclosed under Publications Ethics and Malpractice Statement

## 7) Privacy statement

The detail of the author(s) submitted to this journal, will be used exclusively for the stated journal policy, and will not be made available to any other party.

## 8) Author agreement forms

The author(s) should declare that this manuscript is original, has not been published before, and is not currently being considered for publication elsewhere. The author(s) should confirm that they have seen and approved the final version of the paper and have agreed to its submission for publication. The corresponding author is only responsible to contact the editor, communicate with coauthors, and submission of a revised manuscript on the given deadline.

## 9) Journal Timeline

No.	Steps	Estimated Time
i.	<b>Submission of Manuscript</b>	
ii.	<b>Initial Review + Similarity check</b> Papers are rejected in case of not meeting given guidelines	1 week
iii.	<b>Anonymous peer review</b> (2 external reviewers)	8 weeks
iv.	<b>Communication</b> Send review reports to authors to update their manuscripts	1 week
v.	<b>Submission of revised manuscript</b>	2-3 weeks
vi.	<b>Second internal review</b>	1 week

	Cross-check by the team, whether the comments have been incorporated or not	
<b>vii.</b>	<b>Acceptance of paper</b> (successful second internal review)	1 week
<b>viii.</b>	<b>Timelines of publication of issues</b>	Jan and July
<b>ix.</b>	<b>Article-processing/publication fee</b> The Jinnah Business Review does not charge any kind of submission fee or manuscript processing fee for publication at any stage during the entire process.	

#### **10) Disclosure and conflict of interest**

All authors and co-authors are required to disclose any potential conflict of interest when submitting their manuscript (e.g. employment, consulting fees, research contracts, stock ownership, patent licenses, honoraria, advisory affiliations, etc.). If the manuscript is subsequently accepted for publication, this information should be included in the end section

#### **11) Correction and retraction of research articles**

The journal initiates the plagiarism check with an initial review, and every step of the publication process is done carefully, however, if it will happen, the editor has the authority to correct/retract the paper as HEC's policy.

#### **12) Contribution and consents of each author**

Authorship should be limited to those who have made a significant contribution to the research. All those who have made significant contributions to the paper should be listed as co-authors. Where others have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The

corresponding author should ensure that all co-authors are included in the paper, have approved the final version of the paper, and have agreed to its submission for publication.