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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

Submission to Jinnah Business Review can be made through an open journal system which is fully operational from the year 2023. The manuscripts were previously submitted to the journal via email. Moreover, the Faculty of Management and Social Sciences organized International Business Research Conference every year, and authors preferred to publish their papers in Jinnah Business Review.

- i. **Manuscript Submission:** The open journal system guides the authors stepwise throughout the submission process. All correspondence, including requests for revision and notification of the Editor's decision, is sent by e-mail. Manuscripts can be submitted via https://jbrc.pk/paper_submission/index.php/jbr/login/signIn.

The instructions for authors are enclosed in Annexure -1.

3) Peer-Review Policy

The submitted articles are undergone through double-anonymous peer review; the desk review is carried out by the JBR editorial team 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 below 20% not more than 5% from a single source as per HEC guidelines. If the similarity index is above 20%, the paper will be rejected and the author may consider the resubmission of the updated manuscript.

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 in Annexure – 2

7) Privacy Statement

The names and email addresses will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose.

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.	Submission of Manuscript	September & March
ii.	Desk Review And Similarity Index Check Papers are rejected in case of not meeting given guidelines. The similarity index will be checked twice, a) during desk review at the time of submission, b) before the final publication. The plagiarism must be below 20% including authors' own work, contrary to this manuscript will be rejected.	1 week
iii.	Blind Peer Review (2 external reviewers)	6 weeks

iv.	<p>Communication</p> <p>Dissemination of review reports are sent to revise their manuscripts</p>	1 week
v.	<p>Submission of Revised Manuscript</p> <p>Review can be:</p> <p>a) Minor revisions</p> <p>b) Major revisions</p>	<p>a. 2 weeks</p> <p>b. 3 weeks</p>
vi.	<p>Processing of The Revised Submission</p> <p>Cross-check by the team and sent to review whether the comments have been incorporated or not</p>	4 weeks
vii.	<p>Decision On The Manuscript</p>	1 week
viii.	<p>Timelines of Publication Of Issues</p>	January & July
ix.	<p>Article-Processing/Publication Fee</p> <p>The Jinnah Business Review does not charge any kind of submission and processing fee for publications</p>	

10) Disclosure And Conflict of Interest

Corresponding 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 at the end section.

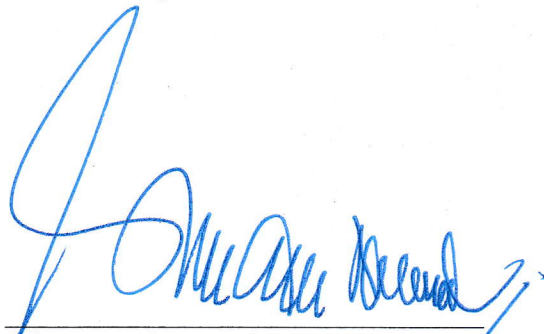
11) Correction And Retraction of Research Articles

The journal initiates the similarity index check with desk review at the time of submission, and before the final publication. The plagiarism must be below 20% including the author's own work, otherwise, the paper will be rejected. In case of any serious complaints, the editor will constitute a committee, and the paper will be retracted if the committee suggests, however, the complaints must be within one year of publication.

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.

Date: 06/03/23



Prof. Dr. Muhammad Mansoor Ahmed

Dr. Muhammad Mansoor Ahmed
Vice Chancellor
Official Stamp **Capital University of Science
and Technology, Islamabad**

Annexure -1

Jinnah Business Review

Instruction for Authors

The Editorial team welcomes preliminary inquiries about manuscripts for possible publication. Manuscripts should be prepared according to the following style rules (deviations from these rules can cause publication delays).

A. Content

It is the author's responsibility to make the submitted paper readable, relevant, and interesting before submission and consideration by referees. The content of the manuscript must be relevant to the scope of the journal. The paper must include title, abstract, main text and references. Further, bibliography, appendices and any other supporting material can be included, if necessary.

B. Length and Formatting

There is no standard fixed length for articles, but a 15 – 20 A4 pages, with 12-fonts and 1.5-line space article would suffice.

C. Abstract

An abstract not exceeding 250 words comprising the following is required in the following format: Author's name (s), contact information and affiliation.

- a. Title and abstract content

The abstract content should clearly state:

- a. Research questions and/or objectives
- b. Methodology
- c. Results and findings

D. Full paper

- a. Margins must be 1 inch on all sides
- b. Font size 12 Times New Roman (body text)
- c. Title, subtitles, abstract and references single spaced; body text 1½ - line spaced
- d. Referencing, graphics & tables will be considered in the total page count.
- e. Manuscript must be anonymous please do not mention any personal information and affiliation in body, header & footer.

E. Tables and Figures

- a. Tables must be submitted in Microsoft Word table format, and should be created using Times New Roman text, 12 font size as per APA-style.
- b. Figures must be clearly produced. All text included in figures should be Times New Roman (12 font size).
- c. All unessential tables and figures should be eliminated.
- d. Each table and figure should fit on a single page. Tables and figures may be oriented horizontally (landscape) or vertically (portrait) within the allotted space.

- e. Each table and figure should be submitted on a separate sheet and identified with a table or figure number and a descriptive title.
- f. Titles of the tables and figures must be sufficiently descriptive such that they are understandable without reference to the text.
- g. For the data which is not generated by the author(s), the source of the data should be given (in short form) below the table or figure and listed in full in the references.
- h. Every table and figure must be referred to in the text. Each table and figure will appear in the journal after its first mention in the text.
- i. Figure format should be in JPEG/PNG etc. and print quality of the figure should be 300 dpi.

F. File type

All papers are to be submitted as a single MS WORD file, formatted for 8.5" x 11" paper. It is essential that submitted papers print without difficulty on a variety of printers.

G. Anonymity Requirements for Double-Blind Reviewing

All research papers submitted to JBR will undergo a "double-blind" reviewing process. To ensure anonymity of authorship, authors must prepare their manuscript as follows:

- a. Authors' names and affiliations must not appear on the title page or elsewhere in the paper.
- b. You must avoid in referring your related past work in the paper. For example, the following types of statements must be avoided:

‘In our previous work [1,2], we presented two algorithms for In this paper, we build on that work by...’

H. Footnotes and References

- a. Footnote material should be incorporated into the text whenever possible. If footnotes are necessary, the note number should be typed in the text and superscripted. The notes should be collected at the end of the text as endnotes.
- b. References should be (a) integrated into the text in short form and (b) collected together at the end of the article. APA format needs to be followed.

- i. In-text, citations should be placed in parentheses and noted as follows:
For book or academic journal - (last name of author[s], date); such as: (Hill, 1988); (Beatty, 1989; Feltham, et al. 1991; Leland & Pyle, 1977).

If no author, cite journal, institution, or publisher. For works with three or more authors, list the first author followed by “et al.” as shown above. For multiple citations, alphabetize citations by first author’s last name.

- ii. The full bibliographic information in the references should be composed as follows:

For book - author[s]. year. book title. edition number [if applicable]. location: publisher.

Such as: Yin, R.K. (2003). Case Study Research:

Design and Methods. 3rd Edition. Thousand Oaks, California: Sage Publications, Inc.

For edited volume—editor[s] (ed[s]). year. book title. edition number [if applicable]. location: publisher.

Such as: Nelson, R.R.(ed.).(1993). National Systems of Innovations: A Comparative Analysis. Oxford: Oxford University Press.

For chapter in edited volume - author[s]. year. “Chapter title.” in editor[s] (ed[s]). book title,

pp. chapter page numbers. location: publisher.

Such as: Groenewegen, John and Jack Vromen (1997). “Theory of the firm revisited: New and neo-institutional perspectives.” In Lars Magnusson and Jan Ottosson (eds.) Evolutionary Economics and Path Dependence, pp. 33-56. Cheltenham, UK: Edward Elgar.

For article in academic journal - author. year. “Article title.” journal title. volume number (issue number): page numbers.

Such as: Black, J.S., Gregersen, H.B. & Mendenhall, M.E. (1992). “Toward a Theoretical Framework of Repatriation Adjustment.” Journal of International Business Studies 23 (4): 737-760.

The author(s) should make sure that there is a strict one-to-one correspondence between the in-text citations (including citations in footnotes, tables, and figures) and the list of references in the References.

I. Copy Preparation

Currently JBR accepts manuscripts via Open Journal System (OJS), however previously manuscripts were submitted via e-mail. The manuscript should be prepared using a recent version of Microsoft Word and should utilize the prescribe format. Ideally, such a manuscript should be formatted with regard to the following guidelines:

- a. Do not use tabs except in tables.
- b. Do not indent block quotations.
- c. Do not hyphenate or otherwise break words across lines.
- d. Use headings sparingly and logically.
- e. Do not use more than three levels of headings.
- f. Use consistent formatting for each heading level employed.

J. Copyright Transfer

- a. Submission of a paper will be held to imply that it contains original unpublished work and is not being submitted for publication elsewhere.
- b. All the articles published in our journal are under the terms of the Creative Commons Attribution (CC BY) license. This license permits the available content to be copied, redistributed, and reused further in whole or part for any purpose for free, without any permission from the author(s) or publisher. All the work submitted to JBR for publication ensures CC-BY licensing terms. The available content can be shared, distributed and reiterated provided that it is not for any commercial profit and appropriate credit must be given to the original source through citations. It is imperative

that any material used from other sources including figures, tables, and images must be cleared for reuse under the terms of the Creative Commons Attribution (CC BY) license.

- c. It is understood that submission of the paper for publication has been approved by all of the authors and by the institution where the work was carried out; it is further understood that any person cited as a source of personal communications has approved such citation.

K. Miscellaneous

- a. Papers must be in English language. Use American or British English. However, it must be consistent throughout the paper.
- b. Spell out all numbers from one to ninety-nine, unless:
 - i. The number contains a decimal point, e.g., “6.2” and “0.12”
 - ii. The number precedes a percent sign or a unit of measure, e.g., “47%” and “16 μ m”
- c. Italicize and define non-English words at their first occurrence; at subsequent occurrences, format the word in roman (non-italicized) type.
- d. An abstract of the paper should always be included with the submission.
- e. Please keep a copy of everything sent to JBR, bear in mind that the electronic version received at JBR will be considered the master copy. The Editors do not accept responsibility for damage to or loss of submitted papers or electronic media.
- f. A short note listing each author’s institutional affiliation, current address, telephone numbers, e-mail address, and other relevant biographical information, including publications should be provided.
- g. Any manuscript that does not conform to the above instructions may be returned for the necessary revision before publication.
- h. Each author is entitled to one copy of the issue in which his or her article appears.

Note:

Editor reserves the right to amend, abridge or otherwise alter the contents of the paper to make it suitable for publication. However, every endeavor will be made not to affect the spirit or effectiveness of the paper.

Annexure -2
Jinnah Business Review
Publication Ethics and Malpractice Statement

Jinnah Business Review – JBR is a peer-reviewed international journal committed to promoting the highest ethical publication practices and to maintaining the integrity of the scientific record. It is not a member of the Committee on Publication Ethics – COPE, but it follows Cop’s Code of Conduct. The following statement defines what is to be expected of the key participants in the publishing process: authors, reviewers, the editor and the publisher.

Publication and Authorship

Authors’ responsibilities

Authors who submit articles to the journal affirm that manuscript contents are original. It also implies that the manuscript has not been published previously in any language, either fully or partially, and is not currently submitted for publication elsewhere. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable.

Authors of reports of original research should present an accurate account of the work-performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

Authors’ submission implies that all data in article are real and authentic. Authors should retain raw data related to their submitted paper, and must provide it for editorial review, upon request of the editor. Authors should acknowledge all sources of data used in the research and cite publications that have influenced their research. If the authors have used the work and/or words of others, they need to ensure that this has been appropriately cited or quoted.

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 there are others who 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 appropriate co-authors and no inappropriate co-authors are included in the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

All authors should disclose any financial or other substantive conflict of interest in their manuscript that might be construed to influence its results or interpretation. Authors of submitted articles are obliged to participate in the peer-review process. If authors discover a significant mistake or inaccuracy in their published paper, it is their obligation to promptly notify the journal editor and provide retractions or corrections of mistakes within one year of the publication.

Responsibility for the Reviewers

Any manuscripts received for review must be treated as confidential documents. The reviewers should respect the confidentiality of peer review and not reveal any details of the manuscript or its review, during or after the peer-review process, beyond those that are released by the journal. Reviewers should agree to review only manuscripts for which they have the subject expertise required to carry out a proper assessment and which they can assess in a timely manner. If a selected reviewer feels unqualified to review the research reported in a manuscript or within proposed time-frame, he/she should notify the editor and excuse himself/herself from the review process.

The review of submitted manuscripts should be conducted objectively. The reviewers should express their views clearly with supporting arguments, refraining from being hostile or inflammatory, and from making defamatory or derogatory personal comments. Reviewers should point out relevant published work that has not been cited by the authors. Reviewers should not use information obtained during the peer-review process for their own or any other person's or organization's advantage or to disadvantage or discredit others.

All reviewers should have no conflict of interest with respect to the research, the authors or the research funders connected to the manuscript. Reviewers should ensure that their review is based on the merits of the work and not influenced, either positively or negatively, by any personal, financial, or other conflicting considerations or by intellectual biases.

Reviewers should notify the journal immediately if they come across any irregularities, have concerns about ethical aspects of the work, are aware of substantial similarity between the manuscript and a concurrent submission to another journal or a published article, or suspect that misconduct may have occurred during either the research or the writing and submission of the manuscript. Reviewers should, however, keep their concerns confidential and not personally investigate further unless the journal asks for further information or advice.

Editor's Responsibilities

The editor will ensure that all published papers and reviews of research have been reviewed by suitably qualified reviewers and that the peer-review process is fair, unbiased and timely. The editor preserves anonymity of reviewers. The editor has responsibility to ensure that all information regarding manuscripts submitted to the journal JBR remain confidential. The editor ensures that each manuscript is initially evaluated by the editor, who may make use of appropriate means, to examine the originality of the contents of the manuscript. After the manuscript passes this test, it is forwarded to two reviewers for double-blind peer review, and each of them will make a recommendation to publish the manuscript in its present form or to modify or to reject it.

The editor's decisions to accept or reject a paper for publication are based only on the paper's significance, originality and clarity, and the study's relevance to the remit of the journal. The editor ensures that each received manuscript is evaluated according to its intellectual content without regard to authors' gender, race, religion, etc. The editor cannot use unpublished materials disclosed in the submitted manuscript for his/her own research, without prior written consent of the authors.

The editor is always willing to publish corrections, clarifications, retractions and apologies when needed. If mistakes are found in the article, the editor will promptly provide their retractions or corrections. A new editor will not overturn decisions to publish submissions made by the previous editor unless constituted committee finds some serious problems and recommends measures.

The editor will act if he/she suspects misconduct or if an allegation of misconduct is brought to him/her. This duty extends to both published and unpublished papers. Editor's decisions will not be affected by the origin of the manuscript, including the nationality, ethnicity, political beliefs, race, or religion of the authors. The decisions to edit and publish a manuscript will not be determined by the policies of governments or other agencies outside of the journal itself.

Publishing Ethics Issues

The editorial board is responsible for monitoring publishing ethics/preventing publication malpractice. The editor and the editorial board will ensure the integrity of the academic record. Unethical behavior is unacceptable and the journal does not tolerate plagiarism or fraudulent

data. The editor and the editorial board will ensure corrections, clarifications, retractions and apologies when needed.

The relations of the editor with publishers and owners will be based on the principle of editorial independence. The editor makes decisions on which articles to publish based on their quality and suitability for the journal, without interference from the journal publisher as well as according to intellectual and ethical standards instead of immediate financial or political gain.

The publisher will provide reasonable practical support to the editor so that he/she can follow the COPE Code of Conduct for Journal. Following the COPE Code of Conduct for Journal Editors, in cases of suspected or alleged research or publication misconduct, the editor will first seek a response from those suspected of misconduct.

If he/she is not satisfied with the response, he/she will ask the relevant employers or institutions to investigate. The editor will make all reasonable efforts to ensure that a proper investigation into alleged misconduct is conducted.

The editor and editorial board of the journal will:

Inform institutions if they suspect misconduct by their researchers and provide evidence to support these concerns;

- i. Cooperate with investigations and respond to institutions' questions about misconduct allegations;
- ii. Be prepared to issue retractions or corrections when provided with findings of misconduct arising from investigations;
- iii. Have policies for responding to institutions and other organizations that investigate cases of research misconduct.

Investigations into possible misconduct will generally be undertaken by the researcher's institution and not by editors. If a journal has published unreliable or fraudulent information, the editor has a duty to correct or retract this.

Therefore, even when faced with apparently strong evidence of misconduct (e.g., plagiarism or inappropriate image manipulation), and a clear need to correct the published record, the editor will liaise with institutions and ensure they are informed.

The editor follows the COPE guidelines on retractions.

The editor will consider retracting a publication if:

- i. There is clear evidence that the findings are unreliable, either as a result of misconduct (e.g., data fabrication) or honest error (e.g., miscalculation or experimental error);
- ii. The findings have previously been published elsewhere without proper cross-referencing, permission or justification (i.e., cases of redundant publication);
- iii. It constitutes plagiarism;
- iv. It reports unethical research.

The retraction will be clearly identifiable to readers and indexing systems.