

In compliance to the guidelines/instruction pertaining to the mechanism set for the process of submission and publication of an article as desired to your good office, mentioned in prescribed criteria/guidelines (Available on HEC's website). The requisite information/policy of the journal is described in detail as under:

- **Publication Frequency:**

It is to appraise you that in the initial two years of publications, GMSR* had released its issues on Annual basis w.e.f 2022.

- **Submission Guidelines:**

- All manuscripts must be submitted electronically through the form available at official website of the journal.
- Articles shall be in MS-Word (2013 or higher) duly formatted according to the prescribed guidelines and publication policy.
- Only Electronic submission (Soft Form) of manuscripts is accepted, and the corresponding text, tables, and figures shall be drafted in a single Microsoft Word file
- The Contributor have to register him/herself before submitting the Manuscript.

- **Formatting Guidelines:**

- **Title:** The title of the article should be bold, centered and typed in capital letters (*in 13 point*) Times New Roman Font.
- **Author(s) Details:** Full Name, Designation, Name of the Organization, City, State, Country & E-mail ID should be in (*10 point*) Times New Roman Font and should be centered below the title.
- **Abstract:** All manuscripts must be accompanied by a brief abstract. Abstract should not exceed 150 words. It should be properly formatted, justified in italicized text in Times New Roman Font (9 point). It should highlight Research Background, Methodology, Major Finding(s) and Conclusion in brief.
- **Key Words:** Authors must mention 3-10 key words. Key words should be listed alphabetically, separated by commas, and full stop at the end.

- **Page Setup:** Size of the page should have 7 inches Width and 9.5 inches Height with 1- inch margin on all four sides. Header and Footer Layout should be 0.5 inches from edge.
- **Manuscript:** Manuscripts must in between 3000 – 10,000 words (all inclusive). It should be 1.0 line spaced, Times New Roman font, 10 point with. Utmost care should be taken to avoid any spelling or grammatical errors (it is advised to get your draft reviewed from an English language expert before submission)
- **Tables and Figures/Images:** All important tables and figures/images should be incorporated into the body of the paper. Heading of the Table should be in Times New Roman, Bold, 10 Points and 0.25 inches indent (Left). Heading of the Figure/Images Should also be of the same specifications as Tables but below the Image/Figure and Centrally Aligned.
- **References:** All references should be listed alphabetically at end of the article using APA reference style only.
- **Author(s) Biography:** Every author must submit a brief biography, a photograph along with the Copyright Agreement form.
- **Manuscript Preparation:**
 - **Language:** Manuscripts should be in English language, typed in MS Word, and should be furnished online only via e-mail (*in attachment*).
 - **Length of Paper:** The length of the paper should not exceed the maximum limit of the words i.e. 10,000 words (Minimum 3000 Words). Paper containing more than 10,000 or less than 3000 words will be returned to the author(s) for abridgement. Articles should be typed in double-space (*including footnotes and references*) on one side of the paper only (*preferably A4*) with wide margins. Authors are urged to write as concisely as possible, but not at the expense of clarity.
 - **Title Page:** The title page is generally a separate page and comes before the text of the manuscript. Title of your work should be very concise and meaningful, explicitly covering the contents of the paper because titles are often used to search the required contents by the users so avoid using formulas, abbreviations and jargons where possible.
 - **Author(s) Name and Affiliation:** Author(s) name should be written clearly along with family name. Right below the author's name, mention authors' affiliation & address i.e., where the actual work was done. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Also, should be included in this part, the full postal addresses of

- authors' each affiliation which include city and country name, and, if available, the e-mail address, and telephone number of each author.
- **Corresponding Author:** It is required that whoever will be making correspondence, should be mentioned clearly and will make correspondence at all stages of refereeing, publication and also post-publication. Ensure that telephone numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address.
- **Sponsoring Information:** If the submitted research work is sponsored or supported in any way by an organization or an NGO, please mention it clearly.
- **Abstract:** Your research work should be accompanied by an abstract which should not exceed 150 words. This abstract should entail the purpose of the study, methodology employed and findings of the study. Abstracts are often presented separate from the article / manuscript so it must be written in a way that it is able to stand alone.
- **Keywords:** Right after the abstract, write down a maximum of 3-10 keywords. Try to avoid general and plural terms and multiple concepts (avoid, for instance, 'and', 'of'). It is reiterated to be very careful while using abbreviations in keywords; use only those abbreviations which are resolutely recognized in the field of study.
- **Subdivision of the Manuscript:**
 - Authors are hereby advised to clearly divide their articles / manuscripts into defined and numbered sections. Sub-sections should also be numbered like 1., 2., (then 1.1, 1.1.1, 1.1.2), 1.2, etc. (except the abstract which is not included in section numbering).
 - **Figure Legends, Figures and Schemes:** Authors should include these, in this sequence, at the end of their articles / manuscripts. The files having high-resolution graphics must be provided separate from the main body of the article / manuscript.
 - **Tables:** Tables should also be presented at the end of the article and should be numbered one after the other according to their appearance in the text. Description of the tables should be presented right above the body of the table. It should not be converted into images before incorporating. Where possible, avoid vertical rules. It is instructed to make sure that data presented in the table do not duplicate the results presented in the manuscript elsewhere.
 - **Formula:** The text size of the formula, if any, should be similar to the normal text size of the manuscript.

- **References:** It is the sole responsibility of the authors to be sure of the accuracy of bibliographic citations following the latest edition of APA.
- **Citations in the Text:** It is advised to make sure that every reference cited in the text should also be presented in the reference list and vice versa. Authors should avoid using citations in the abstract of the manuscript. Personal communications and unpublished results should not be included in the reference list at the end of the manuscript but may be presented in the text.

‘In Press’ articles’ citation of a reference means that the work has been accepted for publication somewhere.

- **Citing and Listing of Web References**

Wherever an author faces a problem of citation of a web reference, please include the full URL as a minimum. Any other information, if known to the author, should also be presented. This information may be about the author names, dates, and reference to a source publication etc. For convenience of the authors and readers, web references can also be listed separately (for instance after the reference list) under the separate head if so desired by the author(s), or it can obviously be included in the reference list.

- **Text in References**

Authors are advised to follow the referencing style used by American Psychological Association (APA), 7th edition. They can refer to the Publication Manual of the American Psychological Association (APA), Seventh Edition, on <http://www.apastyle.org/manual/index.aspx>

- **References list**

References at the end of the manuscript should be arranged in an alphabetical sequence at the first place and then further sorted chronologically if necessary. If there are more than one reference from the same author(s) in the same year then it must be identified using the letters “a”, “b”, “c”, etc., which is written right after the year of publication.

- **Peer review policy:**

The journal manages and evaluates all the research articles, papers, and cases by "Double-Blind Peer Review" exclusively. The journal uses double-blind review, which means that the reviewer, editor, and author identities are concealed from the reviewers, editor and vice versa throughout the review process.

The journal of GMSR* is one of the few journals in Pakistan using ScholarOne for peer review of the articles which is the most widely used and powerful peer review system.

This journal has a comprehensive process of evaluation as it follows double-blind peer review wherein after preliminary assessment (*or Pre-Editorial Review*) of an article by the Managing and Assistant Managing Editor(s), the same is reviewed by another internal Committee (*known as an Editorial Review Committee*) comprising the Editor, Associate Editor(s) and Assistant Editor(s) if needed. However, selected members of the Advisory Board of our journal covering the subject area of the article are also consulted after the pre-editorial review. If there is no issue, the article goes through a cycle of final evaluation i.e., review by peer reviewers of the relevant subject.

- **Plagiarism policy**

Currently, this journal is following the HEC (Pakistan) policies regarding Turnitin Originality Report and Plagiarism. There is Zero tolerance Policy on Plagiarism issue. The journal aims for original script having 10 or below than 10% Turnitin Originality Report although HEC allows up to 15%. However, the Turnitin Originality Report's percentage above 10% (matching/showing the author(s) original/published thesis, article, case project etc.) are acceptable, condition to the submission of the affidavit by the author(s).

- **Ethical guidelines**

Ethical standards for publication exist to ensure high-quality scientific publications, public trust in scientific findings, and that people receive credit for their work and ideas. our journal adhere to the guidelines and core practices of Committee on Publication Ethics (COPE)

- **Privacy statement**

The journal of GMSR* does not collect information from non-registered users. The data collected from registered users of our journal within the scope of the standard functioning of peer-reviewed journals. It includes information that makes communication possible for the editorial process; it enables collecting aggregated data on submissions and publications, as well as tracking geopolitical and social elements of scholarly communication. The editorial team of the journal uses this data to guide its work in publishing and improving this journal.

- **Author agreement form**

I testify on behalf of all co-authors that our article submitted to Global Management Sciences Review -GMSR,

Article's Title:

Author/s Name:

1. This script has not been published in whole or in part elsewhere.
2. The manuscript is not currently being considered for publication in another journal.
3. If I send the same to any other publisher, I will let you know in anticipation which will be considered as my voluntary withdrawal from the GMSR
4. Furthermore, the manuscript contains nothing that is abusive, defamatory, libelous, obscene, fraudulent, or illegal.
5. All authors have been personally and actively involved in substantive work leading to the manuscript and will hold themselves jointly and individually responsible for its content.

Date:

Corresponding author's signature:

- **Deadlines of all processes**

All the deadlines and durations are flexible. Sometimes it takes more or less time depending on the quality of the article and the review process.

- **Duration of paper submission**
Deadline for the submission of papers in this journal is 20th of 3rd month.
- **Duration of Review of articles**
Deadline for the review of papers in this journal is 30th of 6th month.
- **Duration of Acceptance of articles**
Overall duration of acceptance of papers in this journal is 60-90 days starting from the submission of papers and ending at the successful completion of peer review process.
- **Duration of Publication of articles**

Overall duration of publication of papers in this journal is 70-100 days starting from the submission of papers and ending at the uploading the final peer reviewed on our website.

- **Timelines of publication of issues**

Following is the detailed timeline for publication of our issues

The publication schedule for 2023 issues has been delayed due to the delayed recognition of the Higher Education Commission (HEC) for the 2023-24 academic year.

Process	Start Date	End Date
Call for Papers & Discrepancies Check	1 st date of January	20 th of March
Proofreading	21 st date of March	Last date of March
2 Simultaneous Reviews	1 st date of April	Last date of June
Final Publication	1 st Date of July	Last Date of Dec

- **Article processing/publication fee**

This Journal has been managed and run by a not-for-profit and the therefore the journal has fixed very nominal Publication charges since June 2022 to meet the expenses made thereon.

The publication charges are levied in two layers/spectrum i.e.

- **Article Processing Charges (Pre-Acceptance)-APC-I**

It constitutes about 45% of the whole process' charges. For permanent, instant, all-inclusive and worldwide access to the full article text the Publication charges covers Editorial charges, review and evaluation charges, technical infrastructure charges and production charges.

- **Article Publishing Charges (Post-Acceptance)-APC-II**

It constitutes about 55% of the whole process' charges. This Publication Charges covers marketing and promotion charges, circulation charges and so on.

Waiving:

If an author would like their article to be published under a gold open access model, but cannot afford the APC, then individual waiver requests are considered on a case-to-case basis and may be granted in cases of genuine need. Authors who are eligible for such concession include those who have won any national excellence award, Undergraduates with quality Manuscript, orphans,

special person, handicapped and those whose parents or siblings are martyred/affected by war on terror.

- **Disclosure and conflict of interest**

A Declaration of Conflicting Interests policy refers to a formal policy a journal may have to require a conflict-of-interest statement or conflict of interest disclosure from a submitting or publishing author.

The Committee on Publication Ethics (COPE) states in its Guidelines on Good Publication Practice (2003) that: “Conflicts of interest arise when authors, reviewers, or editors have interests that are not fully apparent and that may influence their judgments on what is published. They have been described as those which, when revealed later, would make a reasonable reader feel misled or deceived.”

Many scholars, researchers, and professionals may have potential conflicts of interest that could affect their research. As a result, the journal requires a formal declaration of conflicting interests enabling a statement to be carried within the paginated published article.

A potential conflict of interest may arise from relationships, allegiances, or hostilities to particular groups, organizations or interests, which may influence one’s judgments or actions excessively. The issue is particularly sensitive when such interests are private and/or may result in personal gain.

All manuscripts submitted to the journal are evaluated fairly and are not necessarily rejected when any competing interests are declared. Examples of conflicts of interest might include the following, although it is not an exhaustive list:

- Having received fees for consulting.
- Having received research funding.
- Having been employed by a related company.
- Holding stocks or shares in a company that might be affected by the publication of your paper.
- Having received funds reimbursing you for attending related symposia, or talk.

If there are other interests that the reasonable reader might feel has affected your research you may also wish to declare them. (Please note that it is not expected that details of financial arrangements be disclosed when a competing interest is declared.) Conflict of interests upon identification of any conflict of interest, the editors may require more information from the author that may include the following:

- Acknowledgement of financial support/sponsorship in their contribution.

- Any commercial or financial involvements that might present an appearance of a conflict of interest related to the contribution are disclosed in a covering letter accompanying the contribution and all such potential conflicts of interest will be discussed with the editor as to whether disclosure of this information with the published contribution is to be made in the journal.
- If they have signed an agreement with any sponsor of the research reported in the contribution that prevents you from publishing both positive and negative results or that forbids you from publishing this research without prior approval of the sponsor.
- If they have checked the manuscript submission guidelines to ensure whether the journal requires a Declaration of Conflicting Interests and have complied with the requirements specified where such a policy exists.

The Authors are required to fill and sign the Copyright and Author Consent Form upon submitting the manuscript.

- **Correction and retraction Policy**

Authors who discover errors in articles they have published are required to contact the editorial office of the journal through the corresponding author with a detailed description of the correction that is needed. Corrigenda (corrections of author's errors) and errata (corrections of publisher's errors) will be published at no charge to the authors. Requests for corrections that affect the interpretation or conclusions of a published article will be reviewed by the editors.

An article may be retracted when the integrity of the published work is substantially undermined owing to errors in the conduct, analysis, and/or reporting of the study. Violation of publication or research ethics may also result in a study's retraction.

The original article is marked as retracted but a PDF version remains available to readers, and the retraction statement is bi-directionally linked to the original published paper. Retraction statements will typically include a statement of assent or dissent from the authors. In exceptional circumstances, the editorial office reserves the right to remove an article from the journal's online platforms. Such action may be taken when

- The editorial office has been advised that content is defamatory, infringes a third party's intellectual property right, right to privacy, or other legal rights, or is otherwise unlawful.
- A court or government order has been issued, or is likely to be issued, requiring removal of such content
- Content, if acted upon, would pose an immediate and serious risk to health. Removal may be temporary or permanent. Bibliographic metadata (e.g. title and authors) will

- be retained and will be accompanied by a statement explaining why the content has been removed.



Global Management
Sciences Review (GMSR)