Policy Document

iKSP Journal of Business and Economics (iJBE)

About the Journal

iKSP Journal of Business and Economics (iJBE) is a blind peer-review journal published by iKSP publisher. iJBE is an openly accessible journal published twice a year, and it focuses on theories, methods, and applications in Business and Economics. It is to provide a platform for researchers and academicians all over the world to promote, share, and discuss various new issues and developments in different areas of Business & Economics.

Aim and Scope of Journal

iKSP Journal of Business and Economics (iJBE) aims to publish cutting-edge original research in the fields of Business and Economics.

iJBE includes the following areas of research, but is not limited to, the following:

- International Business
- Micro & Macroeconomics
- Development Economics
- Industrial Economics
- Environmental Economics
- Economics of Organizations and Industries
- Human capital
- Labour Economics
- Finance and Investment
- Strategic Management
- Marketing
- Business Innovations
- Public Administration
- Human Resource Management

Open Access Policy

iKSP Journal of Business and Economics (iJBE) provides immediate open access to its freely available contents to the public and supports a greater global exchange of knowledge. Researchers can copy
and redistribute the material in any medium or format following the CC-BY license. Authors can self-archive the publisher's version of the accepted article in digital repositories and archives. Following acceptance, paper(s) will be immediately available online after the necessary format. *iJBE* allows the author(s) to retain publishing rights without restrictions.

**License**

![CC BY 4.0](https://creativecommons.org/licenses/by/4.0/)

All articles in *iJBE* are published under the terms of the Creative Commons Attribution 4.0 International License, which permits copying and redistributing the material in any medium or format.

**Digital Archiving Policy**

This journal utilises the LOCKSS ("Lots of Copies Keep Stuff Safe") system to create a distributed archiving system among participating libraries and permit them to create permanent archives of the journal for preservation and restoration.

**Repository Policy**

iKSP Journal of Business and Economics (*iJBE*) allows the author(s) to deposit published versions of their work in an institutional or another repository.

**Plagiarism Policy**

*iJBE* strictly follows the Plagiarism Policy.

- It is the author(s)' responsibility to ascertain that s/he has submitted an entirely original work, giving due credit, by proper citations, to the works and words of others where they are used.
- Plagiarism constitutes unethical publishing behaviour and is not acceptable in all forms.
- Material quoted verbatim from the author(s)' previously published work or other sources must be placed in quotation marks.
- If work is found plagiarised at any stage (before/after publication), it will be immediately removed from our journal database. The author(s) will be entirely responsible for any consequences.
• Each manuscript will be scrutinized for originality check by Turnitin. If a manuscript has been found to have a similarity index of more than 19%, it will be immediately returned to the author for correction and resubmission or rejected and archived.
• Please note that the parameters for similarity check involve, Add to No Repository, Exclude Bibliography, Exclude Quoted Text.

Ethics Policy

The research must be conducted ethically and responsibly, and it must adhere to all applicable laws. Authors must be aware of, and refrain from, scientific misconduct and publishing ethics violations.

Authors should communicate their findings clearly, honestly, and accurately, free of fabrication, falsification, or improper data manipulation. The authors are responsible for ensuring the originality of their work.

Authors should make every effort to describe their techniques unambiguously so that their findings can be independently verified.

All sources of research financing should be disclosed, including both direct and indirect financial support.

Peer Review Policy

iKSP Journal of Business and Economics (iJBE) strictly follows a peer review process, comprising the following steps:

• All papers submitted to the iJBE are first examined by an Editor for the initial review. The editor in chief may assign an Associate Editors to review the quality and scope of the submitted manuscript. If the article fails to meet the journal criteria, the paper is rejected immediately, and authors are notified.
• Once the paper is submitted, the editor or Associate editor ensures that the paper follows the blind peer review policy.
• If the paper satisfies the criteria, the editor or associate editor will send the article to at least (02) reviewers for review. International reviewers will review each article with a peer review policy.
• Reviewers are recruited from international universities having a PhD with a reputed research profile (checked through Google Scholar and Research Gate) for the given area/field of the submitted article.
• Each reviewer is initially invited to review the article showing them the article title and abstract only. Upon acceptance of the review request, the full paper is presented, and a review form is used to record their feedback and suggestions through the online management system.
The reviewers' recommendations will determine whether to “Accept Submission”, “Revision Required”, “Resubmit for Review”, or “Decline Submission”. The Editor makes the final decision based on the reviewers’ report.

Once the decision has been made, the review response - including the review form and suggestion, is sent to all article authors with the editorial decision.

For the papers which require only revisions, the Associate or Technical editor will re-review the paper for ensuring that the reviewer’s suggestions have been incorporated or not.

Papers that require resubmission for review will undergo a second round of review by the same or different reviewers to ensure that the quality of the revised paper is acceptable.

After final Acceptance, the Author/Corresponding author will be notified, and the paper will be forwarded to the copy-editing team for copy-editing, layout editing and format checking.

The author(s) will be informed about the first decision on their manuscript(s) within 2-3 weeks of submission.

Online First: The article will be published online after receiving the corrected proofs, and later it will be added to the coming issue. If the author(s) finds any mistake in the online published manuscript, they can contact the journal within seven working days for correction; then, no correction will be accepted.

Copyright Policy

iKSP Journal of Business and Economics (iJBE) is an open-access journal which means that all content is freely available without charge to the user or institution. Users can read, download, copy, distribute, print, search, or link to the full texts of the articles in this journal without asking prior permission from the publisher or the author.

Open-access authors retain the copyrights of their papers. All open access articles are distributed under the terms of the (https://creativecommons.org/licenses/by/4.0/) which permits unrestricted use, distribution, and reproduction in any medium the original work is properly cited.

Even if not specifically identified, the use of general descriptive names, trade names, trademarks, and so forth in this publication does not imply that the relevant laws and regulations do not protect these names. While the advice and information in this journal are believed to be true and accurate on the date of its going to press, neither the authors, the editors, nor the publisher can accept any legal responsibility for any errors or omissions that may be made. The publisher makes no warranty, express or implied, concerning the material contained herein.

Article Publishing Charge

The Article Publishing Charge (APC) covers the costs of the peer-review process, copyediting, typesetting, publication on our website, marketing, and indexing in major databases. To ensure the
integrity of peer review, our team of editors and reviewers receive no information about payments at any stage.

The APC is payable when your manuscript is editorially accepted and before publication and is charged to either you or your funder, institution or employer. APC is non-refundable at any cost. The standard APC for iKSP Journal of Business and Economics (iJBE) is 130 euros.

Note: There is NO charge/cost to submit the article.

**Waivers and Discount Policy**

Researchers based in less economically developed countries/students are able to apply for waivers and discounts to allow them to publish in iKSP journals.

Discretionary APC waivers will be considered on a case-by-case basis at the point of submission; requests made during the review process or after acceptance will not be considered. To ensure the integrity of peer review, our team of editors and reviewers receive no information about payments at any stage.

**Publication Cycle Policy**

The Journal is published biannually in August and February.

**Online First**: The article will be published online after receiving the corrected proofs, and later it will be added to the coming issue. If the author(s) finds any mistake in the online published manuscript, they can contact the journal within seven working days for correction; then, no correction will be accepted.

**Privacy Statement**

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

**Author Guidelines**

Length of paper: The average length of a regular article should not exceed 20 pages with a reasonable size of images and tables.
Online Submission: An article must be submitted online. No submission will be accepted via email. Please ensure you provide all relevant editable source files. Failing to submit these source files might cause unnecessary delays in the review and production process. Authors are required to submit the article in PDF or MS Word format.

Declarations: Author(s) are required to declare the following in the cover letter:

Conflicts of interest/Competing interests (if any, include appropriate disclosures)

The article should include the following information.

- The name(s) of the author(s)
- A concise and informative title
- The affiliation(s) of the author(s), i.e. institution, (department), city, (state), country
- A clear indication and an active e-mail address of the corresponding author

All manuscripts should contain the following sections:

Abstract: The abstract should not contain any undefined abbreviations or unspecified references.

Keywords: Please provide 3 to 5 keywords that can be used for indexing purposes.

Introduction: An introduction with a background of the study

Methodology: a detailed methodology

Results and Discussions: Results with comprehensive discussion.

Conclusion: A precise conclusion (recommendations and future works can be included in this section).

Acknowledgements (if any): Acknowledgements of people, grants, funds, etc. should be placed before the references section.

References: Write complete references of all cited work.

Below are the guidelines for referencing and Citation

Cite references in the text by name and year in parentheses. Some examples:

- Negotiation research spans many disciplines (Thompson 1990).
- This result was later contradicted by Becker and Seligman (1996).
- This effect has been widely studied (Abbott 1991; Barakat et al. 1995; Kelso and Smith 1998; Medvec et al. 1999).

Reference list

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.
Reference list entries should be alphabetized by the last names of the first author of each work.

- Journal article
- Article by DOI
- Book
- Book chapter
- Online document

**English Language Editing**

An article must be proofread by all author(s). you need to ensure the English language is of sufficient quality to be understood. If you need help with writing in English you should consider:

- Asking a colleague who is a native English speaker to review your manuscript for clarity.
- Visiting the English language tutorial which covers the common mistakes when writing in English.
- Using a professional language editing service where editors will improve the English to ensure that your meaning is clear and identify problems that require your review. Two such services are provided by our affiliates Research Editing Service (See the iKSP services).

**Suggesting/excluding reviewers**

Authors are welcome to suggest suitable reviewers and/or request the exclusion of certain individuals when they submit their manuscripts. When suggesting reviewers, authors should make sure they are totally independent and not connected to the work in any way. It is strongly recommended to suggest a mix of reviewers from different countries and different institutions. When suggesting reviewers, the Corresponding Author must provide an institutional email address for each suggested reviewer, or, if this is not possible to include other means of verifying the identity such as a link to a personal homepage, a link to the publication record, or a researcher or author ID in the submission letter. Please note that the Journal may not use the suggestions, but suggestions are appreciated and may help facilitate the peer review process.
Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission’s compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

✓ The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
✓ The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
✓ Where available, URLs for the references have been provided.
✓ The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
✓ The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.
✓ All manuscripts accepted for publication in this journal are openly available online. There is a cost (Article Publishing Charges (APC) Euro 130.00) for this service, payable once manuscripts have been accepted for publication. Discounts and waivers may be available. Visit Waivers and Discount Policy.
✓ The author(s) have read the iJCSE policies and agree with them.

Dr. Muhammad Abar ul Haq
Editor in Chief
iKSP Journal of Business and Economics (iJBE)
Email: editor.ijbe@iksp.org ; abrarchudhary@hotmail.com
Contact Number: +973 3232 0737

Asif Malik
Director (iKSP)
Innovative Knowledge Sharing Platform
Email: director@iksp.org
Contact Number:+92 321 4270715