

## **SVKM's Narsee Monjee College of Commerce & Economics**

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### **Policy for Peer Review Journal NavManthan**

1. All the articles shall be accepted from the authors in soft copy in the predefined format only.
2. Subject focus on research articles shall be in the field of commerce, accountancy, management, economics, law and social sciences.
3. Each article shall first be reviewed by the editorial committee members. Only then shall the article be sent for peer review. In case revision in the article is required, the remarks shall be communicated directly to the author and inform them to make the necessary changes.
4. Before sending the article for peer review, the authors shall be required to send a declaration that the research article sent is an original work and not published or submitted for publication (either full or in part) anywhere else.
5. After the above declaration the author shall not send this article for publishing elsewhere until the editor's reply for rejection of the same.
6. While reviewing the article, the editors are required to check whether the author has properly described the contribution of the earlier work and that it is properly cited.
7. If the editor recommends for revision of the article to the author, the author should immediately inform the editor, whether he or she shall like to consider revising or withdrawing the article. This shall be prior to sending the article for Peer review.
8. Each article shall necessarily be reviewed by two peer reviewers and in case of any difference in opinions of the two peer reports, the article shall be sent to the third peer reviewer.
9. The focus of the impartial peer review shall be on performance of the article with a view to improving quality, upholding standards and providing certification.
10. The articles for peer review shall be sent through e-mail, unless the peer reviewer wants the printed copy.
11. The Peer review shall be double blind review- the identity of author or peer reviewer shall not be disclosed.
12. The Peer Reviewer shall return the report of his review to the editor who had communicated with him or her.

13. The editors shall evaluate the peer reviewer's comments and communicate the same to the author. The author must immediately inform the editor whether he/she wants to consider the revision or withdraw the article from the publication. The revised article must be submitted within ten days from the date of intimation of the revision. The final decision shall be of the chief editor.
14. Audit of the articles in issue after publication of each issue shall be conducted.