

Jana Bhawana Campus

Research Management Cell

Guidelines for the Publication of Peer-Reviewed Journal

Since its establishment, Jana Bhawana Campus has been engaged in providing quality education and has emerged as a leading higher institution. As a leading higher education institution, it has always emphasized to develop and enhance research culture within it. And, recognizing the fact that academic publications enables faculties and students to cultivate research culture in them, the Research Management Cell (RMC) of Jana Bhawana Campus (JBC) has formulate a set of criteria and guidelines to meet the minimum standards and bases for the publication of peer-reviewed journal with an aim to standardization and evaluation of academic publication of researchers, faculties and students.

Section 1: Definitions

- a) **Advisor:** means a person with responsibility to provide advice to the publisher and editors of a journal.
- b) **Editor-In-Chief:** means the Chief of the Editorial Board.
- c) **Editor:** means a person with editorial responsibilities including carrying out peer-review of articles by competent reviewers, editing, publishing and maintaining the standard of the journal.
- d) **Author:** (also a contributor) means the researcher and the author of an article submitted to a journal.
- e) **Best practices:** means a set of desirable practices expected to impart the highest standard to the job.
- f) **Cite Score:** means Scopus database and citation-based journal ranking made available by Elsevier B.V.
- g) **Code of Conduct:** means a set of mandatory practices for carrying out the job ethically and responsibly.
- h) **Conflict of interest:** means a situation in which one's judgment may be potentially influenced towards a bias due to any potential interest that exists.
- i) **Digital Object Identifier (DOI):** means a unique ID for the document made available by International DOI Foundation (IDF) upon request.
- j) **Discipline:** means a particular area of study characterized by a set of related subjects, research methodology, and methods.
- k) **Coordinator:** means a person designated for the post of RMC coordinator.
- l) **Funding:** means research grant or any financial support received for a research work or by a researcher.
- m) **Journal Policies:** mean a set of policies adopted by Janabhawana Journal to define all processes and issues in relation to its functions.
- n) **Journal:** means a periodical publication made by Jana Bhawana Campus in which academic research relating to a particular academic discipline is published.

- o) **Non-peer reviewed:** means a journal that does not employ a peer-review process for evaluating a manuscript submitted for publication.
- p) **Peer-review:** means an evaluation of a manuscript of a scholarly work by experts from the same field in order to ensure that the work meets the necessary standards before acceptance by a journal for publication.
- q) **Peer-reviewed journal:** means a journal that employs a peer-review process for evaluating a manuscript submitted for publication.
- r) **Predatory:** means fraudulent or misleading to innocent people.
- s) **Professional society:** means a formally established organization of scholars belonging to a particular discipline or area of study.
- t) **Research ethics:** means a set of ethical principles prescribed by government agencies or professional societies for the researcher to follow when conducting research.
- u) **Research Misconduct:** means activity regarded as research misconduct such as fabrication, falsification, plagiarism and harmful activities.

Section 2

Jana Bhawana Journal

As a leading higher education institution, Jana Bhawana Cammpus has always emphasized to develop and enhance research culture within it. And, recognizing the fact that academic publications enables faculties and students to cultivate research culture in them, the Research Management Cell (RMC) of Jana Bhawana Campus (JBC) publishes a peer-reviewed journal namely "Jana Bhawana Journal". It also obtains the DOI for the articles published in it.

Section 3

Composition of the Editorial Board

The composition of the Editorial Board of Jana Bhawana Journal will be as following for the purpose to carry out editorial process for the publication of research articles fulfilling the minimum standards required for the peer-reviewed journal publication.

Editor-in-Chief: 1

Member: 4

The members of the Editorial Board can be added as per the requirements. The RMC can make decision to add editorial board members.

Section 3

Guidelines to the Editorial Board

The general guidelines of the Editorial Board members of "Jana Bhawana Journal" are as:

1. Duties and Responsibilities

- Actively seek the views of authors, readers, reviewers and editorial board members about ways of improving their journal's processes
- Encourage and be aware of research into peer review and reassess journal processes in the light of new findings
- Perform role in a professional manner and raise the quality of their journal
- Support initiatives designed to reduce academic misconduct
- Support initiatives to educate researchers about publication ethics

- Assess the effects of the journal policies on author and reviewer behaviour and revise policies, as required, to encourage responsible behaviour and discourage misconduct

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2. Relations with readers

- Ensure that all published reports of research have been reviewed by suitably qualified reviewers
- Adopt processes that encourage accuracy, completeness and clarity of research reporting
- Adopt authorship or contributorship systems that promote good practice and discourage misconduct (e.g. ghost and guest authors)
- Publish clear instructions in their journals about submission and what they expect from authors
- Provide guidance about criteria for authorship and/or who should be listed as a contributor
- Review author instructions regularly and provide links to relevant guidelines
- Assure all contributors to disclose relevant competing interests and publish corrections if competing interests are revealed after publication
- Ensure that appropriate reviewers are selected for submissions
- Encourage reviewers to comment on ethical questions and possible research misconduct raised by submissions, (e.g. unethical research design, insufficient detail on patient consent or protection of research subjects)
- Encourage reviewers to ensure the originality of submissions and be alert to redundant publication and plagiarism
- Consider providing reviewers with tools to detect related publications (e.g. links to cited references and bibliographic searches)
- Seek to acknowledge the contribution of reviewers to the journal
- Encourage academic institutions to recognize peer-review activities as part of the scholarly process
- Monitor the performance of peer reviewers and take steps to ensure this is of high quality
- Develop and maintain a database of suitable reviewers, and update this on the basis of reviewer performance
- Remove from the journal's database any reviewers who consistently produce discourteous, poor quality or late reviews
- Consult editorial board members regularly (at least once a year) to gauge their opinions about the running of the journal, inform them of any changes to journal policies, and identify future challenges

Section 4

Editorial and peer-review processes

The editorial board should ensure the followings:

- Ensure that people involved with the editorial process (including themselves) receive adequate training and keep abreast of the latest guidelines, recommendations and evidence about peer review and journal management
- Keep informed about research into peer review and technological advances
- adopt peer-review methods best suited for their journal and the research community
- Review peer-review practices periodically to see if improvement is possible
- Request evidence of ethical research approval for all relevant submissions

Section 5

Guidelines to Reviewer

"Jana Bahawana Journal" shall adopt the following guidelines. The editorial board should make the reviewer follow the guidelines given underneath. However, the editorial board can make necessary changes as per the requirement.

5.1. Scope and Focus of Journal:

Jana Bhawana Journal aims to disseminate very high quality research in the area of social sciences. It is a peer reviewed journal which publishes works from a wide range of fields including social sciences from a wide range of fields including sociology, anthropology, economics, social work, education, history, linguistics, political science, psychology, conflict study, agriculture, forestry, management, literature, information technology, public health, environment etc. It is published annually by Jana Bhawana Campus. The Jana Bhawana Journal accepts contribution from researchers in Nepal as well as from all over the world.

5.2. Statement on the standard of contribution

Jana Bhawana Journal accepts high quality research articles from a well-designed study and with findings that have potential to make an impact on the respective field of study measurable by citation in scholarly articles, policy documents and discussions in forums of concerned stakeholders.

5.3. Types, writing style and format for the article

Jana Bhawana Journal is a multidisciplinary peer reviewed research journal which accepts the articles from a wide range of fields including social sciences from a wide range of fields including sociology, anthropology, economics, social work, education, history, linguistics, political science, psychology, conflict study, agriculture, forestry, management, literature, information technology, public health, environment etc. We accept the articles in APA and MLA format. "Jana Bhawana Journal" has prescribed its writing style and format as described in the Instructions for Author available at [URL: www.jannabhawana.edu.np].

5.4. Code of conduct for the reviewer

Jana Bhawana Journal has a code of conduct for the reviewer for ensuring a fair and ethical review of the manuscript. The Code of Conduct for Reviewer will be available at URL: www.janabhawana.edu.np.

5.5. Checklist for reviewer

Please read the manuscript thoroughly and seek answers to the following questions/guidance as a preparation for writing a review.

5.5.1 General

1. Is the research original, novel and important to the field?
2. Is the presentation clear and concise?
3. Has the appropriate structure and language been used?

Title

1. Is it concise and informative?
2. Can it be re-written in a better way?

Abstract

1. Is it really a summary?
2. Does it include key findings?
3. Is it an appropriate length?

Key Words

1. Are they in addition to the words in the title?
2. Are they appropriate and adequate?

Introduction

1. Does it give enough detail about the context, goals, problems, and/or research questions?
2. Does it present a sound current evidence base? Is it grounded in theory and research? Are any important findings from previous studies omitted or misrepresented?
3. Is it clear, well organized and effective to create curiosity?
4. Suggest changes in organization and addition/deletion of citations.

Methodology

1. Any scientific study must be fully reproducible for anybody who is interested and has the abilities to do so. Therefore, all materials and methods must be disclosed and made accessible to the scientific community so that the study can be redone and tested.
2. Are the applied methods (including statistics) appropriate to test the hypotheses?
3. Are all methods described in all necessary details?
4. For qualitative research, is there any care taken to avoid/reduce researcher bias and cognitive error? What do you feel about the possibility of bias and error in the study?

Results and Discussion

1. Are the results analyzed, relevant, and probable?
2. Suggest improvements in the way data is shown
3. Comment on general logic and on the justification of interpretations and conclusions.
4. Comment on the number of figures, tables, and schemes
5. Write concisely and precisely which changes you recommend
6. List separately suggested changes in style, grammar, and other small changes
7. Suggest additional experiments or analyses
8. Make clear the need for changes/updates.
9. Ask yourself whether the manuscript should be published at all

Conclusion

1. Comment on importance, validity, and generality of conclusions
2. Request toning down of unjustified claims and generalizations
3. Request removal of redundancies
4. Request removal of summarization. The abstract, not the conclusion, summarizes the study

Reference, tables, and figures

1. Check accuracy, number and citation appropriateness
2. Comment on any footnotes
3. Comment on figures, their quality, and readability
4. Assess the completeness of legends, headers, and axis labels
5. Check presentation consistency

3.2. Manuscript Review Report to: **Jana Bhawana Journal**

5.5.2. Manuscript ID: _____

Name of the Reviewer: _____

Reviewer ID: _____

5.5.3. Does the area of manuscript fall under the expertise of the reviewer?

[Yes] [No]

5.5.4. Does the area of the manuscript within the scope and focus of Jana Bhawana Journal?

[Yes] [No]

5.5.5. Outline of the manuscript

Please write a summary of the manuscript outlining key information about the research presented.

5.5.6. Major Criticism

Please be specific and give details

5.5.7. Minor Criticism

Please be specific and give details

5.6. Recommendation to Editor

(a) Recommendation category - Please select your recommendation category

- Accept the manuscript without any change in content
- Accept the manuscript with a minor revision of the content
- Accept the manuscript with major revision
- Reject the manuscript with an option for resubmission
- Reject the manuscript

(b) Full recommendation

Please elaborate on your recommendation

Signature:

Name/ID of Reviewer:

Annex

1. Invitation Letter to Reviewer

Dear _____,

I am the Editor-In-Chief / an editor of Jana Bhawana Journal published by the RMC of Jana Bhawana Campus, Godawari-11, Lalitpur. Jana Bhawana Journal is a peer reviewed journal which publishes high quality research articles in the area of social sciences from a wide range of fields including sociology, anthropology, economics, social work, education, history, linguistics, political science, psychology, conflict study, agriculture, forestry, management, literature, information technology, public health, environment etc and is published annually.

I am pleased to let you know that we have identified through our database of experts / a recommendation of an expert / our search for experts you as an expert and potential reviewer to review a manuscript received at our journal. The title and the abstract of the manuscript are enclosed herewith. The full manuscript will be provided upon your consent for reviewing it.

Could you please go through the material and let us know if it belongs to your area of expertise and if you are willing to review the full manuscript of it. We employ a double-blind review mode in which the identities of the authors and reviewers are not revealed to each other for the purpose. We also have a code of conduct for our reviewers which can be accessed at www.janabhawana.edu.np.

If you agree to review the manuscript, you will have to complete the reviewing within from the time you receive the manuscript. We provide a very modest remuneration of Rs. _____ per manuscript.

If you are unable to review the manuscript for any reason, could you please recommend to us any expert who might qualify to review it?

I hope to receive your kind response at the earliest.

Thank you.

With warmest regards,

Signature

Jana Bhawana Journal

rmc.janabhawana@gmail.com

www.janabhawana.edu.np

Godawari-11, Lalitpur

2. Letter to the Consenting Reviewer

Dear _____,

Thank you so much for accepting our invitation for reviewing a manuscript for Jana Bhawana Journal, published by Jana Bhawana Campus, Godawari-11, Lalitpur. Please find enclosed the manuscript with Manuscript ID: _____. Also enclosed are the Jana Bhawana Journal Code of Conduct for Reviewers [also accessible at www.janabhawana.edu.np], the Guidelines for Reviewer and a Reporting Form.

As we have mentioned earlier, Jana Bhawana Journal employs double-blind review mode in which the identities of the authors and reviewers are not revealed to each other. If the identity of the author of the manuscript is revealed by any information given within the manuscript or by any other circumstances, please stop reviewing the manuscript and let us know it immediately. If you feel there might exist a conflict of interest of any sort, please let us know that too.

Please proceed to review when you are satisfied with the area of the manuscript and our guidelines for the reviewer. We expect the report to be completed and submitted to us within

Thank you so much for your cooperation.

With warmest regards,

Signature

Jana Bhawana Journal

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Godawari-11, Lalitpur