



Ariviyal
Publishing

**ACADEMY FOR RIGHT
INNOVATION AND VIRTUAL IDEAS
OF YOUR ANALYSIS AND LOGIC**

Editors
Guidelines

It's Our Journal
Contribute Your Work!

GUIDELINES FOR EDITORS

Ariviyal publishing is committed towards publishing original articles with high scientific quality, efficient processes for article submissions, vigorous and impartial peer review, high-quality author service, and high-level of publication ethics. Here we provide comprehensive guidelines for our Editors.

GENERAL NOTE

The editors are experts in their respective fields and they are highly responsible for the peer review process. They have a major role in handling the manuscripts, make decision on the acceptance or rejection of a paper and help our authors to promote their research. Ariviyal publishing wants to make the work easier for editors by ensuring you have the right tools in right time to promote your journal.

We recommend our editors to follow the guidelines for editors, based on COPE (Code of conduct and best practice guidelines for journal editors)

https://publicationethics.org/files/Code_of_conduct_for_journal_editors_Mar11.pdf

RESPONSIBILITIES

EDITOR-IN-CHIEF

The Editor-in-Chief takes prime responsibility in maintaining or updating the scientific quality of the journal. However, most of the editorial processes are handled by our Ariviyal team. Hence, the Editor-in-Chief does not need to be actively involved or spent more time in the editorial process. The Editor-in-Chief may serve for a three years term and may be reappointed. The Editor-in-Chief responsibilities are given below;

- Editor-in-Chief has to inviting well qualified researchers to join the editorial board
- May need to advice on or improve the journal policy and scope
- Suggesting titles for special issues or inviting guest editors for the special issues
- Final decision on the manuscripts submitted to our journal
- Editor-in-Chief may submit his/her own work publication (In this case, Associate Editors may handle the manuscript)

ASSOCIATE EDITORS

The Associate Editors also play a crucial role in maintaining and updating the scientific quality of the journal. Our Ariviyal Team works extensively with Associate Editors to handle the editorial processes. The Associate Editors are requested to serve for a three-year term and may be reappointed or promoted to Editor-in-Chief of the same or another Ariviyal Journal. The Associate Editors' responsibilities are given below;

- Associate Editors may be asked to review 1-3 manuscripts in a year
- May have to work with our Ariviyal Team to improve the journal policy and scope
- May have to discuss with Editor-in-Chief to take final decision of submitted articles
- Associate Editors may be invited to submit his/her own work publication (In this case, Editor-in-Chief may handle the manuscript)

EDITORIAL BOARD MEMBER

Editorial board members are the strength of our Ariviyal Journals as they are experts in various scientific fields. Our Ariviyal Team assists Editorial board members in handling the editorial processes. Alike Editor-in-Chief and Associate Editor Term, the editorial board members are also requested to serve for a three-year term and may be reappointed or promoted to Associate Editors or Editor-in-Chief of the same or another Ariviyal Journal. The Associate Editors' responsibilities are given below;

- Editorial board members may have to review 3-5 manuscripts in a year
- They may have to give suggestions to improve the journal policy and scope
- If assistance needed, Editor-in-Chief may ask your opinion to take final decision of any submitted articles
- Editorial board members may be invited to submit his/her own work publication

REVIEWER SELECTION

- Ensure appropriate reviewer is selected for the particular manuscript (highly qualified in specify field and dynamic reviewer).
- Editors are responsible of choosing two reviewers (in particular case editors can choose more than two) and ensure that all of them are not recommended by the authors of the manuscript.
- Editors should break off with reviewers who consistently produce poor quality of reviewing the paper, late review of the manuscript, rude and disrespectful.

- Editors are encouraged to search for reviewers in a wide range of different sources to spot out the potential new reviewer not to stop with the personal contacts, author suggestions, bibliographic databases.

REVIEW PROCESS

- Editors should ensure that initial response to the paper should be given on time within the time limit of (max of 3 weeks). In some special cases, the Editors may extend the review time.
- Editors should be able to manage all papers assigned to them, irrespective of the fields and subject area.
- Section editors should assign the papers appropriately, to balance the discrete loads in the editorial board.
- The Section Editors should send reviewers' comments directly to authors and also receive the comments from authors and then direct them towards the editor for decision.
- Editors should intimate all the information to the authors in written feedback.
- Editors should be always justifying the reason for the important decision that has been deviated from the actual peer review process.
- An editor has authority to monitor the peer review process of the reviewers to ensure the quality and to maintain ethics of publications.
- Editors can encourage reviewers to comment on the ethical questions of the manuscript and to be alert on plagiarism.
- Editors should enquire reviewers to disclose any potential conflict of interest before agreeing to review a manuscript.

DECISION MAKING

- Editor's decision on acceptance or rejection of a paper should be based on the reviewer's comments and their own view of the paper (quality, importance and originality).
- Editors find out that the paper has quality towards publication, and there is a conflict of two different decisions from the reviewers,
 - ✓ Editors can choose one or more reviewers for a particular paper.
 - ✓ Editors can make a final decision towards the acceptance or rejection of the paper.
- Editors can immediately reject the manuscript, if it does not hold any standard toward the particular journal.

- Editors should not fluctuate with decision that they have made towards the submission of the manuscript, unless they identify valid serious problem. The decision should be justified to Editor – in-chief.
- Editor's decision will be final in case of the misconduct and conflict raised from the authors.

Do not hesitate to contact us

We would be honoured to receive a positive reply from you and look forward to your feedback on our proposal. Thank you for your support.

If you have any question regarding the publication of your paper send us your query through our queries@ariviyalpublishing.com

Ariviyal Publishing

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