

EDITOR-IN-CHIEF

The editor-in-chief has complete authority for determining the editorial content within the defined scope of the journal and participate in the development of the advertising policy. The editor-in-chief should define the terms and roles of the editors and editorial board that are appointed by and report to him or her. The editor-in-chief should require disclosure of any conflicts of interest. The editor-in-chief should ensure that the journal's editors and editorial board are identified in the journal masthead; receive the necessary training and oversight to adequately perform editorial functions; and actively perform their responsibilities, such as assigning reviewers or reviewing manuscripts and advising on policy considerations. An author who has conflict may appeal to the editor-in-chief, whose decision is final.

Duties & Responsibilities of Editor In Chief

- Publish original, important, well-documented, peer-reviewed articles on a diverse range of scientific topics of interest to the readership.
- To establish policies for submission of manuscripts and criteria for authors/contributors
- Processes for peer review, evaluation of decisions regarding publication, and methods for reconsideration of rejected manuscripts.
- Identification and selection of theme issues and supplements
- Handling of allegations and findings of scientific misbehavior and misconduct.
- Communicate publication guidelines and policies (e.g., Instructions for Authors, Instructions for Reviewers, ethical guidelines, editorial board reports, Editorials).
- Provide the journal owner, publications oversight committee, and/or editorial board with reports, as requested, on the journal's activities.
- Preside at annual meetings of the editorial board and the executive committees.
- Receive, review, and act on complaints from those involved in the publication process.
- Review and approve the journal's yearly budget, as proposed by the managing editor, for approval by the journal's management committee.

Editor's Role and Responsibilities

Editors have a responsibility to maintain the integrity of the literature by publishing errata or corrections identifying anything of significance, retractions, and expressions of concern as quickly as possible. When appropriate, they should provide a forum for offering responsible alternative opinions.

Errors in published articles require a correction or erratum in the next issue of the journal. These corrections should be made in such a way that it does not change the idea or concept. Editors have responsibilities toward the authors who provide the content of the journal, the peer reviewers who comment on the suitability of manuscripts for publication, the journal readers and the scientific community, the owners/publishers of the journal, and the public as a whole. Depending upon the relationship between the editor and publisher for journal, some of the roles and responsibilities between the two may overlap in some of the following cases:

Editor's Responsibilities towards Authors

- Providing guidelines to authors for preparing and submitting the manuscripts.
- Providing a clear statement about the Journal policies on authorship criteria.
- Treating all authors with fairness, courtesy, objectivity, honesty and transparency.
- Establishing and defining policies on conflicts of interest for *all* involved in the publication process, including editors, authors, and reviewers.
- Protecting the confidentiality of every author's work
- Establishing a system for effective and rapid peer review.
- Making editorial decisions with reasonable speed and communicating them in a clear and constructive manner.
- Being vigilant in avoiding the possibility of editors and/or referees delaying a manuscript for suspect reasons
- Establishing clear guidelines for authors regarding acceptable practices for sharing experimental materials and information, particularly those required to replicate the research, before and after publication.
- Describing, implementing, and regularly reviewing policies for handling the ethical issues and allegations or findings of misconduct by authors and anyone involved in the peer review process. Informing authors of solicited manuscripts that the submission will be

evaluated according to the journal's standard procedures or outlining the decision-making process if it differs from those procedures

- Developing mechanisms, in cooperation with the managing editor to ensure timely publication of accepted manuscripts.
- Clearly communicating all other editorial policies and standards.

Editor's Responsibilities towards Reviewers

Following are the main responsibilities to be conveyed to reviewer by the editor.

- Assigning papers for review to appropriate reviewers according to their area of interest and expertise.
- Establishing a process for reviewers to ensure that they treat the manuscript as a confidential document and complete the review promptly.
- Informing reviewers that they are not allowed to make any use of the work described in the manuscript or to take advantage of the knowledge they gained by reviewing it before publication.
- Providing reviewers explicit instructions on the journal's expectations for the scope, content, quality, and timeliness of their reviews to promote thoughtful, fair, constructive, and informative critique of the submitted work.
- Requesting that reviewers identify any potential conflicts of interest and asking that they recuse themselves if they cannot provide an unbiased review.
- Allowing reviewers appropriate time to complete their reviews.
- Requesting reviews at a reasonable frequency that does not overtax any one reviewer.
- Finding ways to recognize the contributions of reviewers, for example, by publicly thanking them in the journal; providing letters that might be used in applications for academic promotion; offering professional education credits; or inviting them to serve on the editorial board of the journal.

Editor's Responsibilities towards COPY EDITING

Copy editing is one of the most important duties for an editor.

- Copy editors are responsible for the clarity and accuracy of content that is published or broadcast.

- They check copy from journalists, authors and writers to ensure that it is factually accurate and convey its meaning clearly.
- If they have queries on the copy, editors check references or discuss the issues with contributors.
- Copy editors also check grammar, spelling and punctuation, using style guides, such as the Associated Press Stylebook, or their own in-house style rules as reference.

Editor’s Responsibilities towards PLAGIARISM POLICY

Submitting authors are required to acknowledge that they are aware of policy on plagiarism and copyright when signing the article’s copyright transfer agreement. Manuscripts are sent out for review on the condition that any unpublished data cited within are properly credited and the appropriate permission has been sought.

Plagiarism is the copying of ideas, text, data and other creative work (e.g. tables, figures and graphs) and presenting it as original research without proper citation. Separate from the issue of plagiarism is the need for authors to obtain permission to reuse previously published work (even if properly cited) from the holder of the copyright (which is typically not the author).

Penalties for Plagiarism

When plagiarism has been found to have occurred, Journal will take the actions listed below as determined by the type of plagiarism.

The authors will be asked to write a formal letter of apology to the authors of the plagiarized paper, including an admission of plagiarism.

If the paper is under submission, the paper can be automatically rejected by the Executive Managing Editor or the Editor board without further revisions and without any further plagiarism investigation coordinated by the Editor-in-Chief

Editor’s Responsibilities towards Editorial Policy

The journal Editorial board only considers original, innovative manuscript for consideration of review process. Submitted manuscripts are first checked in plagiarism checker by the Managing Editor. If manuscript is found suitable as per journal aims, publication policy, publication ethics with ample originality then only it will be consider for review process.