

## **Business Review**

### ***Policies and Guidelines***

Business Review is a flagship journal of the Institute of Business Administration. The Journal was launched in 2006 and has been published regularly since then. It is a peer reviewed, open access, biannual journal that aims to publish novel and scholarly research with sound empirical and theoretical standing in the areas of business, economics, finance and management science. The Business Review publishes regularly in July and January. All issues of the journal can be found online on the website.

## **Policy Guidelines**

### **Open Access Statement of *Business Review***

The Business Review allows users to read, download, copy, distribute, print, search or link to the full text of its articles. All articles published will be immediately and permanently free for everyone to read and download for lawful purposes without permission from the publisher and author. This is done with the belief that making research easily accessible facilitates greater global exchange of knowledge. Articles published in the Business Review are licensed under the CC-BY terms.

### **Author Fees**

There are no article processing charges, publication fees or any other kind of fees if an author chooses to submit an article to the Business Review. Moreover, authors aren't expected to pay for peer review process, production and printing of articles as well as circulation of journals to other avenues—all expenses are borne by IBA, Karachi.

## **Peer Review Policy**

The Business Review follows a double-blind peer review policy, which means the identities of the authors are concealed from the reviewers, and vice versa. To facilitate this, the main body of the paper (including the references, figures, tables and any acknowledgements) should not include any identifying information, such as the authors' names or affiliations.

## **The Review and Publication Process**

Upon receipt the article is assigned a paper ID at the editorial desk. It is then subject to a desk review which entails technical screening to judge the scope and relevance of the article, clarity of language and whether or not it complies with the similarity boundaries. The similarity index of the submitted manuscript should be less than 19 percent. Moreover, similarity from any particular source should not exceed 5 percent.

Acceptance at this stage formally sends the article into the review process whereby it is sent to 2-3 external reviewers. The reviewers assess the article for originality, objectives of the research, methodology and theoretical framework, the breadth, scope and level of critical analysis incorporated in the literature review, the soundness of the results and discussion and its contribution to the existing body of knowledge. They may also judge the article on the basis of appropriateness of the title, organization and structure of the paper.

The possible outcomes of the review process can be: Acceptance (acceptance without any changes); Accept with minor revisions (the author is required to make small corrections); Conditional acceptance after major revisions (author is required to make extensive changes suggested by the reviewers) and Rejection (the journal will not publish the paper).

Once the paper is accepted by the reviewers it is subject to a formatting and proofreading process at the editorial desk. Proofs will be sent to the authors for approval. Prompt return of the corrected proofs will minimize the risk of the paper being held over to a later issue.

The Editor has the final authority and reserves the right to reject any manuscript at any stage of the review process.

## **Licensing Terms**

All articles in the Business Review are published under the CC-BY license. The CC-BY license allows reusers to distribute, transmit and build upon the material as long as attribution is given to the author. Moreover, the license also allows for commercial use. <Insert link here>

## **Copyright Policy**

Reproduction, posting, transmission or other distribution or use of the manuscript or any material therein, in any medium as permitted requires no attribution to the publisher. Authors retain full copyrights of their work authors © 2022

## **Plagiarism**

The author should guarantee that the submitted work is original. If the author has used work and/or words by others, appropriate citations are required. Plagiarism in all its forms constitutes unethical publishing behavior and is unacceptable. The author should give due acknowledgement to all those who have made contribution to the research. Those who have contributed significantly to the research should be listed as coauthors.

If the manuscript contains extracts, including illustrations, from other copyright works (including material from online or intranet sources) it is the author's responsibility to obtain written permission from the owners, of the publishing rights to reproduce such extracts.

The similarity index of the submitted manuscript should be less than 19 percent. Moreover, similarity from any particular source should not exceed 5%.

## **Digital Archiving Policy**

The journal is committed to storing all papers on digital archives to ensure that they will be available to readers, even in the event where the institute is no longer functioning or the journal is discontinued. To this end, the Business Review submits all journal content to Portico and Clockss for long term digital archiving.

## **Ethics Statement**

### **1. Responsibilities of the Editor and Editorial Board**

- **Publication decisions**

The editor will make the final decision on accepting, rejecting or demanding alterations to the manuscript. In doing this the editor will follow the policies of the journal's editorial board keeping in view legal requirements, copyright infringement and plagiarism. Furthermore, the editor reserves the right to edit, clarify or shorten the manuscript as considered appropriate.

- **Fair review**

The editor will decide which manuscripts are suitable for publication solely on the basis of originality and quality. The decisions will not take into account race religious beliefs, gender, sexual orientation, ethnic origin, citizenship or political philosophy of the authors.

- **Confidentiality**

The editor and any editorial staff will not reveal any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

- **Conflict of interest**

Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author.

### **2. Responsibilities of the Author**

- **Open Access Policy**

Authors are required to agree with the open access policy which allows unlimited access and reuse of all published articles.

- **Data access and retention**

Authors may be asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data, and should in any event be prepared to retain such data for a reasonable time after publication.

- **Originality and plagiarism**

The authors should ensure that they have submitted completely original works, and if the authors have used the work and/or words of others, then they have been given due credit.

- **Multiple publications**

An author should not submit the same manuscript to more than one journal at the same time.

- **Authorship of the paper**

All those who have made significant contributions to the research paper should be listed as co-authors. Others who have participated in certain substantive aspects of the research project, should be acknowledged or listed as contributors.

- **Disclosure and conflicts of interest**

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

- **Fundamental errors in published works**

When an author discovers a significant error in his/her own published work, it is the author's responsibility to promptly inform the journal editor and collaborate with the editor to retract or correct the paper.

### **Contribution to the Paper**

The author should give due acknowledgement to all those who have made contribution to the research. Those who have contributed significantly to the research should be listed as coauthors

### **3. Responsibilities of the Reviewer**

- **Promptness**

Any reviewer who feels unqualified to review a particular research paper or knows that its timely review will be impossible should inform the editor and excuse himself from the review process.

- **Confidentiality**

Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.

- **Standards of objectivity**

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

- **Acknowledgement of sources**

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

- **Disclosure and conflict of interest**

Unpublished materials disclosed in a submitted manuscript must not be used in a reviewer's own research without the written consent of the author. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships with any of the authors or institutions associated to the manuscripts.