# UMT Education Review (UER)

*Policy Document*

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1. Basic Information

<table>
<thead>
<tr>
<th>Frequency of Journal</th>
<th>Biannual (two issues annually)</th>
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<tr>
<td>Review Type</td>
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<td>Publication Fee</td>
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<td>Average Publication Time</td>
<td>20-24 Weeks</td>
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<td>Timeliness of Publication</td>
<td>Spring (June) Fall (December)</td>
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| ISSN (E)            | 2616-9746                      |
| ISSN (P)            | 2616-9738                      |
| No. of Volume/ Issues Published | 4-Volumes / 8 Issues |
| HEC-Recognized      | No                             |

2. Guidelines for Submission of Research Articles

Articles submitted to UER are preferably welcomed in all areas of research that provide sound and clear theoretical insights with practical implications for education and societal wellbeing. Papers reflecting evidence-based reflections, book reviews, research summaries, and papers presented in conferences (not yet published) are also welcome.

Language: English

Submission: kindly make an account on the OJS system of UER and electronically upload the article on the website.

Note: Plagiarism report must be attached with the manuscript and UER strictly follows the anti-plagiarism policy of HEC. Before submitting your manuscript please read: Policies and Guidelines

For submission please ensure that:

General guidelines for preparing the manuscript for submission are summarized in the American Psychological Association Manual (7th ed., APA). Authors must look for already published articles in archives to finalize the document. The manuscript should be submitted as a single Word file, including all sections specified below. The author will be solely responsible for the content provided in the article. In the case of reprinting previously published material, the author needs to get prior permission.

Publication Fees: Publication is free; the journal does not charge any article processing fee.

Copy Editing Services: The journal provides exclusive English language editing services along with the formatting services totally free of charge.
Research Writing Workshops & Training: We regularly conduct workshops on research writing, data analysis, and reporting, etc. Booking is recommended in advance to avoid disappointment. However, registration fees may apply.

An article might include the following main sections:

1. **Abstract & Keywords**

   All manuscripts must include an abstract containing 200-250 words typed on a separate page. After the abstract, please supply up to five keywords or brief phrases (APA). The abstract should explain the purpose of the research, method, primary results, and major conclusions. It should also contain 1-2 lines about the originality and uniqueness of research.

2. **Introduction**

   A strong introduction engages the reader in the problem of interest and provides a context for the study at hand. In introducing the research concern, the writer should provide a clear rationale for why the problem deserves new research, contextualizing the study according to the current knowledge and prior theoretical and empirical work. The introduction may further contain:

   - Literature Review
   - Conceptual and/or Theoretical framework of the research
   - Statement of the Problem
   - Objectives/ Research Questions/Hypothesis depending upon the nature of the study

3. **Methodology**

   The author is required to provide the relevant and reliable supporting evidence that the methods and materials match the purpose/ objectives of the research article. This section may contain a brief description/explanation of

   - Research type
   - Population & Sampling
   - Validity & Reliability
   - Instrumentation and its application
   - Ethics
   - Techniques used for data collection and analysis

4. **Results**

   Results should be clear and concise and systematically presented to justify the conclusion. Description of demography is a must for all articles. For quantitative research, we expect descriptive statistics regarding mean and standard deviation.

   - Simple conduction of t-test and ANOVA for finding differences based upon demographic variables is though accepted but not a preferred solution. MANOVA is a preferred option
   - For co relational research, we expect factor analysis and Pearson Correlation
   - For Prediction, we expect Regression Analysis.
• Any other advanced analysis like SEM is most welcome.

For qualitative research, the data must be analyzed using a proper strategy conforming to a theory. Similarly, for mixed-methods research, the purpose of mixing methods must be mentioned clearly. The type of mixed methods design should be described and appropriately followed theoretically.

5. **Tables & Figures**

Tables and figures should be numbered and headed with concise titles. Both tables and figures should be inserted in the main body of the text where they belong. Authors can use pictures and other graphics as well.

6. **Discussion**

Results of the research must be adequately discussed comparing and contrasting with the previous research literature.

7. **Conclusions**

Conclusions must be drawn from results answering the research questions and objectives.

8. **Implications**

This part may discuss the implication of results on educational practice and may suggest ways to improve practice. Provide a critical assessment of the study's limitations and outline possible dimensions for future research on the topic.

9. **Article Length**

UER suggests that the authors observe the word limit of 4500-8000 words.

10. **Abbreviations/Acronyms**

Avoid using abbreviations in the article. The full form of abbreviations for abstracting and indexing purposes should be presented in the article. Use of Acronyms should be proper and consistent in the article.

11. **References**

For in-text citations and the final reference list, please consult the APA 7th edition. In-text citations and the reference list must match with each other. A final list of 50 references is expected; 50% of the references must be post-2010. 10% of the references must be from the previous three years. Avoid using very old references unless it is of critical importance.

**Submission Preparation Checklist**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

• The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).

• The submission file is in OpenOffice, Microsoft Word, or RTF document file format.

• Where available, URLs for the references have been provided.
3. Peer-review Policy

All submitted manuscripts are reviewed through 'double-blind' peer review process that means the identities of the authors are kept confidential from the reviewers, and vice versa.

To make this possible, anonymized version of the manuscript are sent to referees. Submitted papers are first considered by the editor after submission. Papers that do not fall within the scope of the journal are 'desk-rejected'. In addition, papers that fail to meet a minimum threshold for quality and originality are also rejected without being sent out to the reviewers.

Papers passing through this initial editorial scrutiny are then typically sent out to minimum two referees (one national and one international). If one or more of these turn down the invitation to provide a review, other referees will subsequently be appointed. Normally, at least two authoritative reviews are needed before the respective editor can make a decision as to whether to accept, reject, or ask for a 'revise and resubmit' of the submitted paper.

4. Originality and Plagiarism Policy

It is the journal's editorial policy to welcome the original work that is not under consideration for any other publication at the same time. All authors are obliged to be aware of the importance of presenting content that is based on their own research and expressed in their own words. Plagiarism is considered to be bad practice and unethical. As per the part of journal’s Copyrights Policy, originality guidelines are designed to assist authors in understanding acceptable and unacceptable practice. Our approach is specifically aimed at promoting and protecting authors' work. The Peer Review Process ensures quality and is in accordance with the policy of the Higher Education Commission (HEC). Please visit HEC Plagiarism Policy.

The following types of plagiarism should be avoided:

Verbatim copying - Verbatim copying of more than 10% or 15% (or a significant passage or section of text) of another person's work without acknowledgement, references or the use of quotation marks.

Paraphrasing - Improper paraphrasing of other person's work is where more than one sentence within a paragraph or section of text has been changed or sentences have been rearranged without appropriate attribution. Significant improper paraphrasing (more than 10% of work) without appropriate attribution is treated as seriously as verbatim copying.

Re-using parts of a work without attribution - Re-use of elements of other person's work, for example, a figure, a table or a paragraph without acknowledgement, references or the use of quotation marks. It is incumbent on the author to obtain the necessary permission to reuse elements of another person's work from the copyright holder.

Self-plagiarism – It is required that all authors sign a copyright form that clearly states that their submitted work has not been published previously. If elements of a work have been previously published in another publication, including any UMT publication, the author is required to
acknowledge the earlier work and indicate how the subsequent work differs and builds upon the research and conclusions contained in the previous work. Verbatim copying of author’s own work and paraphrasing is not acceptable and we recommend that research should only be reused to support new conclusions.

We recommend that authors cite all previous stages of publication and presentation of their ideas that have culminated in the final work, including conference papers, workshop presentations and listserv communications. This will ensure that a complete record of all communication relating to the work is documented.

**Republication of original work** – Only original and innovative work is published in the journal with a small number of exceptions only. These exceptions include conference papers, archival papers that are republished in special issues and at the discretion of the editor. The original work is fully and correctly attributed and permission from the appropriate copyright holder obtained. Besides, it is the author’s obligation to mention any facts in this regard in the compliance with ethical standard statement at the end of the manuscript.

**Attribution** - References to other publications must be in AMA manual of style. All references should be carefully checked for completeness, accuracy, and consistency. You should include all author names and initials and give any journal title in full.

**Handling allegations of plagiarism** – The journal seeks to uphold academic integrity and to protect authors' rights and to ensure this, the editors take all cases of plagiarism very seriously. The editors are also aware of the potential impact of an allegation of plagiarism can ruin a researcher's career. Therefore, they have procedures in place to deal with alleged cases of plagiarism. In order to take an unbiased approach, they investigate each case thoroughly, seeking clarification from all affected parties.

This journal is an academic publication and uses software such as Turnitin.com to get help when an alleged case of plagiarism is brought to the attention. If the editors are approached by a third party with an allegation of plagiarism, they would always seek a response from the author(s)/contributors or copyright holder(s) before deciding on a course of action. Their decisions will be unbiased and objective as well not influenced by other parties.

The journal is not obliged to discuss individual cases of alleged plagiarism with third parties. We reserve the right not to proceed further with a case if the complainant presents a false name or affiliation or acts in an inappropriate or threatening manner towards the journal editors and staff.

**Prior Publication**

If submitted manuscript or its significant part has been previously published, it is not generally acceptable for publication in the journal. However, for abstracts and posters presented at conferences, the authors are responsible to inform the editor and acknowledge the first source of publication. Articles that have been presented at a conference but not published by the conference organizers may also be considered. The author should confirm that they have not granted the conference organizers a license to the work; if the author retains all the rights in the work, the journal editor may consider the article for publication based on the fact that articles presented at a conference are unlikely to be the same or substantially the same version as that being accepted by the journal.

In all cases, the author should disclose any prior publication or distribution to the editor and ensure appropriate attribution to the prior distribution and/or publication of the material.
5. Subscription Details

UMT Journals Subscription Policy

1. All UMT journals are Open Access (OA) and have the Creative Commons Attribution CC By 4.0 International License. The material on the journals’ website is partially or fully accessible/readable without any charges. Prints can be obtained only for research/academic purpose.

2. Subscription charges are being introduced only for printed copies, and are not applicable to online subscription or vice versa.

3. UMT journals reserve the right to change or amend the subscription policy.

4. UMT journals may demand article processing charges (APC) in future from the authors for the accepted manuscripts.

5. The receipt of subscription fee will be acknowledged through a letter.

6. The non-refundable subscription fee is required to be paid in advance through cheque/demand draft/bank transfer payable to the specific UMT account only. Payment into any personal account is not permitted. Currently, no agent is working as a third party for the subscription.

7. Inland postal charges are part of the subscription, while shipment charges are required for international subscribers.

8. Claims for loss of any issue will not be entertained in case of incomplete address or change in address without prior intimation.

9. UMT journals maintain postage record which can be shared on demand.

10. The following will be models for inland Subscription

<table>
<thead>
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<th>Subscription Time</th>
<th>1year</th>
<th>2Years</th>
<th>3years</th>
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<td>Amount</td>
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<td>Rs20000</td>
<td>Rs30000</td>
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6. Ethical Guidelines

Our editors and referees are required to declare any conflicts of interest related to the manuscript they are requested to evaluate. To ensure transparent double-blind peer-review, the identities of authors are not disclosed to referees, and vice versa. Manuscripts submission by the editor/associate editor or by any member of the editorial board is not allowed as per HEC policy guidelines for the research journals.

Authors

Authors are expected to adopt the general ethical standards in their research and writing, ensuring that:

- The submitted work or any of its essential content has not been previously published in a refereed journal and is not being considered for publication elsewhere. To ensure this, the editors screen out the submissions using the anti-plagiarism software, i.e. Turnitin.com.

- Published relevant material/work referred by the authors in their research must be properly cited as per APA 7th Manual of style formatting guidelines.
• Mentioning and acknowledging the sources of funding and significant help is the ethical obligation of the authors. It must be explicitly mentioned under the heading of ‘Compliance with the Ethical Standards’ at the end of the manuscript.

• Obtaining the consents from the parties with vested interests is the ethical responsibility of the authors.

If a published paper or its essential content is found to have been published before or if any other unethical conduct by the authors is verified, the journal will take one or more of the following actions:

• Publishing a notice
• retracting the paper
• Preventing the corresponding author from publishing in UMT Journals

Reporting the impropriety to the corresponding author’s, co-authors, employer, head of department (HOD), funding body, and HEC.

Complaints

_UER_ publishes corrections only when significant errors arise from author error (Corrigenda) or editorial mistakes (Errata). If there is a serious complaint about a journal’s own procedures, the Editor-in-Chief will confer with the corresponding author and any relevant members of the editorial board in order to resolve the problem. The advisory board of _UER_ will be consulted if further guidance is required, and if the above procedures prove unacceptable, the matter will be referred for outside adjudication as per COPE guidelines.

7. Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

The journal respects privacy and ensures that the personal information of author(s) is protected in line with the intellectual property and copyrights Ordinance 1962 and is applicable to all personal information of users who are using services through website. This privacy policy excludes information provided to the staff of UMT journals and public information. Our journal highly encourages research ethics, including confidentiality, consent, transparency and integrity (e.g. reporting standards, conflicts of interest, research funding, appeals and complaints. The journal’s privacy policy aligns with Committee on Public Ethics (COPE) code of conduct.

We collect personal information to communicate with you, to collect feedback about services, to inform you about latest news and events related to the journal. We collect personal information such as name, email addresses, academic qualifications, professional affiliations, address, contact number, city, state and country of residence and information that user voluntarily provide through various forms given on the website. For browsing, viewing and downloading articles on this website user is not required to provide any personal information. The journal’s website users may opt for not sharing personal information i.e. quit using the Website. Some services compulsorily require submitting personal information. For example: author name is required when submitting a manuscript. The journal never shares personal information of site users collected on this website and retains personal information as long as it is relevant to our purpose or until you request to remove your information from your database. If
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8. Author Agreement Form

Copyright, Author(s) Consent & Declaration Form

It is mandatory for all the authors who submit their manuscript for publication in UMT Education Review to complete this performa. The duly filled and signed copy of this form must be emailed to the journal’s editorial office at uer@umt.edu.pk

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1. I/We declare that the manuscript under consideration contains solely my/our original work that is neither published previously nor under consideration for publishing in any other journal in any form.

2. I/We have contributed substantially towards the preparation of the manuscript in order to claim the right to authorship.

3. I/We have ensured that all those who have substantially contributed in this manuscripts have been included in the author list and they have agreed to the order of authorship.

4. I/We have ensured that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication. Others who have participated in certain substantive aspect of the research have been acknowledged for their contribution in an "Acknowledgement" section.

5. I/We have abided by all the ethical guidelines mentioned on the journal website https://journals.umt.edu.pk/index.php/jcct/Policies-Guidelines

Details of Author’s Contribution

Please indicate each author’s contribution in the given field by using the ‘Partially’ or ‘Fully’ scale.

<table>
<thead>
<tr>
<th>Author Name</th>
<th>Institutional Affiliation</th>
<th>Contribution</th>
<th>ORCID</th>
<th>Institutional Email Address</th>
<th>Contact Number</th>
</tr>
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</table>
## Conflict of Interest, Funding and Acknowledgment

### Funding: Please add: “This research received no external funding” or “This research was funded by NAME OF FUNDER, grant number XXX”.

### Conflicts of Interest\(^1\): Declare conflicts of interest or state “The authors declare no conflict of interest.”

### Acknowledgments: In this section you can acknowledge any support given which is not covered by the author contribution or funding sections. This may include administrative and technical support, or donations in kind (e.g., materials used for experiments).

### Supplementary Materials: [The authors can skip this statement if no supplementary material is associated with the article.]

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   - Share — copy and redistribute the material in any medium or format
   - Adapt — remix, transform, and build upon the material for any purpose, even commercially.

Under the following terms:

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\(^1\)Authors must identify and declare any personal circumstances or interest that may be perceived as inappropriately influencing the representation or interpretation of reported research results. Any role of the funders in the design of the study; in the collection, analyses or interpretation of data; in the writing of the manuscript, or in the decision to publish the results must be declared in this section. If there is no role, please state “The funders had no role in the design of the study; in the collection, analyses, or interpretation of data; in the writing of the manuscript, or in the decision to publish the results”.
• No additional restrictions — You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits.

2. Herewith, we the authors, warrant that this contribution is original and that the corresponding author has full powers to submit this paper to the journal for possible publication. The corresponding author signs for and accepts responsibility for releasing this material on behalf of any and all co-authors.

3. After submission of this agreement signed by the corresponding author, changes of authorship or in the order of the authors listed will not be accepted.

☐ I have read and understood the above declaration of copyright statement and agree to it on behalf of myself and co-authors.

Name(s): _______________________________________________
Address: _______________________________________________
Signature(s): ___________________________________________
Date Signed: ___________________________________________

Note: The journal’s editorial board will process your manuscript for review ONLY after receiving this form. Please sign and return this copy to the journal’s editor within same day.
9. Deadlines of all the processes (Detailed Process Map)

Publication Process Map:

OJS Editorial and Publishing Process

Author

- **Submission**
  - Author uploads file to journal website, and enters metadata for OAI indexing

Editor and Section Editor

- **1. Submission Queue**
  - Editor assigns submission to Section Editor to see through the editorial process

- **2. Submission Review**
  - a) Check submission
  - b) Conduct peer review
  - c) Reach editorial decision

Journal Manager, Reviewer, Copyeditor, Layout Editor, and Proofreader

- **Journal Management**
  - Setup and configure journal; enroll editors, reviewers, copyeditors, proofreaders

- **Select Reviewers**
  - Editor invites reviewers from database with interests, load

- **Review Conducted**
  - Reviewer submits review and recommendation (which may be rated by editor)

Copyediting

Key

- **Key**
  - Journal Manager
  - Editor
  - Section Editor
  - Reviewer
  - Copyeditor
  - Layout Editor
  - Proofreader
  - Author
  - Reader

Open Journal Systems is an open source development of the Public Knowledge Project.
http://pkp.sfu.ca

Submission and Reviewing

- **Submission Review**
  - Author can track process, see files, reviews, revise and resubmit, at editor's request

Submission Editing

- **Submission Editing**
  - Authors review copyedits and proofreads galley

Copyediting

Review Conducted

- **Review Conducted**
  - Reviewer submits review and recommendation (which may be rated by editor)

Copyediting

Layout

- **Layout**
  - Layout Editor prepares galley in HTML, PDF, PS, etc.

Proofreading

Issue Management

- **4. Issue Management**
  - a) Create issues
  - b) Schedule submissions
  - c) Organize Table of Contents

Submission and Reviewing

- **Submission Archive**
  - Complete records kept of submission process for published and declined items

Current Issue

- **Current Issue**
  - Items appear with Reading Tools linking to related internal and external resources

Journal Archive

- **Journal Archive**
  - Browsing issues with indexing by OAI search engines, as well as Google, etc.
### Detailed Timeline of Publication Process:

<table>
<thead>
<tr>
<th>Operational activity</th>
<th>To be Sent</th>
<th>Editorial Assistant</th>
<th>Editor-in-Chief’s Decision</th>
<th>Time Duration (in days)</th>
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</thead>
<tbody>
<tr>
<td><strong>Article Submission by Author</strong></td>
<td>Acknowledgement paper ID</td>
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<td>Consent form to be signed by author(s)</td>
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<tr>
<td><strong>Desk Review Process</strong></td>
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<td>Extracting Turnitin report</td>
<td>Initial Screening Decision whether the article is worth publishing and within scope</td>
<td>3-5 days</td>
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<tr>
<td><strong>Intimation to Author (if accepted/rejected)</strong></td>
<td>Anonymous text file for blind peer review</td>
<td>Author is intimated via email on OJS</td>
<td>2 international and 1 local Reviewers are</td>
<td>1 day</td>
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<tr>
<td><strong>Foreign reviewers</strong></td>
<td>Anonymous Research Paper is sent to 2 international reviewers</td>
<td></td>
<td></td>
<td>25-35 days</td>
</tr>
<tr>
<td><strong>Intimation to Author (if accepted/rejected)</strong></td>
<td>Author is intimated via email on OJS</td>
<td>Reviewers’ comments/suggestioan are posted anonymously</td>
<td></td>
<td>5-7 days</td>
</tr>
<tr>
<td><strong>Withdrawal of Paper</strong></td>
<td></td>
<td>Author is intimated via email on OJS</td>
<td></td>
<td>1-2 days</td>
</tr>
<tr>
<td><strong>Local Reviewers</strong></td>
<td>Anonymous Research Paper is sent to 1 local reviewer</td>
<td></td>
<td></td>
<td>15-20 days</td>
</tr>
<tr>
<td><strong>Intimation to Author (if accepted/rejected)</strong></td>
<td>Author is intimated via email on OJS</td>
<td>Reviewers’ comments/suggestion is posted</td>
<td></td>
<td>5-7 days</td>
</tr>
<tr>
<td><strong>Withdrawal of Paper</strong></td>
<td>anonymously</td>
<td>Author is intimated via email on OJS</td>
<td>1-2 days</td>
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<tr>
<td><strong>Copy-editing</strong></td>
<td>Research Paper</td>
<td>Copy-editing stage is initiated and sent to language editors. The manuscript undergoes following sub-stages. ✓ Language editing (English proof-reading) ✓ Layout editing ✓ Formatting ✓ Referencing in CMS manual</td>
<td>Supervise and cross-check all stages before passing it to next stage</td>
<td>10-15 days</td>
</tr>
<tr>
<td><strong>Journal volume/issue soft and hard copy sent to Advisor Publications</strong></td>
<td>Final manuscript</td>
<td>Initiate production stage Files sent to both advisors as well as Meta-data editor to generate metadata</td>
<td></td>
<td>12-15 days</td>
</tr>
<tr>
<td><strong>Verification and Authentication by Advisor Publications</strong></td>
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<td></td>
<td>Volume no. and issue no. are assigned along with ordered table of contents</td>
<td>25-30 days</td>
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<tr>
<td><strong>DOI generation</strong></td>
<td>Finalized Research papers for current volume</td>
<td>Maintaining website and updating metadata before publishing</td>
<td>Keen supervision of Editor-in-Chief</td>
<td>5-7 days</td>
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<td><strong>Galley Proof version approval</strong></td>
<td>Finalized galley versions are sent to authors for their approval</td>
<td>Email correspondence with authors to resolve their queries (if any) Gathering galley proof-version consent</td>
<td>Chief editor proceeds with printing of production files</td>
<td>2 days</td>
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<td><strong>Print Publication by KRSS</strong></td>
<td>Final formatted, cross checked and verified copy of to-be-published file Journal basic info,</td>
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<td>5-7 days</td>
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<td>Logo, Issue no., Vol. no., Table of contents</td>
<td>Circulation of publication newsletter</td>
<td>4-5 days</td>
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<td>Circulation of Hard copies</td>
<td>15 Days</td>
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