

# Publication Ethics and Malpractice Statement

## IPE Journal of Management

Institute of Public Enterprise(IPE),Hyderabad, publishes a peer reviewed, bi-annual Journal, IPE Journal of Management (IJM) ISSN 2249-9040, with an aim to provide a platform for researchers, academicians, practitioners, policy makers from diverse domains of management focusing on the emerging trends of management science and decision-making. The journal launched in the year 2011, has been successfully publishing empirical, theoretical and review articles dealing with the theory and practice of management.The journal is listed in many directories such as EBSCO, ProQuest and Ulrichsweb etc. The Journal has a good subscription base, both nationally and internationally catering to academicians, libraries, individuals and research scholars.

The abstracts of the past issues are available on IPE website (see the link below). However, from 2017 onwards complete Journal in PDF is being uploaded on website as part of open access system for the benefit of the authors, researchers and general public. **(hyperlink)**

<https://www.ipeindia.org/ipe-journal-of-management-archives/>

### Editorial Board

The editorial board of the journal comprises of eminent academicians from reputed institutions who have contributed immensely towards management sciences and decision making. The details of the editorial board members along with their names, affiliations have been provided on the website.**(hyperlink)**

<https://www.ipeindia.org/wp-content/uploads/2019/12/Editorial-Board-of-IJM.pdf>

Institute of Public Enterprise takes the responsibility to ensure that ethical code is practiced while considering the articles for publication in te journal.

### Guidelines for the Authors

- The Author (s) shall follow the guidelines issued by the publisher for preparing the manuscripts
- The Author (s) is / are responsible to maintain the originality of his/her work submitted for publication

- Authorship of the research work shall be restricted to those people who have contributed considerably in various stages of research work i.e., concept, design, execution and interpretation. It is the responsibility of the main author to ensure that all the people who have contributed significantly in the compilation of the research work be included as co-authors. At the same time the responsibility lies with the main author to ensure that no uninvolved person is included as the co-author.
- The Author (s) shall send their manuscripts written in English language British style with a suggested length of the manuscript in the range of 3000 to 5000 words with an abstract of about 200-300 words and a few keywords (5-6).The author must acknowledge and cite content reproduced from other sources and obtain necessary permissions wherever required.
- The Author(s) shall send their academic and professional affiliations and contact details along with the manuscript for initiating the process. The detailed guidelines for the authors in the preparation of the manuscripts are annexed herewith
- The authors shall disclose any financial or other substantive conflicts of interest and should acknowledge all sources of financial support received and used in the compilation of the research work through a statement and appropriate acknowledgement made within the research work.
- If the author finds any major correction or inadequacy related to the piece of research work that had been submitted to the journal, it is the responsibility of the author to swiftly notify the editor or publisher of the journal and extend all the necessary cooperation so that the piece of the research work may be corrected or retracted subsequently
- The authors shall make necessary modifications as suggested by the experts which are identified during the review process and submit the revised manuscripts within the scheduled timelines.
- The author(s) shall neither send their paper simultaneously to different Journals seeking publication nor publish the same paper in any other journal after it has been accepted for publication in IPE Journal of Management
- As a matter of policy and practice, this Journal does not charge any fee towards processing and publishing the articles
- The Journal Publisher, Institute of Public Enterprise allows self-archiving of pre-print version and accepted manuscript version to host on author's own website or their employer's website but with a

proper acknowledgement and by providing a definitive link to the published version hosted on the Journal website of Institute of Public Enterprise

## **Editors' Responsibilities**

- The editor(s) shall follow a fair procedure while carrying out the review process and shall not discriminate on grounds of affiliations, gender, religion, ethnicity or geographical origin of the authors
- The editors(s) shall ensure that the articles are considered and accepted solely on the basis of academic and research based merit
- In case any complaints are received by the editors, a due process shall be followed to redress the complaints
- In case any author/s is found to have used fraudulent means, manuscripts from such author/s shall not be considered for publication in the future in IPE Journals of Management. The editors shall not be held responsible for any malpractices resorted to by the authors.
- All the authors who have sent their papers for the publication in the Journal shall be communicated the Acceptance/Rejection status of their paper within stipulated time periods
- Due care shall be taken by the editor (s) to ensure that the journal is devoid of any printing errors.
- The editorial team reviews the composition of the Editorial Advisory Board from time to time and takes necessary steps to strengthen it.
- The editor (s) take the responsibility to send the published journal copies (including soft copies) to all the editorial advisory board members.
- The editor (s) ensure that the soft copies of the journal are disbursed to the registered electronic databases.
- The editor (s) shall also ensure the dispatch of the published journal hard copies regularly to the subscribers.

## **Peer Review Process**

- The Publisher and the Editor (s) take the responsibility to ensure that the papers selected for the specific issue of the journal are based on authentic research conducted by the author.
- The manuscripts shall go through a peer review process which is a pre-requisite for deciding whether the manuscript shall be accepted or rejected to be printed in the journal.
- Panel of experts have been identified and selected for the review of the manuscripts received for publication in the Journal.

- As and when the manuscripts are received, the internal editorial team goes through the manuscripts. The manuscripts are subjected to a plagiarism check through specialized software before they are sent to the external review.
- In cases where the Editor (s) feel that the manuscript contains plagiarized material and the research work is not authentic the Editor/s have the liberty to reject the papers.
- The manuscripts go through a stringent external experts review process. Suggestions and comments received from the reviewers will be sent to the authors of the manuscripts for necessary modifications.

### **Reviewers' Responsibilities**

- The reviewer shall be briefed about the journal and also be circulated the guidelines for publication
- The reviewer shall first assess whether the manuscript really fits into the aims and scope of the journal
- The reviewer shall assess the quality of the paper based on the academic and empirical merit and also on the overall presentation ability
- The reviewer shall also ensure that the content of the manuscript is in sync with the topic chosen for the study
- The reviewer shall be responsible to maintain the confidentiality of any information supplied by the editor or author
- The reviewer shall inform the Editor (s) with regard to any issue with the submitted manuscript
- The reviewer shall provide a detailed feedback to the editorial team regarding the suitability of the paper for the journal
- The reviewer shall give specific suggestions and comments to the authors for improving the quality of the manuscript
- The reviewer shall point out to the authors to cite the relevant published work which is not yet cited

### **Copyright Declaration Form**

The author, once his/her article completes the review process and if it has been accepted for publication in the Journal, shall submit the Journal copyright declaration form (Annexed) duly filled-in and signed by himself/herself. By doing so, the author transfers the exclusive copyrights to the publisher i.e., the Institute of Public Enterprise.

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**IPE Journal of Management**

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Focus Area / Theme for the paper: \_\_\_\_\_

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## GUIDELINES TO AUTHORS

### General Framework

- Abstract should contain in brief – focus, methodology, findings and conclusion with 5 to 6 key words.
- The author(s) present position, other affiliations, complete mailing address(es) (both postal and e-mail), mobile numbers should be provided.
- Any special circumstance concerning the article such as its earlier presentation at a meeting, seminar, workshop or conference should be mentioned.
- The article should be professionally proof-read in terms of clarity, grammar, spellings, punctuation and consistency of references to minimize editorial changes.
- Submit the articles in an e-mail attachment to [ijm@ipeindia.org](mailto:ijm@ipeindia.org)
- Papers will be acknowledged via e-mail upon receipt.
- IPE reserves the right to reject any article as it may deem unsuitable for publication, without assigning reasons.
- Articles can be processed speedily if they conform to the style and format listed hereunder.
- Editors have the right to edit the text to improve its clarity and make it conform to the journal style.
- Author(s) will receive one complimentary copy of the journal.

### Format

- Limit the levels of heading within an article to two or at the most three.
- Every sub-heading should be bold and other matter should be typed in double space.

### Quotations and Acronyms

- All quotations should be checked carefully for accuracy and should be unaltered except for ellipses and bracketed insertions.
- Acronyms should be spelt out on first occurrence. Capitalization should be unaltered except for ellipses and bracketed insertions.
- However, where two forms are widely in use such as liberalise / liberalize, consistency should be maintained in terms of usage throughout the article.

- The word per cent, not the symbol % should be used in the text.
- Figures below 10 should be spelt out in words, eleven and above in figures, unless the reference is to percentages 3 percent, distance 6 kms or age 9 years old.

### Tables and Figures

- Table and figures should have captions and numbers.
- Tables, charts, illustrations, quotations should be numbered, cited and referenced properly.

### Notes and References

- All notes and references should be at the end of the paper – first 'Notes' and then 'References'.
- Notes should be serially numbered in the text using superscript and the corresponding notes should be listed out separately at the end of the article.
- Please ensure the every reference list and vice versa.
- References listed at the end should be arranged alphabetically by the names of the authors.

### For example:

Reference		Format Outline
Book	Book with Single Author	Surname, Initials (year), Title, Place of Publication: Publisher
Book	Book with more than two Authors	Surname, Initials & Surname Initials, (year) Title, Place of Publication: Publisher
Book	Chapter in an credited Book	Surname, Initials (year) Chapter, Title in Surname, Initials (Eds) Title, Place of Publication: Publisher
Books	Books (with no Author)	Corporate / Govt. / Dept. Name (year) Title, Place of Publication: Publisher
Journal Articles	Author	Surname, Initials (year) Title of the Paper, Journal Name, Volume Number, Issue Number
Economic & Business Dailies	Author	Surname, Initials (year) Title of the Paper, Newspaper's Name, Month, Day
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