

## Peer Review and Publication Policy

The Journal, Business Studies [ISSN 0970-9657], a double blind peer-reviewed and the refereed journal of the Department of Commerce, University of Calcutta, is a bi-annual journal supported by an editorial board consisting of eminent experts in the field of Commerce and Management. It compiles both descriptive and empirical thought-provoking articles in the field of finance, economics, accounting and management within the periphery of commerce and business.

### (a) Review Process

- All manuscripts of the articles received within the due date of submission are initially scrutinized for suitability within the scope of the journal. Articles that do not belong to the stated periphery of commerce and business are rejected.
- Papers are then checked for plagiarism with the help of available software.
- The papers fulfilling the above condition of originality are then sent to reviewers for double blind review process. Identity of author(s) is not disclosed to the reviewer and the authors are not communicated about the reviewer who is reviewing his/her article.
- On receipt of feedback from reviewer, editor analyses the feedback and further decides to accept, reject or revise the paper. In case the reviewer recommends acceptance of the paper subject to certain revision, the paper is sent back to the author(s) for further improvement and is considered for publication only after such revisions are duly incorporated in the article by the author(s).
- Normally this double blind peer review process takes at least eight weeks to provide any final feedback to the authors. Authors are formally communicated about the acceptance or rejection of the article within the stipulated date.
- The Journal follows a well defined time frame for the entire review process and strictly adheres to such time frame.

### (b) Publication Policy

- The Journal publishes only an original work of the author(s).
- The Journal reserves the right to make necessary editorial amendments in the final manuscript to make it suitable to the journal's format.
- Each individual author of the article published is provided single complimentary copy of the Journal.
- *The Journal does not charge authors for submission/acceptance/publication of articles in any way.* Papers are accepted, purely on the basis of their quality.

## Ethics Policy for Journal Publication

The journal follows a well defined ethics policy under which all the stakeholders have their roles pre-defined as under:

### (a) Role of an Author

The author(s) must submit articles which are the original work of the author(s). Any work and/or words of others, that has been used in the article must be appropriately cited or quoted. The source of all data and information should be properly acknowledged. The paper must restrict itself to its stated objective. The paper must be an unpublished work not submitted or presented elsewhere. No attempt of plagiarism is entertained. A duly signed self-declaration that the paper is original and that it has not been published/ submitted for publication elsewhere, is furnished in prescribed format along with the manuscript.

### (b) Role of a Reviewer

The reviewer(s) should evaluate the suitability of the article for publication considering the broader scope of the Journal. They must adhere to their allotted time to complete the review process. The reviewers are required to state in clear language whether the article is suitable for publication or not. Revisions must be suggested in a very clear manner (for this purpose a standard checklist is provided to every reviewer and the reviewer will have to communicate his/her feedback only through this standard checklist). They should maintain strict confidentiality in their review process.

### (c) Role of the Editor

Based on the recommendations received from the reviewers, the editor of the journal decides which of the articles submitted to the journal, should be published. In this process, the editor may be guided by the policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding copyright infringement and plagiarism. The editor should evaluate manuscripts for their intellectual content only without regard to race, gender, sexual orientation, religious or political belief etc. of the authors. Strict confidentiality should be maintained in the whole process.