Journal of Administrative and Business Studies

Information for Contributors

ABOUT

Journal of Administrative and Business Studies (JABS) is published by TAF Publishing. JABS is a double-blind peer-reviewed journal dedicated to advancing the field of business. In contrast to other journals in business education and practice, the JABS is unique in a sense that the journal takes interest in interdisciplinary studies. We invite original submissions from all fields of business and from across different cultural and work settings. Particularly, submissions that address business issues using cross-disciplinary Frameworks are highly encouraged.

PUBLICATION FREQUENCY

JABS publishes six (06) issues a year.

AIM & SCOPE

Journal of Administrative and Business Studies (JABS) is a double-blind peer-reviewed journal dedicated to advancing the field of business. In contrast to other journals in business education and practice, the JABS is unique in a sense that the journal takes interest in interdisciplinary studies. We publish cutting edge research that transcends across different fields of business including organizational behavior, marketing, accounting, finance, strategic management, human resource management, applied psychology, and consumer behavior. JABS contributes to the field of business by publishing original theoretical studies, empirical investigations that use a variety of empirical methods (e.g. Quantitative, Qualitative, Field, Laboratory, Meta-analysis and Combination) comprehensive review articles, and studies relevant to business education. JABS publishes six (06) issues a year.

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- All the steps involved in evaluation should be strictly adhered to so that the eminence of the research can be maintained. Any decision concerning the acceptance, rejection, major and minor revision of any paper should be made on the basis of the standard quality guidelines of the respective journal.

- When any paper is being submitted, author should guarantee the authorities that the paper has not been submitted for getting published in any other journal. On the same lines, Editor is also not allowed to submit the work under review with any other person or institution except with the consent of the corresponding author, reviewers, potential reviewers, other editorial advisers and the publisher.

- The sole criterion of evaluation should be the eminence of research used in the paper and should not be biased in any sense.

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- The effective blinded peer review process facilitates the editors to improve the paper quality and take accurate decisions regarding every submission.

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**PEER REVIEW PROCESS AND TIME**

Journal of Administrative and Business Studies (JABS) operates a strictly anonymous peer-review process in which the reviewers' names are withheld from the author(s) and the authors' names from the reviewer.

**Desk Review:** On receiving a manuscript, the editor conducts a preliminary screening to assess the degree to which the manuscript fits the criteria in JABS's 'Aims' and 'Mission statement. Submissions that fail to satisfy our criteria may be returned to the authors either as a desk reject or desk edit. In case of desk edit, the authors are asked to edit the manuscript and then resubmit.

**Review process:** For each manuscript that passes the desk review, the editor assigns an action editor (either him- or herself or an associate editor or a guest editor) and two reviewers. The manuscript's action editor sends the manuscript for review to two reviewers who are specialists in their fields. After receiving the reviewers' comments on the manuscript, the action editor makes publication decisions about it. However, these decisions are made in conjunction with recommendations provided by the reviewers. All submissions are blind reviewed; manuscripts prepared in a way that compromises blind review may be returned for revision prior to being submitted to the reviewers.

**Review Time:** The journal strives to provide developmental and constructive feedback to authors within approximately five weeks. The peer-review process usually takes four weeks depending upon the manuscript size and availability of the editorial members. However, the initial quality of the manuscript can dramatically influence both the efficiency and effectiveness of review process. The better developed a manuscript and the ideas it contains, the easier it will be to review, and provide timely feedback to authors. We therefore encourage authors to ask scholarly colleagues to review their work prior to submission to the JABS. The submission made to the conferences organized by TAF Publishing generally do not go through peer-review process because the submission made to TAF Publishing conferences already go through a rigorous review process. For manuscripts already presented at TAF Publishing conferences, the action editor usually makes a decision for possible acceptance, rejection or revision.

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intellectual contributions to a published study. According to the International Committee of Medical Journal Editors (ICMJE) guidelines, to qualify as an author one should have:
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- agreed to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

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- The Editor ought to make sure that all articles accepted for publication are assessed by two reviewers.
- The Editor shouldn’t create choices concerning manuscripts regarding that they’ll have a conflict of interest. In such instances, a senior member of the Editorial Board ought to be appointed to assume responsibility for overseeing peer-review and creating choices concerning acceptance or rejection.
- All of the responsibilities ought to be carried exactly among the timeframe.
- Just in case of any delays, there ought to be a right away consultation with the authors.
- The whole method ought to be clear and within the structured flow.
- Though the Editor could publish in their own journal, a senior member of the Editorial Board is appointed to assume responsibility of overseeing the peer-review method.
- Editors ought to give knowledgeable service to authors. Correspondence ought to be handled in a very timely and respectful manner, and economical and thorough peer review dispensed.
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All people playing a part in the peer-review and publication process i.e., authors, peer reviewers, editors, and editorial board members of journals, should always keep their individual conflicts of interest in mind while they perform their roles during the article review and publication and are liable to openly state the relationships that can be a cause of conflicts of interest.

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Complaint about scientific content, e.g., an appeal against rejection

The Editor-in-Chief or Handling Editor considers the authors’ argument, the reviewer reports and decides whether or not

● The choice to reject ought to stand;

● Another freelance opinion is needed
The appeal ought to be thought of. The litigator is educated of the choice with a proof if acceptable. Decisions on appeals are final and new submissions take priority over appeals.

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The Editor-in-Chief along with the Handling Editor (where appropriate) and/or in-house contact (where appropriate) can investigate the matter. The litigator is going to be given acceptable feedback. Feedback is provided to relevant stakeholders to enhance processes and procedures.

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Each submitted manuscript would be assigned to action editor for evaluation. The action editor will decide whether to forward the manuscript to the reviewers. Typically, papers should be no longer than 40 double-spaced pages (using one-inch margins, left aligned, and Times New Roman 12-point font) including references, tables, figures, and appendixes.

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