

Empirical Economic Review (EER)**Policy Document****Table of Contents**

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1. Basic Information

Frequency of Journal	Biannual (two issues annually)
Review Type	Double-blind peer-reviewed
Journal Type	Open access
Publication Fee	Free of cost
Publication Portal	OJS
Average Publication Time	20-24 Weeks
Timeliness of Publication (mention the month/date of publication of relevant volume/issue).	2021-06-23 2021-09-10
ISSN (E)	2522-2465
ISSN (P)	2415-0304
No. of Volume/ Issues Published	4 VOLUMES, 8 ISSUES
HEC-Recognized	YES

2. Guidelines for submission of research articles

Empirical Economic Review (EER) is a bi-annual, peer-reviewed, open-access journal, edited by the editorial board of the journal. EER follows the guidelines and policies of the Committee on Publication Ethics (COPE) and Higher Education Commission (HEC) guidelines and policies. General guidelines for preparing the manuscript for submission are summarized in the Publication Manual of the American Psychological Association (7th ed.; APA, 2020). Authors may also find the following documents helpful for preparing manuscripts for submitting in the EER.

Following are the author's guidelines

- The corresponding authors should mention the contribution of each author and sign the author's consent form on their behalf. In case of any falsified statement corresponding author will be responsible.
- The name of the authors can be changed before the review process started. Once the review process started EER will not accept the request to change the author name inclusion or extraction of the author.
- The manuscript extracted from the Thesis will not be accepted as such. The author needs to rewrite the manuscript and disclose it at the time of submission that the manuscript is extracted from the thesis.
- The author is not allowed to withdraw the manuscript after the completion of all the reviews. The author can withdraw only after desk evaluation.
- The similarity report of the manuscript should be less than 19 % (preferably 15%) at the time of submission.
- It's the right of authors to decide the order of all the authors together.
- EER will not entertain Guest authors, Gift Authors, and Ghost Authors

Further authorship guidelines are mentioned on [submitting a manuscript page](#) for further details [contacts us](#)

The manuscript should be submitted as a single Microsoft Word file including all contents. The author owns full rights to the text provided and the changes will be made by the editors and publishers with the consent of authors. In the case of the reprinting of previously published material, the author is solely responsible for obtaining permission in this regard.

All articles and research notes should be generally organized into the following sections: (i) Abstract, (ii) Introduction, (iii) Basic Hypotheses, (iv) Methodological Issues involved, (v) Basic Results, (vi) Limitations of Analysis, (vii) Policy Implications, and (viii) Conclusions. Sub-sections should carry clear and distinct sub-headings.

The first page of the manuscript should contain the title of the paper, the name(s) of the author(s), and a footnote giving the current affiliation of the author(s) and any acknowledgements. Each article will be prefaced by a short abstract of 250 words. The abstract should state the theme and structure of the article, the approach (es) taken, the specific advance made on previous inquiries and any policy prescriptions. The abstract should be followed by JEL classification and keywords.

Abstract, Keywords and JEL/AMS codes

All manuscripts must include an abstract containing a maximum of 250 words typed on a separate page. After the abstract, please supply up to five keywords or brief phrases (APA) and at least three JEL/AMS Codes for identification of the key area of the subject. The abstract should explain the purpose of the research, the primary results, and major conclusions. It should not exaggerate or contain material, not in the main text.

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, placing the study in the context of current knowledge and prior theoretical and empirical work on the topic. The summary of the results should have been dealt with in the introduction.

Literature Review

The author needs to extend the background to the article's introduction and identify the most relevant previous literature on the topic for positioning the paper and demonstrate its significance. A separate section for setting out the theoretical or conceptual framework is recommended. In short, this section of the literature review should explain the motivation for the paper and the importance of this research relevant to the contributions.

Methods

The author is required to provide relevant and reliable empirical or other material in support of the conclusion and show that the methodology is appropriate and systematic.

Results and Discussion

Results should be clear and concise. The significance of the results of the research work, without repetition, should be mentioned in the text.

Tables and Figures

Tables should be numbered and headed with appropriate concise titles. It is preferable to present the tables after the main body of the text and not inserted in the manuscript. Tables for the main text and each of its appendices should be numbered serially and separately. The title of each table, as well as the captions of its columns and rows, should be clearly expressive of the contents. The source of the table should be given in a footnote immediately below the line at the bottom of the table; but, unlike other footnotes, which must be numbered consecutively, it should not be numbered.

Conclusions

The original contribution of the paper and the discussion of implications of findings should be clearly mentioned in this section. Provide a critical assessment of the limitations of the study, and outline possible directions for future research.

Article Length

The length of an article, including the title, author information, abstract, text, tables, figures, notes, references, and appendices, should not exceed 5000-7000 words.

Abbreviations

The full form of abbreviations for abstracting and indexing purposes should be presented in the article.

References

All references used in the text should be listed in alphabetical order of the authors' surnames at the end of the text. References in the text should include the name(s) of the author(s) with the year of publication in parentheses. List of all these references needs to be presented at the very end of the paper under the heading of "References". Moreover, References should be inserted by using any Reference Manager Software (i.e. Endnote) in APA 7th style.

Copyright

The papers for submission to the EER must not be under consideration for publication elsewhere and original unpublished work is welcomed only. The author is personally responsible to get the consent to reproduce copyright material from other sources.

3. Peer-review Policy

All submitted manuscripts are reviewed through a '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 versions 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 of 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 following types of plagiarism should be avoided:

Verbatim copying - Verbatim copying of more than 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.

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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.

[HEC Plagiarism Policy](#)
[How to interpret Similarity Report](#)

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

Subscription Time	1year	2Years	3years
Amount	Rs12000	Rs20000	Rs30000

6. Ethical Guidelines

This Journal's publication ethics and publication malpractice statement is loosely based on the **Code of Conduct and Best-Practice Guidelines for Journal Editors (Committee on Publication Ethics, 2011)**.

I. Editors' Duties

- The editor will use his/her intellectual discretion in deciding which of the manuscripts submitted will be forwarded for editing. This decision is solely based on the research conducted in the manuscript, originality, clarity of narrative, language and grammar as relevance to the paradigm of the journal. The important factors of copyright infringement, intellectual plagiarism and libel will also be accounted for.
- The authors' gender, race, religious belief and political background will not be a definitive factor in the decision process.

- Editors' need to outline clearly and concisely what is expected of authors in the form of regularly updated guidance. This link should be mentioned: <http://publicationethics.org/resources/code-conduct>.
- Editors need to provide guidance to reviewers on what exactly is expected of them. This includes the information on confidentiality. This guidance should be regularly updated.
- Editors should encourage good practice and comment on the originality of the research and be alerted to plagiarism.
- Editors should have the resources to be able to check plagiarism. (e.g. software, searching for new titles).
- The Editor will not use any additional material from his own volition.
- Editors should try and improve the journal and take it towards betterment by taking the views of the board members and reviewers into consideration.
- Be generally cognizant of new peer reviews and publishing methods and constantly reassess the processes of the Journal.
- They should ensure that all published reports and reviews of research have been reviewed by suitably qualified reviewers.
- Peer reviewers should be encouraged to comment on ethical questions and misconduct raised by submissions.
- Academic institutions should be encouraged to recognize peer reviewing as being part of the scholarly process.
- Editors should have a maintained database on the reviewers and consistently update the reviewers performance.
- Editors should use a range of sources to look at potentially new reviewers. They should not just use personal contacts.
- Manuscripts should be handled with utmost care and confidential

should protect the identities of peer reviewers. They should have a system in place that ensures that manuscripts submitted for publication retains confidentiality whilst being processed.

- Reviewers' comments and suggestions should be openly forwarded to authors, unless they contain malicious language, libel or offensive remarks.
- Editorial board members should be consulted annually to get their feedback on the Journal.
- Journals should have policies and systems in place to ensure that commercial considerations do not affect editorial decisions.
- A general description of the Journal's income sources should be declared (e.g. print charges,

reprint sales).

II. Authors' Duties

- The work should be as original as possible and appropriately cite the work or words and ideas of others. Borrowing of ideas and knowledge and research is also permitted provided it is cited correctly. If the work and/or words of others have been used, this has been appropriately acknowledged.
- Authors should present an objective discussion of the significance of research work as well as sufficient detail and references
- Authors should follow the submission guidelines of the Journal. Guidelines available on the website of EER.
- The manuscript should only be submitted and published in one paper and multiple publications of the same manuscript is unacceptable and completely unethical. Previously published manuscripts cannot be submitted under any circumstances.
- Should be limited to those who have made a substantial contribution to the body of work and to its genesis. Those who have made a significant contribution should be listed as co-authors.
- In any event, authors should ensure accessibility of such data to other competent professionals for at least ten years after publication (preferably via an institutional or subject-based data repository or other data centre), provided that the confidentiality of the participants.
- Authors should use well reputed, substantiated and well known sources only.
- Authors should provide a plagiarism report along with the submission of the manuscript.

III. Reviewers' Responsibilities:

- Manuscripts should be treated as confidential documents. They must not be disclosed or discussed with other persons apart from the editor.
- An editor must not use unpublished information in the editor's own research without the express written consent of the author.
- Editors should evaluate manuscripts exclusively on the basis of their academic merit.
- Reviews should be conducted in an objective fashion. Personal remarks should not be passed and will be regarded as inappropriate. Supporting arguments in the case of disagreements should be presented.
- Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

- Peer reviewing process is in place in order to help the editorial changes to be made in addition to ensuring the quality of the journal is maintained.

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8. Author Agreement Form

Copyright, Author(s) Consent & Declaration Form

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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.

Details of Author's Contribution

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

Author Name	Institutional Affiliation	Contribution	ORCID	Institutional Email Address	Contact Number
1-					
2-					
3-					
4-					
5-					

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 Interest¹: 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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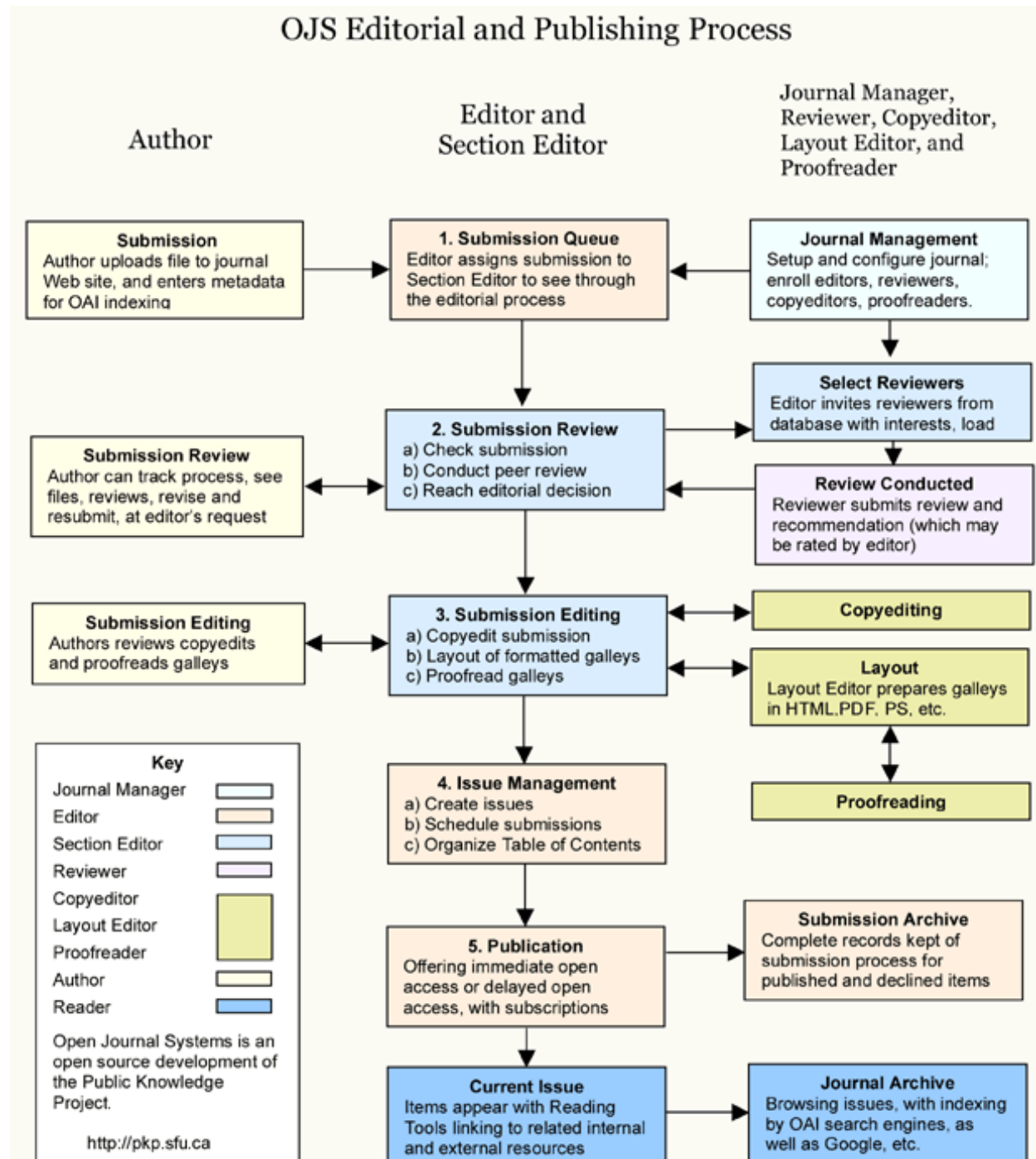
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Date Signed: _____

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:



Detailed Timeline of Publication Process:

Operational activity	To be Sent	Editorial Assistant	Editor-in-Chief's Decision	Time Duration (in days)
Article Submission by Author	Acknowledgement paper ID Consent form to be signed by author(s)			2-3 days
Desk Review Process		Extracting Turnitin report	Initial Screening Decision whether the article is worth publishing and within scope	3-5 days
Intimation to Author (if accepted/rejected)	Anonymous text file for blind peer review	Author is intimated via email on OJS Forwarded to Review stage	2 international and 1 local Reviewers are	1 day
<u>Foreign reviewers</u>	Anonymous Research Paper is sent to 2 international reviewers			25-35 days
Intimation to Author (if accepted/rejected)		Author is intimated via email on OJS Reviewers' comments/ suggestion are posted anonymously		5-7 days
Withdrawal of Paper		Author is intimated via email on OJS		1-2 days
<u>Local Reviewers</u>	Anonymous Research Paper is sent to 1 local reviewer			15-20 days
Intimation to Author (if accepted/rejected)		Author is intimated via email on OJS Reviewers' comments/ suggestion is posted anonymously		5-7 days

Withdrawal of Paper		Author is intimated via email on OJS		1-2 days
Copy-editing	Research Paper	Copy-editing stage is initiated and sent to language editors. The manuscript undergoes following sub-stages. <ul style="list-style-type: none"> ✓ Language editing (English proof-reading) ✓ Layout editing ✓ Formatting ✓ Referencing in CMS manual 	Supervise and cross-check all stages before passing it to next stage	10-15 days
Journal volume/issue soft and hard copy sent to Advisor Publications	Final manuscript	Initiate production stage Files sent to both advisors as well as Meta-data editor to generate metadata		12-15 days
Verification and Authentication by Advisor Publications			Volume no. and issue no. are assigned along with ordered table of contents	25-30 days
DOI generation	Finalized Research papers for current volume	Maintaining website and updating metadata before publishing	Keen supervision of Editor-in-Chief	5-7 days
Galley Proof version approval	Finalized galley versions are sent to authors for their approval	Email correspondence with authors to resolve their queries (if any) Gathering galley proof-version consent	Chief editor proceeds with printing of production files	2 days
Print Publication by KRSS	Final formatted, cross checked and verified copy of			5-7 days

	to-be-published file Journal basic info, Logo, Issue no., Vol. no., Table of contents			
Circulation of publication newsletter				4-5 days
Circulation of Hard copies				15 days

10. Article Processing/Publication Fee

All articles published in our journals are open access and freely available online, immediately upon publication.

The journal does not charge an article submission fee.

Authors do not pay Article Processing Charge (APC) and Article Publication Fee (APF) to cover the costs of peer review administration and management, professional production of articles in PDF and other formats, and dissemination of published papers in various venues, in addition to other publishing functions.

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11. Disclosure and Conflict of Interest

A Declaration of Conflicting Interests policy refers to a formal policy a journal may have to require a conflict of interest statement or conflict of interest disclosure from a submitting or publishing author.

The Committee on Publication Ethics (COPE) states in its Guidelines on Good Publication Practice (2003) that: "Conflicts of interest arise when authors, reviewers, or editors have interests that are not fully apparent and that may influence their judgments on what is published. They have been described as those which, when revealed later, would make a reasonable reader feel misled or deceived."

Many scholars, researchers and professionals may have potential conflicts of interest that could have an effect on, or could be seen to have an effect on their research. As a result, the journal

requires a formal declaration of conflicting interests enabling a statement to be carried within the paginated published article.

A potential conflict of interest may arise from relationships, allegiances or hostilities to particular groups, organizations or interests, which may influence one's judgments or actions excessively. The issue is particularly sensitive when such interests are private and/or may result in personal gain.

All manuscripts submitted to the journal are evaluated fairly and are not necessarily rejected when any competing interests are declared.

Examples of conflicts of interest might include the following, although it is not an exhaustive list:

- Having received fees for consulting.
- Having been employed by a related company.
- Holding stocks or shares in a company which might be affected by the publication of your paper.
- Having received funds reimbursing you for attending a related symposia, or talk.

If there are other interests which the reasonable reader might feel has affected your research you may also wish to declare them. (Please note that it is not expected that details of financial arrangements be disclosed when a competing interest is declared.)

Conflict of interests

Upon identification of any conflict of interest, the editors may require more information from the author that may include the following:

1. Acknowledgement of financial support/sponsorship in their contribution.
2. Any commercial or financial involvements that might present an appearance of a conflict of interest related to the contribution are disclosed in a covering letter accompanying the contribution and all such potential conflicts of interest will be discussed with the editor as to whether disclosure of this information with the published contribution is to be made in the journal.
3. If they have signed an agreement with any sponsor of the research reported in the contribution that prevents you from publishing both positive and negative results or that forbids you from publishing this research without a prior approval of the sponsor.
4. If they have checked the manuscript submission guidelines to ensure whether the journal requires a Declaration of Conflicting Interests and have complied with the requirements specified where such a policy exists.

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Editor obligations regarding conflicting interests

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12. Correction and Retraction of Research Articles

EER believes that knowledge dissemination among academic community demands transparency in publishing process. Published articles known as “Version of Record “considered as complete, accurate to the best of its possibility, complete and citable. EER describe this “Version of Record” as the article paginated in a volume and issue or the initial article publication for open access journals (Open Access journals do not publish any additional versions such as paginated issue/volume versions).

Steps prior to the Version of Record

Published articles (online) can be easily cited, download and read, any subsequent modifications can potentially impact those who cite/ read the earlier version. EER equipped authors to ensure the accuracy of their content in the form of “Galley Version” prior to be published online. The main objective of sharing Galley Version with author is to confirm the veracity of content so that we could upload error free files on our website and then proceed with the publication process (hard copy).

Exception involved when the article is published online but the issue is not published yet, then at the time of printing limited corrections can b made at the discretion of journal editor.

Published article in a journal is assumed as the version of record and can not be altered except where legally required. In case of an error, we will notify an erratum or corrigendum notice to all readers to the problem.

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