



The Islamia University of Bahawalpur

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South Asian Review of Business and Administrative Studies (SABAS)

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INTRODUCTION

The journal **South Asian Review of Business and Administrative Studies (SABAS)** with ISSN: 2710-5318 and ISSN-E: 2710-5164 is an open access peer-reviewed research journal published quarterly by Center for Business Research and Consulting, The Islamia University of Bahawalpur Pakistan. SABAS is a double-blind peer-reviewed research journal which aims to add to the understanding of the workings of developing economies, with a particular emphasis on South Asia. SABAS accepts original theoretical and empirical research contributions in business and public administration (all areas) and related fields for publication. The Journal aims to stimulate dialogue between academics and policymakers with an open access globally. Accordingly, articles should be presented in a form where technical considerations come together with explanations and intuition.

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REVIEW PROCESS

Review process at SABAS is an integral part of the publishing process of the scholarly submissions made. All papers published in SABAS undergo peer-review process by which experts in relevant field of the paper review and give comments to authors regarding suitability of the paper for publication. Objective is to ensure academic quality and rigor of the publication process.

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Double Blind Review Policy

All papers submitted to SABAS undergo various steps of rigorous double blind review process by which both reviewer's and author's identity is not disclosed to each other in order to ensure independent review and avoid any potential conflict of interests.

Duration of Review and Publication

In order to meet growing requirement by authors for an efficient review and publication, the journal has taken appropriate measures to speed up the process yet without compromising on the quality of publication. First step is desk review whereby a paper is screened by the chief editor himself and/or assigned to editorial board. This normally takes 15-20 days after submission of the paper in order to check similarity score, appropriateness of the study with journal scope and objectives. Email is sent to the corresponding author regarding decision of this initial screening usually within a month. After a paper goes through initial screening successfully, the paper undergoes review process by the peers, in second step, by which it is sent to two reviewers who are experienced academics in the area of research the paper focuses on. These reviewers make comments on originality, contribution, appropriateness of flow of discussion and references cited in the study. After this step, review reports are sent to all authors of the paper with a letter of acceptance conditioned to fulfilment of revisions in due time or rejection/excuse. This step usually takes another 30-45 days. The third step is about sending revised copy to the copy editors who look at proofreading and editing of the paper and their report is sent to the corresponding author as well. Authors are requested to submit the proofread and edited copy of the paper within 1-3 weeks after which paper is sent for production. Print copy is sent to corresponding author on request after publication. The journal has introduced early online production system by which the advance copy of paper is published and available online before the hard copy publication.

Editorial Role in the Review Process and Conflict of Interest Policy

In order to maintain rigor and independence of review process, the papers are sent to well established scholars in the relevant field. The reviewers are different from the editorial board members. The role of editorial board members is to recommend the potential reviewers for the papers and manage the review process assigned by the managing editor. In order to avoid conflict of interest, when papers are received from any of the editorial members, the chief editor assigns such paper to alternate editorial member to manage the review and publication process in order to maintain independence and neutrality.

PUBLISHING POLICY

CBRC, IUB Pakistan is the publisher of SABAS and assumes responsibility of all processes and activities necessary for print and online publishing of the content copy sent by the editorial board. IUB Pakistan affirms to NO INTERVENTION policy in the editorial process and activities thereof.

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EDITORIAL POLICY

Job Description (Terms of Reference) of the Editor in Chief

Aside from providing prestige, the role of the journal's editorial board is to advise and support the editor.

Functions may include:

- To serve as Patron of the journal's editorial board contributing to journal's vision, mission and scope.
- To review the journal's various policies to make those at par with international standards.
- To conduct necessary editorial training for the editorial members to enable them carry out their editorial tasks.
- To guide the editorial board in achieving higher indexing and abstracting at various national and international agencies.
- To facilitate managing editor in attracting editorial members in line with the journal's vision, mission and scope.
- To provide necessary guidelines to managing editor in carrying out its responsibilities.

Job Description of the Editorial Board

Aside from providing prestige, the role of the editorial board is to advise and support the editor.

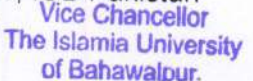
Functions may include:

- Identifying new topics for commissioning special issues and advising on direction for the journal—giving feedback on past issues and making suggestions for both subject matter and potential authors.
- Provide content by writing articles and occasional editorials reviews
- Approaching potential contributors
- Help to identify and suggest reviewers with expertise in the relevant area of a research paper and/or provide second opinions on papers (i.e. where there is a conflict between reviewers)
- To ensure the implementation of ethical guidelines envisaged by Committee on Publication Ethics (COPE).
- To identify and resolve conflict of interest using journal's policy thereof.
- Identify appropriate conferences for editors to attend
- Endorse the journal to authors, readers and subscribers and encourage colleagues to submit their best work.
- To handle complaints/grievances by authors, reviewers or any other external and internal party.

COPE'S CODES OF CONDUCT AND BEST PRACTICE GUIDELINES FOR ACADEMIC PUBLISHING

- COPE's Principles of Transparency and Best Practice in Scholarly Publishing
- COPE's Code of Conduct and Best Practice Guidelines for Journal Editors
- COPE's Short Guide to Ethical Editing for New Editors
- COPE's Code of Conduct for Journal Publishers
- COPE's Ethical Guidelines for Peer Reviewers

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ETHICAL GUIDELINES

The SABAS follows ethical guidelines by Committee on Publication Ethics (COPE). Both the publisher and the editorial board of SABAS affirm to comply with and ensure ethical considerations in submission, review, conflict of interest, disclosure and publication process as underlined by COPE declaration on publication ethics and conflict of interest.

COPE'S CODES OF CONDUCT AND BEST PRACTICE GUIDELINES FOR ACADEMIC PUBLISHING

- **COPE's Principles of Transparency and Best Practice in Scholarly Publishing**
- **COPE's Code of Conduct and Best Practice Guidelines for Journal Editors**
- **COPE's Short Guide to Ethical Editing for New Editors**
- **COPE's Code of Conduct for Journal Publishers**
- **COPE's Ethical Guidelines for Peer Reviewers**
- **HEC's Ethical Guidelines for Journals**

In addition, the SABAS also follows ethical guidelines suggested by Higher Education Commission Pakistan (HEC) which are considered as necessary benchmark for quality assurance of journals in the category of social and behavioral sciences. The links of COPE's ethical guidelines and HEC's ethical guidelines are mentioned below for the information of editorial, reviewers and authors.

- **HEC's Ethical Guidelines for Journals**

ORIGINALITY AND PLAGIARISM POLICY

- South Asian Review of Business and Administrative Studies (SABAS) is committed to advance original work of scholarship and strictly NO tolerance for plagiarism.
- It is the author(s) responsibility to ascertain that s/he has submitted an entirely original work, giving due credit, by virtue of proper citations, to the works and/or words of others where they are used.
- Plagiarism in all its forms constitutes unethical publishing behavior and is not acceptable.
- Material quoted verbatim from the author(s) previously published work or other sources must be placed in quotation marks.
- In line with the Higher Education Commission of Pakistan policy and in conformity with the international publishing standard for academic writing, the submitted manuscript found to have a similarity index of more than 20% will either be rejected or left at the discretion of the editor for purposes of a conditional acceptance.
- Authors can submit manuscript previously published in abstracted form, e.g. in the proceedings of an annual meeting, or in a periodical with limited circulation and availability e.g. reports by government agencies or university departments.
- In case the research paper is part of the research thesis, the author shall make explicit statement to the managing editor at the time of submission that the work is from a research thesis along with other details. However, the thesis shall not be formally published in book form by any academic publisher.

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- In case that the paper has been published in the full paper proceedings of a conference or other meeting, the similarity of paper submitted for journal publication with its previous version must not be more than 40%. The author will be required to mention such case to the managing editor during the submission process.

PUBLISHING FEE POLICY

In order to maintain academic independence of SABAS, the editorial board has decided to charge NO FEE for submission and publication of articles (No Article Processing Charges). The journal is independently and voluntarily managed by the editorial board whose members are academic staff from renowned institutions.

FINANCIAL MODEL

In order to meet its financial needs to run the journal smoothly, CBRC and SABAS has relied to frame its unique business model which is based on following.

- a) Volunteer admin staff and editorial board** comprising of PhD scholars and faculty members who render their services without any fixed salary.
- b) Funding support from The Islamia University of Bahawalpur Pakistan** which seeks to promote Green Model of Publishing with no pay walls and open access policy.

COMPLAINT PROCEDURES

In order to ensure customer centricity, implementation of ethical guidelines and ensure transparency of editorial and publishing process, the editorial board and CBRC, IUB Pakistan have taken appropriate measures. In order to ensure that complaints and grievances by authors, reviewers, editorial or any external and internal body are resolved in a transparent manner, two members of the editorial board are nominated to be part of Complaint/Grievances Committee who can be contacted for any complaints or concerns related to submission, review, conflict of interest and publication process. This committee is responsible to acknowledge all such complaints by email and setup the hearing and resolve of the issue within 30-45 days of receipt of the complaint.

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