



## **POLICY DOCUMENT**

### **FREQUENCY OF JOURNAL:**

Every 3 months

### **GUIDELINES FOR SUBMISSION OF RESEARCH ARTICLES**

While preparing the manuscript:

- Read the Aims & Scope to gain an overview and assess if your manuscript is suitable for this journal.
- Use the Microsoft Word template to prepare your manuscript. A [Sample Template](#) is linked here.
- Make sure that issues about publication ethics, copyright, authorship, figure formats, data, and references format have been appropriately considered.
- Ensure that all authors have approved the content of the submitted manuscript.

#### **Type of Publications**

IJSSE has no restrictions on the length of manuscripts, provided that the text is concise and comprehensive. Full experimental details must be provided so that the results can be reproduced. IJSSE requires that authors publish all experimental controls and make full datasets available where possible and when required. The Manuscripts submitted to IJSSE should neither be published before nor be under consideration for publication in another journal. The main article types are as follows:

**Articles:** Original research manuscripts. The journal considers all original research manuscripts provided that the work reports scientifically sound experiments and provides a substantial amount of new information. Authors should not unnecessarily divide their work into several related manuscripts. The quality and impact of the study will be considered during peer review.

**Review Articles:** These provide concise and precise updates on the latest progress made in a given area of research. Systematic reviews should follow the normally applicable standard guidelines.

**Preprints, Case Reports and Conference papers:** IJSSE does not accept/publish preprint case reports and conference proceedings. However, expanded and high-quality conference papers can be considered as articles provided, they fulfill the following requirements:

- The paper is expanded to the size of a research article.
- The conference paper should be cited and noted on the first page of the paper.
- In case authors do not hold the copyright of the published conference paper, authors seek the appropriate permission from the copyright holder;
- Authors must disclose that it is conference paper in their cover letter and include a statement on what has been changed compared to the original conference paper.

IJSSE does not publish pilot studies or studies with inadequate statistical power.

#### **Submission Process**

Manuscripts for IJSSE should be submitted through the online submission system at <https://ijsse.salmaedusociety.com/index.php/ijsse/index>. The submitting author, who is generally the corresponding author, is responsible for the manuscript during the submission and peer-review process. The submitting author must ensure that all eligible co-authors have been included in the author list and that they have all read and approved the submitted version of the manuscript. To submit your manuscript, register and log in to the OJS. All co-authors can see the manuscript details in the submission system if they register and log in using the e-mail address provided during manuscript submission.

#### **Manuscript Preparation**

Research manuscripts should comprise:

- **Front matter:** Title, Author list, Affiliations (Designation, Department, University), email, Abstract, Keywords.
- **Research Manuscript Sections:** Introduction, Objective, Literature Review, Research Methodology and Design, Results, Discussion, Conclusions, Future Direction.
- **Back matter:** Acknowledgments, Author Contributions, Conflicts of Interest, References.

#### **Front Matter**

These sections should appear in all manuscript types

1<sup>st</sup> Floor, R-164 SECTOR 15 A-3, Buffer Zone, North Nazimabad town, Karachi, Sindh, Pakistan

[drrakhshinda@voyageams.com](mailto:drrakhshinda@voyageams.com), Cell# +923114230365



# International Journal of Social Science and Entrepreneurship (IJSSE)



ISSN (E) 2790-7716, ISSN (P) 2790-7724

- **Title:** The title of your manuscript should be concise, specific, and relevant. It should identify if the study reports trial data, or is a systematic review, meta-analysis, or replication study.
- **Author List and Affiliations:** Authors' full first and last names must be provided. The initials of any middle names can be added. Complete address information including city, zip code, state/province, country, and all email addresses. At least one author should be designated as the corresponding author, and his or her email address and other details should be included at the end of the affiliation section.
- **Abstract:** The abstract should be a total of about 250 words maximum. The abstract should be a single paragraph and should follow the style of structured abstracts. It should be an objective representation of the article: it must not contain results which are not presented and substantiated in the main text and should not exaggerate the main conclusions.
- **Headings:** 1) Background: Place the question addressed in a broad context and highlight the purpose of the study; 2) Methods: Briefly describe the main methods or treatments applied. 3) Results: Summarize the article's main findings; and 4) Conclusion: Indicate the main conclusions or interpretations.
- **Abbreviations:** All abbreviations should be defined in parentheses the first time they appear in the abstract, main text, and in figure or table captions and used consistently thereafter.
- **Preregistration:** Where authors have preregistered studies or analysis plans, links to the preregistration must be provided in the manuscript.
- **Keywords:** Three to ten pertinent keywords need to be added after the abstract. We recommend that the keywords are specific to the article, yet reasonably common within the subject discipline.

## Research Manuscript Sections

- **Introduction:** The introduction should briefly place the study in a broad context and highlight why it is important. It should define the purpose of the work and its significance, including specific hypotheses being tested. The current state of the research field should be reviewed carefully, and key publications cited. Please highlight controversial and diverging hypotheses when necessary.
- **Objective of Study:** Briefly mention the main aim of the work and highlight the main conclusions. Keep the introduction comprehensible to researchers working outside the topic of the paper.
- **Literature Review:** The literature review must be brief and relevant to work. This part of the study must consist of at least 10 references from most recent studies conducted in last 5 years.
- **Research Methodology and Design:** This should be described with sufficient detail to allow others to replicate and build on published results. New methods and protocols should be described in detail while well-established methods can be briefly described and appropriately cited. Give the name and version of any software used and make clear whether computer code used is available. Include any pre-registration codes.
- **Results:** Provide a concise and precise description of the experimental results, their interpretation as well as the experimental conclusions that can be drawn.
- **Discussion:** Authors should discuss the results and how they can be interpreted in the perspective of previous studies and of the working hypotheses. The findings and their implications should be discussed in the broadest context possible, and limitations of the work highlighted. Future research directions may also be mentioned. This section may be combined with Results.
- **Conclusions:** This section is not mandatory but can be added to the manuscript if the discussion is unusually long or complex.
- **Patents:** This section is not mandatory but may be added if there are patents resulting from the work reported in this manuscript.
- **References:** References must be in latest APA format / version. We recommend preparing the references with a bibliography software package, such as EndNote, Reference Manager, or Zotero to avoid typing mistakes and duplicated references. Manuscript reference (Vancouver style) prepared without bibliography software package will be rejected.

## Preparing Figures, Schemes, and Tables

- File for Figures and schemes must be provided during submission in a single zip archive and at a sufficiently high resolution (minimum 1000 pixels width/height, or a resolution of 300 dpi or higher). Common formats are accepted; however, JPG, JPEG, EPS, and PDF are preferred.
- All Figures, Schemes, and Tables should be inserted into the main text close to their first citation and must be numbered following their number of appearance (Figure 1, Scheme I, Figure 2, Scheme II, Table 1, etc.). However, at the time of publishing the article, editor has the right to resize or move them to make adjustment with the length of page.

1<sup>st</sup> Floor, R-164 SECTOR 15 A-3, Buffer Zone, North Nazimabad town, Karachi, Sindh, Pakistan

[drrakhshinda@voyageams.com](mailto:drrakhshinda@voyageams.com), Cell# +923114230365



# International Journal of Social Science and Entrepreneurship (IJSSE)



ISSN (E) 2790-7716, ISSN (P) 2790-7724

- All Figures, Schemes, and Tables should have a short explanatory title and caption as prescribed in APA formats.
- All table columns should have an explanatory heading. To facilitate the copy-editing of larger tables, smaller fonts may be used, but no less than 8 pt. in size.
- Authors should use the Table option of Microsoft Word to create tables.
- Authors are encouraged to prepare figures and schemes in color (RGB at 8-bit per channel). There is no additional cost for publishing full-color graphics.

## **PEER REVIEW POLICY**

### **Editorial Procedures and Peer Review**

All submitted manuscripts received by the Editorial Office will be checked by a professional in-house editorial member / subject specialist to determine whether they are properly prepared and whether they follow the stated policies of the journal. Manuscripts that do not fit the journal's ethics policy or do not meet the standards of the journal will be rejected before peer-review.

Manuscripts that are not properly prepared will be returned for revision and resubmission. After these checks, the Managing Editor will consult the journals' Senior Editor, Associate Editor, or Guest Editor (or with Editor-in-Chief in case of a conflict of opinion/interest) to determine whether the manuscript fits the scope of the journal and whether it is scientifically sound. No judgment on the significance or potential impact of the work will be made at this stage. Rejections cannot be challenged.

### **Reviewer Suggestions**

During the submission process, please suggest four potential, relevant field reviewers i.e. two International (from academically/industrially advanced countries) and two National having strong innovative and research background to review the manuscript. The editors will not necessarily approach these referees. Please provide detailed contact information (address, homepage, phone, e-mail address). The proposed referees should neither be current collaborators of the co-authors nor have published with any of the co-authors of the manuscript within the last two years. Proposed reviewers should be from different institutions to the authors. You may identify appropriate Editorial Board members of the journal as potential reviewers. You may suggest reviewers from among the authors that you frequently cite in your paper.

### **English Corrections**

To facilitate proper peer-reviewing of your manuscript, it is essential that it is submitted in grammatically correct English. If you are not a native English speaker, we recommend that you have your manuscript professionally edited before submission or read by a native English-speaking colleague. All accepted manuscripts undergo language editing; however, an additional fee will be charged to authors if very extensive English corrections must be made by the Editorial Office: pricing is according to the service.

## **ORIGINALITY AND PLAGIARISM POLICY**

IJSSE very strictly follow its plagiarism policy, all authors must carefully read and follow it.

- Plagiarism is not acceptable in IJSSE submissions as per policy, the Similarity Index must be below 19% and from a single source, it must be below 5%.
- Manuscript extracted by an author from his/her M.Phil. / M.S. or Ph.D. thesis must have to declare the "title of the thesis", "Supervisor name", Department and University name, "year of submission" on the original letterhead and submit during the submission process.
- Plagiarism, data fabrication and image manipulation are not tolerated. Plagiarism includes copying text, ideas, images, or data from another source, even from your own publications, without giving any credit to the original source. Reuse of text that is copied from another source must be between quotes and the original source must be cited. If a study's design or the manuscript's structure or language has been inspired by previous works, these works must be explicitly cited.
- If plagiarism is detected during the peer review process, the manuscript may be rejected. If plagiarism is detected after publication, we may publish a correction or retract the paper and disqualify the author(s) for future publications.
- Image files must not be manipulated or adjusted in any way that could lead to misinterpretation of the information provided by the original image.



# International Journal of Social Science and Entrepreneurship (IJSSE)



ISSN (E) 2790-7716, ISSN (P) 2790-7724

- Irregular manipulation includes: 1) introduction, enhancement, moving, or removing features from the original image; 2) grouping of images that should obviously be presented separately (e.g., from different parts of the same gel, or from different gels); or 3) modifying the contrast, brightness, or color balance to obscure, eliminate or enhance some information. If irregular image manipulation is identified and confirmed during the peer review process, we may reject the manuscript. If irregular image manipulation is identified and confirmed after publication, we may correct or retract the paper and disqualify the author(s) for future publications.
- Our in-house editors will investigate any allegations of publication misconduct and may contact the authors' institutions or funders if necessary. If evidence of misconduct is found, appropriate action will be taken to correct or retract the publication and author might be disqualified for future publications in any of Voyage Academic and Management Services journals.

## **SUBSCRIPTION DETAILS**

Submission of a manuscript implies that the work described has not been published before (except in the form of a thesis) and that it is not under consideration for publication in any form elsewhere. The copyright will be automatically transferred to "IJSSE" once manuscript submitted with a signed declaration of copyright. The journal/publisher is not responsible for subsequent uses of the work.

This journal offers authors an open access option which means their article will be immediately freely available to everyone, including those who don't subscribe. All works published by IJSSE are under the terms of the *Creative Commons Attribution License*. This permits anyone to copy, distribute, transmit and adapt the work provided the original work and source is appropriately cited. Visit [creativecommons.org](http://creativecommons.org) to read what to consider before agreeing to the "IJSSE" user license.

### **Source of Funding**

This Journal is the official publication of Voyage Academic and Management Services (PVT) Limited. It is mainly funded and supported by the author's publication fees, and the publisher's contribution when required.

## **ETHICAL GUIDELINES**

When reporting on research that involves human subjects, human material, human tissues, or human data, authors must declare that the investigations were carried out following the rules of the Declaration of Helsinki of 1975 (<https://www.wma.net/what-wedo/medical-ethics/declaration-of-helsinki/>), revised in 2008. According to point 23 of this declaration, approval from an ethics committee should have been obtained before undertaking the research. At a minimum, a statement including the project identification code, date of approval, and name of the ethics committee or institutional review board should be cited in the Methods Section of the article. Data relating to individual participants must be described in detail, but private information identifying participants need not be included unless the identifiable materials are of relevance to the research (for example, photographs of participants' face that show a particular symptom). Editors reserve the right to reject any submission that does not meet these requirements.

Ethical statement: "All human subjects gave their informed consent for inclusion before they participated in the study. The study was conducted in accordance with the Declaration of Helsinki, and the protocol was approved by the Ethics Committee of XXX (Project identification code)."

A written informed consent for publication must be obtained from participating subjects

You may refer to our sample form and provide an appropriate form after consulting with your affiliated institution. Alternatively, you may provide a detailed justification of why informed consent is not necessary. For the purposes of publishing in IJSSE, a consent, permission, or release form should include unlimited permission for publication in all formats (including print, electronic, and online), in sublicensed and reprinted versions (including translations and derived works), and in other works and products under open access license. The journal reserves the right to ask authors to provide signed forms if necessary.

### **Publication Ethics Statement**

The editors of this journal enforce a rigorous peer-review process together with strict ethical policies and standards to ensure to add high-quality research works to the field of scholarly publication. Unfortunately, cases of plagiarism, data falsification, image manipulation, inappropriate authorship credit, and the like, do arise. The editors of IJSSE take such publishing ethics issues very seriously and are trained to proceed in such cases with a zero-tolerance policy. Authors, wishing to publish their papers in IJSSE, must abide by the following:



# International Journal of Social Science and Entrepreneurship (IJSSE)



ISSN (E) 2790-7716, ISSN (P) 2790-7724

- Any facts that might be perceived as a possible conflict of interest of the author(s) must be disclosed in the paper prior to submission.
- Authors should accurately present their research findings and include an objective discussion of the significance of their findings.
- Data and methods used in the research need to be presented in sufficient detail in the paper so that other researchers can replicate the work.
- Simultaneous submission of manuscripts to more than one journal is not tolerated.
- Republishing content that is not novel is not tolerated (for example, an English translation of a paper that is already published in another language will not be accepted).
- If errors and inaccuracies are found by the authors after the publication of their paper, they need to be promptly communicated to the editors of this journal so that appropriate actions can be taken.
- Your manuscript should not contain any information that has already been published. If you include already published figures or images, please obtain the necessary permission from the copyright holder to publish it.

## **PRIVACY STATEMENT**

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

## **STEPS INVOLVED AND TIMELINE OF PUBLICATION**

In order to save author's wait time, we always try to make quick decisions regarding suitability and publishing of articles. However, to provide sufficient time to reviewers and maintaining the quality of published articles we still need the following minimum time.

- Initial decision by editorial desk: 1 weeks
- First review time: 2 weeks
- Second / Final review: 1 weeks
- Final Formatting: 1 week
- Publication queue time: Indefinite

## **ARTICLE PROCESSING/PUBLICATION FEE,**

Publication expenses or charges are as follows and are to be paid by the author(s) as soon as article is finally approved for publication and authors are so advised by the Senior Editor.

- For Authors outside Pakistan, the publication services fee is USD 250.  
For Authors within Pakistan, the publication services fee is PKR 40,000.

Account details shall be provided to authors when their article is finally approved for publishing.

To help support researchers (Particularly research students) who are unable to meet some or all of the costs associated with publishing may be considered for waiver policy if he/she has submitted a high-quality research article subject to the approval by the editor.

*Rakhshinda Khurum*

Dr. Rakhshinda Khurum Khan

Director

Voyage Academic and Management Services

International journal of Social Science and Entrepreneurship (IJSSE)