

Policy Document of Review of Education, Administration and Law (REAL)

ABOUT THE JOURNAL:

The Review of Education, Administration and Law (REAL) is an international peer-reviewed scholarly research Journal published quarterly by the SPCRD Global Publishing, Pakistan. This is a multidisciplinary research journal with a major focus on the subjects of education, public administration and law-related issues but addresses all the disciplines of social sciences at large.

The main objective of the journal is to disseminate reliable knowledge, initiate a debate in an interdisciplinary context, link different areas of social sciences with the focus on the analysis of societies, behaviors, social and economic problems, businesses & societies, and guidelines to overcome them based on largely empirical and applied research.

This multidisciplinary research journal welcomes the individuals or group of researchers' contributions in terms of research papers, articles, relevant theoretical frameworks, and reviews that have promoted the creation of reliable and authentic knowledge related to the broader fields of the social sciences. The target audience is not only scholars but also policymakers and practitioners including aspiring public & private sector leaders, opinions & policymakers engaged in research and development.

The REAL also focuses on the contemporary research publication philosophies including blind peer referring, timely review, regular publication, open access policy, ethical policies, plagiarism policy, and broader coverage of the fields. The Editorial and Advisory Boards are represented by the world's well-reputed and experienced academicians and researchers in their respective fields.

The ideas and views expressed in the published research papers in the journal are of the sole responsibility of the authors and have nothing to do with the views & policy of the *South Punjab Center for Research and Development (SPCRD) and Review of Education, Administration and Law (REAL)*.

The SPCRD Global Publishing and REAL follow an Open Access Policy for copyright and licensing. If researchers are using or reproducing content from this platform, they need to appropriately cite the author(s), journal name, and SPCRD publishing information.

Aims & Scope

The purpose of **Review of Education, Administration and Law (REAL)** is to disseminate scientific knowledge, high-quality research, and generate debate on the contemporary issues in education, administration and law in particular and Social Sciences in general.

The **REAL** aims at exploring the latest developments in education, languages, public policy & administration, business management, economics, governance, law, psychology, anthropology, economy, political science, history, geography, sociology, philosophy, arts & designs, and gender studies. This research journal is truly international in scope, covering all areas & areas of developed, developing, and emerging economies.

AUTHOR GUIDELINES

The authors submitting and publishing in REAL agree to the copyright policy under creative common license 4.0 (Attribution-NonCommercial 4.0 International License). Under this license, the authors published in REAL let others remix, tweak, and build upon their work non-commercially. Yet all the other authors using the content of REAL are required to cite the author(s) and journal and SPCRD Global Publishing information in their work. Moreover, it should be mentioned clearly that the submission has not been previously published, nor is it before another journal for consideration. The submission file should be in Open Office Microsoft Word file format with zero tolerance for Plagiarism.

Language

All manuscripts should be in the English language. Research papers should be thoroughly checked by the author(s) to avoid grammatical, typographical, and syntax errors. If the manuscript is written in a second or third language, it is recommended to first contact a language reviewing paid service to avoid grammar and style mistakes. The SPCRD Global Publishing also provides the paid facility of proofreading/language revision to the authors from the online third party.

Length of paper

The length of the paper should be between (4000-6000 words) including tables and references.

Title page

It should include a concise, specific, relevant, and informative title (avoid unnecessary abbreviations in the title). Please indicate the full name of the author(s) clearly. Present the authors' affiliation below the names. Provide the full address of each affiliation, including the country name and correct e-mail address of each author. Please clearly indicate who (corresponding author) is willing to handle correspondence at all stages of peer review, revisions of the manuscript, and publication.

General rules for text

Please use the following rules for the whole text, including abstract, keywords, JEL Codes, headings, and references:

Font: Sitka Heading; Size: 12

Paragraph Spacing: 6 pt before and 6 pt after

Line Spacing: fixed – Single

Heading: Sitka Heading; Size-12; Bold.

A concise and factual abstract is required (maximum length of 200 words) without any headings in Sitka Heading in the size of 11. The abstract should briefly state the purpose of the research, data set, methodology, results, major conclusions, and usefulness of the study produced in a continuous paragraph.

Keywords

Immediately after the abstract, authors are requested to provide 4-6 keywords specific to the instant research article.

JEL Codes

Since the JEL classification system was developed for use in the Journal of Economic Literature (JEL) and is a standard method of classifying scholarly literature in the field of economics, therefore, authors are mandatory to write JEL classifications Codes of keywords of the paper from the website mentioned below:

<https://www.aeaweb.org/econlit/jelCodes.php?view=jel>

Introduction

This section may cover the overall background and description of the study, narrow it down to research objectives, motivation of the topic, importance/significance, proposed tasks, and novelty. Abbreviations should be described in parentheses when the first time they appear in the text.

Literature review

This section may critically describe/evaluate literature relevant to the research problem, establish context, compare, and contrast the most recent developments in the literature and trends. Search gaps after concentrating on thought leaders' work and linking the research with relevant theories. *Authors are flexible in writing a literature review even to be part of the introduction section.*

Data & Methodology

The sources and types of data should clearly be mentioned in this section. A list of variables description should also be part of this section. This section may describe the statistical and econometric techniques applied to the data sets with the explanation of the construction of hypotheses, equations, statistical tools, and justification in case of quantitative analysis while for qualitative analysis, the methodology should clearly be mentioned.

Results and Discussion

This section may cover in-depth interpretation through applying higher-order thinking skills of analysis and developing novel arguments based on the significance of statistical and econometric relations. Establish interconnections among and within variables. Testing hypotheses and comparing results with literature should be part of this section.

Conclusion and recommendations

It may be broken into meaningful sections without any heading in it, i.e., conclusion, theoretical contribution, practical implications, recommendations, future study directions, and limitations.

Figures

Present them in order (suitable heading and specific numbers in numeric values) wherever appropriate in the text. High-resolution graphs must be provided in the main text of the paper.

Tables

The tables should be presented with separate suitable headings in specific numeric numbers

at the appropriate place of the article. Use the Table option of Microsoft Word to create tables if possible. Ensure that the data presented in tables do not duplicate results described elsewhere in the article. Refer to table number wherever appropriate in the text of the paper.

Acknowledgments/Contribution of Authors

All types of acknowledgments regarding the contribution of authors and financial aids/sources of funding in the case of research projects should be mentioned at the end of the complete article but before the references. The contribution of authors is mandatory to write author-wise only within one sentence in all submissions. This should be written before the References of the article.

References

Citations in the text should follow the referencing style used by the American Psychological Association (APA).

Appendix

Background information, a list of respondents, a list of countries/companies, or a questionnaire may be described in this section if required by the editor/reviewer.

Plagiarism Policy

In accordance with the guidelines of Higher Education Commission (HEC) Pakistan and Committee on Publication Ethics (COPE), Review of Education, Administration and Law (REAL) observes Zero Tolerance to plagiarism. We use Turnitin for all research papers submitted to detect possible plagiarism. If the total similarity is more than 20% and the single source is more than 5%, the paper will be returned to the author(s) immediately.

Authors Responsibilities

Authors are expected to act according to the publication ethics international standards for authors developed by COPE during the 2nd World Conference on Research Integrity in Singapore in 2010. These are summarized as follows:

1. The research being reported should have been conducted in an ethical and responsible manner and should comply with all relevant legislation.
2. Researchers should present their results clearly, honestly, and without fabrication, falsification, or inappropriate data manipulation.

3. Researchers should strive to describe their methods clearly and unambiguously so that their findings can be confirmed by others.
4. Researchers should adhere to publication requirements that submitted work is original, is not plagiarized, and has not been published elsewhere.
5. Authors should take collective responsibility for submitted and published work.
6. The authorship of research publications should accurately reflect individuals' contributions to the work and its reporting.
7. Funding sources and relevant conflicts of interest should be disclosed.
8. Authors are obliged to participate in the peer-review process.
9. All authors must contribute significantly to the research addressing a relevant topic in the social sciences research from a multidisciplinary approach.
10. All authors are obliged to provide retractions or corrections of mistakes.
11. Authors are obliged to provide a list of references including the most relevant and current literature.
12. Submitted manuscripts should not be under consideration for publication in other journals.

For a detailed account of ethics international standards for authors developed by COPE during the 2nd World Conference on Research Integrity in Singapore in 2010, please access the following document:

<https://publicationethics.org/files/>

SUBMISSION OF PAPER

The authors need to submit their papers preferably through **Journal's online system by entering their login details**. The paper submission can also be made through email at **submission@real.spcrd.org**

Note: The paper submission will not be considered if a paper is made without reading the author's guidelines in true letter and spirit.

ETHICAL POLICY:

REAL ETHICAL POLICY:

Publishing Practice of the Journal works under a certain ethical policy which has been developed keeping in view the COPE guidelines and HEC ethical guidelines for this journal.

Here are some key points:

1. Editor is wholly responsible to establish/maintaining the quality of the journal.
2. He/She has full authority to accept or reject any research paper keeping in view the publishing policy of the **Journal of REAL** considering ethical policies or the standard of the topic/ references/ material/ presentation/ grammatical language of the submitted paper and professional demands as well.
3. Editor with the assistance of Associate Editors ensures the process of blind peer review of every paper.
4. Editor ensures the Plagiarism Check of every paper and strictly follows the HEC Plagiarism Policy regarding this matter.
5. Editor is bound to follow the journal's policy without any institutional pressure.
6. Editor would provide corrigendum for any correction, clarification, and apologies when required.
7. President may appoint Members of the Editorial Board/ Advisory Board and change them anytime.
8. Editor ensures smooth functioning of the journal and conducts the editorial board meeting on regular basis.
9. Editor would disregard the discriminating factors, e.g., gender, race, ethnicity, religious belief, cultural sentiments, political affiliation, or institutional association of the author(s) while selecting articles for publication.
10. Editor would try to promptly respond to the author (s) of the papers submitted for publishing, for any query.
11. Editor will not edit any submitted paper which would have any conflict of interest. He/She is responsible to ask the reviewers/evaluators also for disclose any conflict of interest regarding the submitted research paper to ensure impartiality.
12. Editor ensures the confidentiality of the content of manuscript prior to publishing at his and reviewer's end.

HEC ETHICAL POLICY:

As per HEC guidelines, the Editor of a research journal plays an important role in establishing and maintaining professional standards. Publication of a paper in an HEC recognized journal is expected to reflect the quality work of the author (s) and the affiliating institution (if any). The Editor is expected to perform the responsibility towards the journal on its all aspects and at varied stages i.e., from receiving an article to publishing it. Keeping this in view, it becomes the prime responsibility of an editor to adopt the following guidelines while publishing papers in his/her research journal.

The Editor of a research journal should be responsible for:

- Establishing and maintaining the quality of the journal by publishing quality papers in his/her journal.
- Promotion of freedom of expression within the cultural, constitutional/legal framework,
- Providing integrity and credibility of the research contributions,
- Meeting the needs of authors and readers,
- Maintaining ethical standards of their journal,
- Providing corrigendum for any correction, clarification and apologies where required.:
- Encourage new ideas and suggestions of authors, peer reviewers, members of editorial board and readers for improving quality of his/her journal,
- Apply the process of blind peer review in true letter and spirit,
- Promote innovative findings in respective field and publishing them on priority,
- Promote anti-plagiarism policy,
- Educate contributors (authors) about ethical practices in research, and
- Implement the journal's policy without institutional pressure and revise the policy from time to time.

The detailed Ethical Guidelines by HEC are available at the following link:

<https://www.hec.gov.pk/english/services/faculty/SSAH/Documents/JCR/HEC%20Approved%20Ethical%20Guidelines.pdf>

COPE GUIDELINES:

The Journal ensures the implementation of ethical guidelines envisaged by the Committee on Publication Ethics (COPE). Journal identifies and resolves the conflict of interest using

the journal's policy thereof. A team from the Advisor Board will handle complaints/grievances by authors, reviewers, or any other external and internal party.

COPE GUIDELINES FOR ACADEMIC PUBLISHING:

- **COPE Regarding Principles of Transparency and Best Practice in Scholarly Publishing**
- **COPE Regarding Code of Conduct and Best Practice Guidelines for Journal Editors**
- **COPE provides Short Guide to Ethical Editing for New Editors**
- **COPE Promotes Code of Conduct for Journal Publishers**
- **COPE Disseminates Ethical Guidelines for Peer Reviewers**

REVIEW POLICY:

The review policy of REAL is an integral part of the publishing process of the scholarly submissions made. All papers published in REAL undergo a double-blind peer-review process by which experts in the relevant field of the paper review and give comments to authors regarding the suitability of the paper for publication. The objective is to ensure the academic quality and rigor of the publication process.

Double-Blind Review Policy

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

Duration of Review and Publication

In order to meet the growing requirements by the 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 the publication. The first step is desk review whereby a paper is screened by the chief editor/editor himself and/or assigned to the editorial board. This normally takes 15-20 days after submission of the paper in order to check the similarity score, appropriateness of the study with journal scope and objectives. Email is sent to the corresponding author regarding the decision of this initial screening usually within a month. After a paper goes through initial screening successfully, the paper undergoes a review process by the peers, in the 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 fulfillment of revisions in due time or rejection/excuse. This step usually takes another 30-45 days. The third step is about sending a 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 the paper is sent for production. A print copy is sent to the corresponding author on request after publication. The journal has introduced an early online production system by which the advance copy of the 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 the rigor and independence of the 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 papers to the alternate editorial members to manage the review and publication process in order to maintain independence and neutrality.

Following are the ethical guidelines for **Peer Reviewers** as per Journal's SOPs

1. The reviewers can only review the manuscripts for which they have the subject expertise required to carry out a proper and timely assessment.
2. The reviewers are expected to respect the confidentiality of peer review and not to disclose any details of a manuscript.
3. The reviewers will not use information obtained during the peer-review process for their personal or any other person's or organization's advantage, or to harm or disgrace others.
4. They will declare all potential conflicting interests, seeking advice from the journal if they are unsure whether something constitutes a relevant interest.

5. They are also not allowed for any kind of discrimination based on origins of a manuscript, nationality, religious or political beliefs, gender or other characteristics of the authors, or by commercial considerations.
6. The reviewers should be objective and constructive in their reviews, refraining from being hostile or inflammatory and from making defamatory or derogatory personal comments.
7. They will provide accurate information regarding their personal and professional expertise.
8. It should also be recognized that the impersonation of another individual during the review process will be considered serious misconduct.
9. The reviewers are independent in making reviews of the article as they deem fit or think appropriate.

For a detailed account of the ethical guidelines for peer reviewers developed by COPE, please access the following

document: http://publicationethics.org/files/Ethical_guidelines_for_peer_reviewers_o.pdf

PLAGIARISM POLICY:

The Journal, **Review of Education, Administration and Law (REAL)** is only committed to advance original and scholarly work. The journal strictly follows the policy of Zero Tolerance for Plagiarism. Therefore, the Editorial Board is very strict regarding plagiarism. The authors are responsible to ascertain that they have submitted an entirely original work, gave due credit by virtue of proper citations. Plagiarism in all its forms constitutes unethical publishing behavior and is not acceptable by the journal.

The journal believes that taking the ideas and work of others without giving them due credit is unfair and dishonest. Copying even one sentence from someone else's manuscript, or even one of your own that has previously been published, without proper citation, is considered plagiarism-use your own words instead. The editorial board retains the absolute authority to reject the review process of a submitted manuscript if it subject to minor or major plagiarism and even may cancel the publication upon the complaint of victim(s) of plagiarism.

The REAL strictly follows the policy of the Higher Education Commission (HEC) of Pakistan regarding plagiarism. As per HEC guidelines, the similarity index should be less than 20% including single source should be less than 5%. The authors are responsible to address this issue and only plagiarism-free papers will be processed and evaluated. Therefore, it is suggested that articles may be submitted after going through the check for plagiarism without entering in the repository. If authors committed any unethical act to correct plagiarism in the text of the article and deceived the journal's administration, they will be responsible for all types of consequences and punishment from any relevant authority. In this situation, Journal/SPCRD Global Publishing will not be responsible for any such act of authors or other unethical act

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PUBLICATION PROCESS

The prime objective of the publication process is to ensure the academic & research quality and thoroughness of the procedure. The review process is an integral part of the publishing process of the scholarly submissions made to the journal through online submission or journal's email. All papers submitted to the journal undergo various steps of the rigorous double-blind peer-review process by which both reviewer's and author's identity is not disclosed to each other to ensure independent review and avoid any potential conflict of interests.

To meet the growing requirements 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 the publication. The first step is desk review whereby a paper is screened by the editor himself and/or assigned to any member of the Editorial Board. This normally

takes 15-20 days after submission of the paper to check the similarity score, appropriateness of the study with the journal's scope and aims. An email will be sent to the corresponding author regarding the decision of this initial screening usually within a month.

After a paper goes through initial screening successfully, the review process starts with the peers, in the second step, by which it is sent to two reviewers who have experienced academicians in the area of research 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 fulfillment of revisions in due time or rejection/excuse.

This step usually takes another 30-60 days. The time for evaluation of articles may go a little long in case of unavoidable circumstances or delay due to reviewers. The third step is about sending a revised copy to the copy editors who will observe the proofreading and editing of the paper and their report will be 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 the paper is sent for production. A print copy is sent to the corresponding author on request after publication. The journal has introduced an early online production system by which the advance copy of the paper is published and available online before the hard copy publication.

Responsibilities of the Editorial Board

- The role and responsibilities of the editorial board are to advise and support the editor of the journal.

The responsibilities of the Editorial Board may include:

- Identifying new topics for commissioning special issues and advising on the 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 editorial 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 the Committee

on Publication Ethics (COPE).

- To identify and resolve conflict of interest using the 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 research.
- To handle complaints/grievances by authors, reviewers, or any other external and internal party.
- To follow COPE's Codes of conduct and best practice guidelines for academic publishing.

Editorial Policy and Conflict of Interest Policy

The editor will be independent in making decisions of evaluation and will perform his duties without any conflict and personal biasedness. To maintain thoroughness and independence of the review process, the papers are sent to well-established scholars and researchers in the relevant field. The reviewers are different from the Editorial Board Members. The role of Associate Editors is to recommend the potential reviewers for the papers and manage the review process assigned by the Editor.

To avoid conflict of interest, when papers are received from any of the editorial members, the chief editor/editor assigns such paper to the alternate editorial member to manage the review and publication process to maintain independence and neutrality.

Editorial Policy in Ethical and Complaint Processes

The editor is supposed to ensure the implementation of ethical guidelines envisaged by the Committee on Publication Ethics (COPE) and the Higher Education Commission of Pakistan. Secondly, the editor will also need to handle complaints/grievances by authors, reviewers, or any other external and internal party through the complaint/Grievances Committee independently.

Benefits to Authors

The following will be the benefits to authors to get a publication with us:

- i. Rigorous peer review of your research.
- ii. Prompt publishing
- iii. Multidisciplinary audience
- iv. High visibility for global exposure

PUBLICATION FEE POLICY:

In order to maintain the academic independence of the journal, REAL and the administration of SPCRD Global Publishing have decided to charge **NO FEE** for submissions and publication of research articles. The journal is independently and voluntarily managed by the Editorial Board on an honorary basis whose members are an academic staff from renowned institutions/universities.

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In order to meet its expenditures to run the journal, a unique business model is framed by the SPCRD, REAL, and the publisher, SPCRD Global Publishing based on the following sources:

A. Volunteer Admin Staff and Editorial Board comprising of Ph.D. scholars and faculty members who render their services without any fixed salary.

B. Funding support from South Punjab Center for Research and Development (SPCRD), Pakistan which seeks to promote the Green Model of Publishing of its publishing division, SPCRD Global Publishing, with no paywalls and an open access policy.

C. Fast Track Review and Publication process is offered to authors (Optional) wherein the authors are charged a nominal fee of USD 300/equivalent for quickly paid reviews from reviewers and fast publication process on account of language editing and proofreading services by the publisher otherwise it is the sole responsibility of authors and also providing feedback to the submitting authors under this track.

D. The published authors are offered to buy 4 reprints of the journal issues for a total nominal charge of USD 150 including the courier charges.

E. The Funding from HEC Pakistan is an important component to meet the financial needs for the publication of this journal. The journal has sought recognition and funding from Higher Education Commission Pakistan to cover the partial part of the cost of running the journal.

F. Annual Conference Fees: The South Punjab Center for Research and Development (SPCRD) holds annual national and international conferences to further its mission to highlight economic and development issues in developing economies. The SPCRD utilizes the funds generated from conference fees to support its annual conferences and academic

activities including support to SPCRD Global Publishing to run its Green Publishing Model.

G. Language editing and proofreading are required by the journal editorial for the papers accepted for publication after an independent review process. The publisher may charge a fee for template setting, language editing, and proofreading services to cover part of the publication cost only on fast-track publications. The authors, however, are not restricted to use SPCRD Language and Editing Services and rather may opt to use other professional services as offered by international organizations.

In short, the publication cost of REAL is met from the HEC financial support, donations, conference fees, SPCRD consultancy charges, language editing, and proofreading charges, and sponsorships.

SUBMISSION PROCESS:

The prime objective of the publication process is to ensure the academic & research quality and thoroughness of the procedure. The review process is an integral part of the publishing process of the scholarly submissions made to the journal through online submission or journal's email **submission@real.spcrd.org**. All papers submitted to the journal undergo various steps of the rigorous double-blind peer-review process by which both reviewer's and author's identity is not disclosed to each other to ensure independent review and avoid any potential conflict of interests.

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In order to ensure that complaints and grievances by authors, reviewers, editorial members, or any external and internal person/body are resolved in a transparent manner, one member of the Editorial Board is nominated to be the Complaint/Grievance Committee who can be contacted for any complaint or concerns related to submission, review, conflict of interest and publication process. This committee is responsible to acknowledge all such complaints by email and set up the hearing and resolve of the issue within 30-45 days of receipt of the complaint.

Dr. Nabeela Asghar

(Editor)

Assistant Professor, Department of Economics and Business Administration,
University of Education, Lahore.

Email: drnabeelakhan.eco@gmail.com

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Authors can also make their published article publicly available immediately after publication without requiring any permission to different repositories, libraries, or personal websites provided that they also deposit the URL of their published article, in addition to the PDF version by correctly citing the journal name and SPCRD Global Publishing as publisher along with other citation details.

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To digitally preserve all published scholarly content of REAL, SPCRD Global Publishing, the administration of SPCRD is applying for digital archiving and preservation of all volumes and Issues of REAL to authorized organizations.

Furthermore, SPCRD Global Publishing commits to submit the metadata of REAL to institutional repositories. This is to make sure that the published scholarly content by SPCRD Global Publishing remains available to the community despite discontinuation of the journal or any accidental loss of journal's data in its personal archival records. The SPCRD Global Publishing has further made sure that the metadata of all its open access journals is compliant with well-known repository services and their digital crawlers may regularly collect it for record and preservation.

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Advisory Board accept no responsibility whatsoever for the consequences of any such inaccurate or misleading data, opinion, plagiarism, or statement.



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and Development, Multan