Policy Document of Review of Applied Management and Social Sciences (RAMSS)

ABOUT THE JOURNAL:
The Review of Applied Management and Social Sciences (RAMSS) is a double-blind peer-reviewed academic research journal published quarterly by SPCRD Global Publishing, Pakistan. The journal is independently managed by Editorial Board with the supervision of the Advisory Board comprising of distinguished faculty members at higher education institutions. The journal aims to cover the topics and issues in various sub-areas of Management and all disciplines of Social Sciences in general. The major and significant purpose of this journal is to highlight the theoretical and applied issues faced by Academia, Researchers, Policy Makers, Managers, and Society in all the disciplines of Social Sciences. The journal especially welcomes the submissions which have relevant and insightful comments and highlight the issues of the society and suggest its solutions. The journal bridges the global communities working across the disciplines of applied management and Social Sciences to share information and debate with the widest possible audience. It has a particular interest in policy-relevant questions and interdisciplinary approaches. This journal also publishes scientific research articles on the applied side policies and practices of management. The main objective of the journal is to disseminate quality research and initiate a debate in an interdisciplinary context by linking different areas of Management and in social sciences in general with the focus on the analysis of societies, behaviors, socio-economic issues, management problems, and guidelines to overcome issues based on largely empirical and applied research. The RAMSS covers all disciplines of applied management & social sciences and disseminates quality research. This 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 Economics and Development Studies in social sciences. The target audience is not only scholars but also policymakers, managers, and practitioners including aspiring public & private sector leaders, opinions & policymakers engaged in research and development.

The **RAMSS** also focuses on the contemporary research publications philosophies including blind peer referring, timely review, regular publication, open access policy, archiving 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 *SPCRD Global Publishing and Review of Applied Management and Social Sciences (RAMSS)*.

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**AIMS & SCOPE:**

The major purpose of the **Review of Applied Management and Social Sciences (RAMSS)** is to disseminate scientific & applied knowledge, quality & quantitative research and generate debate on the contemporary issues in Applied Management and all disciplines of Social Sciences.

The **RAMSS** aims at exploring the latest developments in applied management and all fields of Social Sciences such as economics, business, psychology, anthropology, education, law, language, international relations, 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 in the context of applied management and social sciences disciplines. The RAMSS is a multidisciplinary International Research Journal that prefers to publish empirical research articles.
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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
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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). 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
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:


**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 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 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 init, 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
By the guidelines of Higher Education Commission (HEC) Pakistan and Committee on Publication Ethics (COPE), Review of Applied Management and Social Sciences (RAMSS) 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 ethically and responsibly and should comply with all relevant legislation.
2. Researchers should present their results, 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 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@ramss.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 GUIDELINES/POLICY:

RAMSS ETHICAL POLICY:

Publishing Practice of the Journal works under a certain ethical policy that 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 RAMSS 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 before 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 the 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 the respective field and publish 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:


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
The review policy of RAMSS is an integral part of the publishing process of the scholarly submissions made. All papers published in RAMSS 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 RAMSS 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:**

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 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:**

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.

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 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_0.pdf

PLAGIARISM POLICY:
The Journal, Review of Applied Management and Social Sciences (RAMSS) is only committed to advancing 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 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 is subject to minor or major plagiarism and even may cancel the publication upon the complaint of victim(s) of plagiarism.

The RAMSS 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 a 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 acts.

PUBLICATION & EDITORIAL POLICY:

PUBLISHING POLICY
The SPCRD Global Publishing is the sole publisher of this journal, RAMSS, and assumes the responsibility for all processes and activities necessary for print and online publishing of the content copy sent by the designated member from the Editorial Board. The SPCRD Global Publishing or its management body bears no right to interfere in the nomination of the Editorial Board and their role. Similarly, the SPCRD Global Publishing affirms to NO INTERVENTION POLICY in the editorial process and activities of RAMSS thereof.

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 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 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 the 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:

• Rigorous peer review of your research.
• Prompt publishing
• Multidisciplinary audience
• High visibility for global exposure

PUBLICATION FEE POLICY:
To maintain the academic independence of the journal, RAMSS 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.

FINANCIAL MODEL
To meet its expenditures to run the journal, a unique business model is framed by the SPCRD, RAMSS, 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 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 400/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
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publication cost only on fast-track publications. The authors, however, are not restricted to
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services as offered by international organizations.

In short, the publication cost of RAMSS is met from the HEC financial support, donations,
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sponsorships.

SUBMISSION PROCESS:
The prime objective of the publication process is to ensure the academic & research quality and
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of the scholarly submissions made to the journal through online submission or the journal’s
email submission@ramss.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
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To ensure customer centricity, implementation of ethical guidelines and ensure transparency of the editorial and publishing process, the Editorial Board of RAMSS and SPCRD Global Publishing have taken appropriate measures and made complaint policy by mentioning specified procedures.

To ensure that complaints and grievances by authors, reviewers, editorial members, or any external and internal person/body are resolved transparently, 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. Iram Batool Awan (Associate Editor)**

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Whereas every effort is made by the SPCRd, SPCRd Global Publishing, Editors and members of Advisory Board of the **RAMSS Journal** that no inaccurate or misleading data, opinion or statement appears in this journal, yet, they wish to make it clear that all the information appearing in the articles herein are the sole responsibility of authors, co-authors and contributors concerned. The SPCRd Global Publishing, editors, and members of the Advisory Board accept no responsibility whatsoever for the consequences of any such inaccurate or misleading data, opinion, plagiarism, or statement.

Sign & Stamp

Muhammad Furan Sharif
Chief Executive Officer (CEO)
South Punjab Center for Research and Development, Multan