

# EDITORIAL POLICY

## Submission Guidelines

### Submission Requirements

- Papers submitted for publication should be exclusively written for this journal and should not have been published or sent for publication elsewhere. The papers submitted should evince serious academic work contributing new knowledge or innovative critical perspectives on the subject explored.
- Each paper must be accompanied by:
  - I. A declaration that it is an original work and has not been published anywhere else or sent for publication as per given format. See page 5
  - II. Abstract of paper about **100-200 words** and **4 to 8 keywords** to describe your research paper and facilitate identifying research domain
- A short bio-note of the contributor(s) indicating name, institutional affiliation, brief career history, postal address, mobile number and e-mail, should be provided on a separate page along with the title of the paper.
- Each contributor will get a complimentary copy of the issue (free of charge) There is NO PUBLICATION FEES or charge. However authors are required to take minimum one year membership against which they shall get TWO issues of SMTR.

### Editing Requirements

- Paper size: A4, Font & size: Times New Roman 12, Spacing: double space, Margin of 1 inch on all four sides, justified Alignment.
- The length of papers should not be more than 10 (1.5 space) typed pages, including tables, diagrams and appendices which should be journal friendly.
- Title of the paper: bold, title case (Capitalize each word), centered.

### Review Procedure

- All the papers submitted to the 'SEMCOM Management & Technology Review' shall be reviewed by blind peer-review process. The editor has the final authority for the acceptance or rejection of any article. SEMCOM Management and this journal reserve the right to republish the paper in any form, at any time in the future.
- Rejected papers won't be sent back to the contributor.

## **Guidelines for Reference**

Only cited works should be included in reference list. Please follow APA style of citations. Papers not submitted in the standard format, as suggested above will not be considered for publication. The reference list should be alphabetized and not numbered. Please refer: [www.apastyle.org](http://www.apastyle.org)

\* Titles of articles from journals and books: “quoted”.

## **Mode of submission & Deadlines**

The manuscript shall be accepted in only **soft copy submitted only through the form available at the following link:** <https://forms.gle/Cir4PbZuEXAhaPuc8>

## **Deadlines**

- The journal will be published bi-annually.
- For March edition, papers must be submitted between 1<sup>st</sup> November and 31<sup>st</sup> January.
- For October edition, papers must be submitted between 1<sup>st</sup> June and 31<sup>st</sup> August.
- For more details visit: <http://www.semcom.ac.in/smtr/>

**Note: Any deviation from the said guidelines would result in outright rejection of the paper.**

**No correspondence of any kind in this regard is highly appreciated.**

# ETHICAL POLICY FOR AUTHORS

## AUTHORS

Authors have to ensure that research work they submit is original, fully referenced and that all authors are represented precisely. The authors must fill in and sign the 'Declaration Form' authorizing SEMCOM to publish the research paper in **SEMCOM Management & Technology Review (SMTR)** and declaring in writing that:

- The contribution is original, except for such excerpts from copyrighted works which may be included in the reference. Fabrication, falsification or selective presentation of data which might mislead, is unethical.
- In case the paper upon acceptance is not found to be up to the level, the authors will be required to modify/edit as per the suggestions from the review committee and the whole process of acceptance would be reapplied before final acceptance for publication.
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- Research Papers should include a full list of the current position and institutional affiliations of all the authors.
- It is desirable to preserve the data collected for analysis along with questionnaire for future reference of prospective researchers.

## PLAGIARISM

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### **In case, Ethical Misconduct is detected.**

If ethical misconduct is detected in published content, we may publish a statement of concern while the case is being investigated. If the investigation reveals violation of policy, we may announce submission ban for author/s.

## CERTIFICATE OF ORIGINALITY

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**Title of the Paper:**

### DECLARATION:

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