CVMU's FCML- SMTR - PUBLICATION - EDITORIAL POLICY

Paper Submission Guidelines

Submission Requirements

- Research Paper / Article 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 Research Paper / Article must be accompanied by:
  I. A 'Declaration' that it is an original work of the author(s) and has not been published anywhere else or sent for publication.

  Refer Annexure – 1 – Page No.: 3

  II. Abstract of Paper shall be about **100-200` words** and have a minimum of **4 to 8 keywords** to describe your Research Work / Paper and must clearly elucidate / facilitate identification of research domain(s)

  Refer Annexure – 2 – Page No.:4

- A Brief Profile / Bio-Note of the Contributor(s) indicating Name, Institutional Affiliation, Brief Career Progressions / History, Postal Address, Mobile Number and E-mail must be provided on a 'Separate Page' along with the Title of the Paper.

  Refer Annexure – 3 – Page No.:5

- Each contributor shall get a 'Complimentary Copy' of the Vol. / Issue (Free of Charge). There are NO PUBLICATION FEES or charge. However, as per the University / College - Journal Policy, All Authors are required to subscript the Journal for a minimum period of One Year towards Membership in which they shall have TWO Vol. Issues of the Journal - SMTR.

Editing Requirements

- Paper Manuscript Submission Requirements:
  Paper size: A4, Font & Size: Times New Roman 12, Spacing: Double, Margin of 1 Inch on all Four Sides with Justified Alignment.
- The length of papers should not be more than 10 (1.5 space) typed pages, including Tables, Figures / Diagrams and Appendices which should be journal friendly.
- SEMCOM Management & Technology Review (SMTR) takes issues of copyright infringement, plagiarism or other breaches and Guidelines towards Best Practices in Publication (by Regulatory and other Authorities) very seriously. We always investigate claims of plagiarism or misuse of published articles. Equally, we seek to protect the reputation of the journal against malpractice(s). All submitted articles shall be checked with respect to its originality of thoughts (through use of Similarity Measurement Systems / Software / etc.), contribution to the body of knowledge among other parameters. In any case, the similarity index / report through Plagiarism Software (*Conditions Apply – No. of Fonts, etc.) should not be greater than 10 percent.
- Title of the Paper: Bold, Title: Upper Case (Capitalize each word) and Centered

  Refer Annexure – 4– Page No.:6

Review Procedure

- Each Research Paper / Article / Paper submitted to CVMU's – FCML: SEMCOM Management & Technology Review (SMTR) goes through the 'Duplication Checker Software'. Subsequently, if the papers are found less than ten percent plagiarized, it shall be sent for 'Double-Blind Review'. The entire process takes about **12 weeks**. SMTR reserves

the right to make Editorial Amendments to the Final Draft of the Manuscript to suit the Journal's

requirements.

- The Mentor / Advisory Board Convener / Editor shall have the Final Authority for the 'Acceptance' or 'Rejection' of any research paper / article. CVMU - FCML - SEMCOM Management and this Journal reserve the right to republish the Paper in any form, at any time in the future.

Refer Annexure – 5 –Page No.:7

Guidelines for Reference

- Only cited works should be included in reference list. Please follow <u>APA</u> 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: <u>www.apastyle.org</u>
  - Titles of articles from journals and books: "quoted".
- The manuscript shall be accepted in only **soft copy** submitted **only** through the Paper Submission Form made available at the following link: **https://forms.gle/hxTsvQY95TZz7eNRA**

Deadlines

- The journal shall be published Bi-Annually.
- For more details visit: **http://www.semcom.ac.in/smtr/**
- The submission of Research Paper(s) / Articles / Paper(s) for the Current Vol. / Issue shall be accepted till the May 30, 2022
- 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.

Annexure 1

CERTIFICATE OF ORIGINALITY

(TO BE FILLED BY THE CORRESPONDING AUTHOR)

This document must be signed manually by corresponding author and submit **Only Scanned Copy** to editorial board.

I/We, the undersigned, give an undertaking to the following effect with regard to following mentioned article that submitted for publication in the **SEMCOM Management & Technology Review (SMTR)**

Article Title:	

I/We declare that:

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Date: **Place:**

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Sr. No	Name of Author (in sequence) (Mandatory for corresponding author(1st Author))	Signature
1.		
2.		
3.		

Note: It is compulsory to write name of all authors in the above table. Signature is not mandatory for all authors, but it's compulsory for first/corresponding author.

Abstract Witting

An abstract is a short summary of your research paper, usually about a paragraph (c. 10-15 sentences, 100-200 words) long. A well-written abstract serves various purposes:

- An abstract gives first-hand information of research paper/ article

- an abstract lets readers get the gist or essence of your paper or article quickly, in order to decide whether to read the full paper;
- an abstract prepares readers to follow the detailed information, analyses, and arguments in your full paper;
- lastly, an abstract helps readers remember key points/words from your paper.

Following points should be covered in abstract:

1. the **context** or background information for research/article ; the **general topic** under study; the **specific topic** of your research
2. the **central questions** or statement of the **problem** your research addresses
3. **previous research studies done or some known facts**
4. the main **reason(s)**, the exigency, the **rationale** of research
5. research and/or analytical **methods**
6. main **findings**, **results**, or **arguments**
7. the **significance** or **implications** of findings or arguments.

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Annexure 3

Title of Paper:

Name of Contributor(s) : < First name /Surname> <Name> <Last Name>

Institutional Affiliation: < University/ Institute>

Brief Career Progressions:

Postal Address:

>
Line 1: Title and full name of addressee
>
Line 2: Company name (if applicable)
>
Line 3: Building number and name (flat or house number is
>
acceptable)
>
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>
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>
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Title of the Research Paper/ Article

- Bold
- Upper Case (Capitalize each word) and
- Center Aligned
- Font size 14 –Times New Roman

Points should be considered

1. Predict the content of the research paper.
2. Interesting to the reader.
3. Reflect the type of research study.
4. Contain important keywords that will make it easier to be located during a keyword search.

ETHICAL POLICY FOR AUTHORS

AUTHOR(S)

Author(s) 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' (*Annexure 1*) authorizing SEMCOM to publish the research paper in SEMCOM Management & Technology Review (SMTR) and declaring in writing that:

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- Research Papers should include a full list of the current position and institutional affiliations of all the authors.
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