

# Submission and Editorial Process Policy

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Indian Journal of Higher Education Research (IJHER)

When you submit a paper to the Indian Journal of Higher Education Research (IJHER), it is understood that the manuscript will be processed through a structured and documented editorial workflow designed to ensure quality, integrity, and transparency.

## Process Overview

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Submission → Initial Screening → Similarity Check → Double-Blind Peer Review → Reviewer Reports → Editorial Decision → Revision (if required) → Acceptance → Production → Publication

## Submission

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Manuscripts must be submitted through the journal's official online submission system.

Authors are required to:

- Complete all required metadata fields
- Upload the manuscript and any supplementary files
- Provide all necessary declarations

Submissions that are incomplete or do not comply with the journal's guidelines may be returned or rejected.

## Initial Screening

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All submissions are subject to an initial screening conducted by the Journal Editor.

This stage ensures:

- Compliance with formatting and submission requirements
- Completeness of files and required declarations
- Adherence to ethical policies
- Relevance to the journal's scope

- Originality and scholarly contribution
- Basic methodological soundness

Manuscripts that do not meet these requirements may be returned to authors for correction or rejected at this stage.

Manuscripts meeting the required standards may proceed to peer review.

## **Similarity Check**

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All submissions may be screened using plagiarism detection tools.

Manuscripts showing unacceptable similarity or overlap may be rejected or returned for revision.

## **Peer Review**

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The journal follows a double-blind peer review process.

Manuscripts are reviewed by independent experts selected on the basis of:

- Subject expertise
- Academic qualifications
- Absence of conflicts of interest

Reviewers evaluate submissions based on originality, methodological rigor, clarity, and relevance.

## **Reviewer Reports**

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Reviewers provide structured reports and may recommend:

- Accept
- Minor revisions
- Major revisions
- Reject

Recommendations should be supported by clear and reasoned justification.

## **Editorial Decision**

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The final decision is made by the Journal Editor.

Decisions are based on reviewer reports, editorial assessment, and compliance with ethical standards.

Decisions may include:

- Acceptance
- Minor revision
- Major revision
- Rejection

All decisions are recorded.

## **Revisions**

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Authors may be required to revise their manuscripts.

Revised submissions should include a clear response to reviewer comments.

Revised manuscripts may be subject to further review or editorial evaluation.

Failure to submit revisions within the required timeframe may result in withdrawal of the manuscript.

## **Acceptance and Production**

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Accepted manuscripts undergo:

- Copyediting
- Proofreading
- Formatting

Authors are required to approve final proofs before publication.

Substantive changes at the proof stage are not permitted without editorial approval.

## **Publication**

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Accepted articles are published online in an open-access format.

Each article is assigned a Digital Object Identifier (DOI).

Publication is carried out in accordance with the journal's schedule.

## **Post-Publication**

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The journal maintains the integrity of the scholarly record.

Where necessary, actions may include:

- Corrections
- Retractions
- Expressions of concern

Authors are expected to cooperate in resolving post-publication issues.

## **Confidentiality**

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All submissions and editorial communications are treated as confidential.

Access is restricted to authorised participants in the editorial process.

Records are securely maintained.

## **Conflict of Interest**

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All participants in the editorial process must disclose any conflicts of interest.

Appropriate measures are taken to ensure impartial evaluation.

## **Appeals and Complaints**

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Authors may submit appeals or complaints regarding editorial decisions.

Such requests are reviewed objectively and handled in a transparent manner.

## **Record-Keeping**

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The journal maintains a documented and auditable editorial system.

All stages of manuscript handling are recorded and retained for verification purposes.

## **Declaration**

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By submitting a manuscript to IJHER, authors confirm that they have read and agreed to this submission and editorial process and accept its requirements.

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