

## **Editorial Board Guidelines**

**Sir/Madam,**

I request you to be a part of our journal publication system as a member of editorial board. The details of the benefits will be effective as and when you become a part of our family. You will receive at least **one manuscript per month** and is to be returned within max. One month. You are requested to read the terms and conditions carefully and fill required information and send it as early as possible as towards publication management team.

### **Benefits:**

Being on the editorial board of a journal is truly productive, pleasant and in Fact prestigious which helps in add-on to the professional world through the ways and guidelines given by experts in the relevant fields. Though, it is time consuming and often goes unobserved, there are some important rewards that make the editorial advisors worthwhile. You will be entitled following benefits while working with us as an editorial advisory member of the journal.

1. You are enforced to read carefully various manuscripts in your area of importance and interest. This is the way you are routinely forced to keep yourself up-to-date while checking and suggesting the changes in manuscript.
2. This work helps to add in and provides a better way to create your identity as a well-known expert in your field and may lead to increased invitations to speak at conferences or demand for invited research of your specialized area.
3. You will be among the contributors who will shape and decide the urgent ways as required with changing societal needs.
4. Your ideas and subject inputs may help in arranging special issues as per topics of your interest and choice.
5. You will come across the latest research before everyone else and gives you a position of leadership in your professional community.

### **Letter of Agreement**

The acceptance of following terms and conditions confirms your appointment

as a member on editorial board of MBA journals :

- Your appointment is initially for five years, from 2012 to 2017 which will be renewed for up to three additional years as per the needs and support provided by you.
- By signing a form, you may not enter into any agreement with respect to the material in the journal.
- By this agreement you acknowledge and agree that all ideas and improvements conceived by you in performance of your service shall be the property of MBA Journals.

### **Responsibilities:**

We need our editors and reviewers to be key figures in their professions to have some experience of publishing articles and papers. A reviewer's comment decides the acceptance or rejection of an article so they play an important role in peer review process. All the members are requested to test out the manuscripts submitted to them without any bias to increase the quality of our journal. There is no hard and fast rule to analyze a manuscript and it depends upon the worthiness, quality and originality. While verifying the manuscript

You have to go through following points.

- Detailed examination and relevance of the manuscript as per author guidelines.
- Careful examination of purpose and objectives of the work carried out.
- Correctness of the conclusions and recommendations along with up-to-date references.
- Copyediting and proofreading of the manuscripts in accordance with publishing standards especially with grammar, punctuation and spelling.
- Coverage areas of the manuscript in relevance with the scope of journal.
- Plagiarism related issues if any.
- You have to give at least (minimum) six suggestions based on the structure of the manuscript. In general there is no limit for the maximum
- inputs.
- You have complete authority to accept or reject manuscripts but final decision in case of sensitive titles about the inclusion or exclusion from the publications remains in the hands of Editor-In-Chief in Publication management team.

**Termination:** It is expected that you will complete the term as stated. This agreement may be terminated at any time based on following conditions.

- Lack of mutual understanding on common aspects as per the policies of MBA Journals.
- Repetitive unsatisfactory performance of the assigned work.