

# PUBLICATIONS POLICY

## Peer-Review Policy

The research papers submit for publication in Mathematical Journal of Interdisciplinary Sciences (**MJIS**) follows the single blind peer review policy. The editor of journal receives submitted papers with after checking and verification of the plagiarism report, quality and relevance to scope of the journal. The editor send the paper to reviewers for peer review purpose and allot duration for 3 weeks, which is extendable on request of reviewer's availability but no more than 5 weeks in any case. The peer-reviewers submit their reports via online link which provided by the editor.

The research articles submitted to the journal via online may acknowledge within 12 hours after submission of time. The corresponding author will be understood as a lead author, and he/she will be responsible on behalf of the team members (co-authors, if any) for all related manuscript works. Authors submitted the manuscript for review and publication must sure about the acknowledgement of source, if they have received the financial support or funds from any Govt. or non Govt. agency.

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#### **Publishing Schedule**

The journal (MJIS) publish biannually i.e., first in February and second in August.

#### **Complaints System**

Complaints can be submitted directly to email at [chitkarauniversitypublications@chitkara.edu.in](mailto:chitkarauniversitypublications@chitkara.edu.in). The points at which one individual faced the problem should be specific and clear. It should be with valid email, phone number and permanent office/house addresses.

Fictitious complaints via email/latter without proper proof(s) and contact details will be rejected without any investigation. If complaint fulfills the above said requirements then it

will be send to editor, chief editor and directors for further investigation(s) by the editorial office. The complainant will get primary information within two weeks after filing the complaint, if considered by the editorial office. An investigation team assigned by director(s) will observe the facts and proof provided by the complainant. The decision will be notified to the concern within seven weeks by the team members.

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#### **Removal of author(s) name after publication**

If corresponding author request to remove one of the co-author name or co-author request to remove one of the authors name, in both the cases one have to submit appropriate reason(s) in the editorial office. The request letter should be forwarded by the concerned Institute/University of the applicant, who request for author's name removal.

In this case the Chitkara University Publications will follow the publication ethics guidelines and procedure as given in the flow chart <https://publicationethics.org/files/Authorship%20D.pdf>

#### **Review Process**

The Chitkara University Publications follow the below mentioned peer review process for the articles to publish in the Journal MJIS

First editorial staff checks the originality and authenticity of the article (s). For any misconduct editorial staff follows the "Research Misconduct" policy, as mentioned above. The said journal follows the single blind process. Editor (s) mediates all interaction between reviewers and authors. Journal do not publish peer reviews to date neither online nor offline. Reviews are facilitated by the Journal while same is owned by the authors of the reviews.

#### **Reviewers' Policy**

All submitted manuscripts are read by the editorial staff. Only those papers that seem most likely to meet our editorial criteria and scope of the journal are sent for formal review. Inappropriate submitted papers are rejected promptly without external review(s). Manuscripts fulfill the desired criteria are sent for formal review to the two or three reviewers. After the reviewers' recommendations editors make a decision and inform to the corresponding author. For more details reviewers should go through the ethical guidelines defined by the Committee on Publication Ethics (COPE). [https://publicationethics.org/files/Ethical\\_Guidelines\\_For\\_Peer\\_Reviewers\\_2.pdf](https://publicationethics.org/files/Ethical_Guidelines_For_Peer_Reviewers_2.pdf)