

Editorial Guidelines

1. Introduction

The Editorial Guidelines ensure that all published articles meet the highest standards of academic integrity, quality, and ethical responsibility. These guidelines apply to editors, associate editors, and members of the editorial and review boards across all journals under ARV Infomedia Pvt. Ltd.

2. Editorial Responsibilities

- **Fair Evaluation:**
Editors must evaluate manuscripts based on academic merit, originality, and relevance — without bias related to the author's gender, nationality, institutional affiliation, or beliefs.
 - **Confidentiality:**
Editors must treat submitted manuscripts as confidential documents and should not disclose any information to anyone other than authorized reviewers and staff.
 - **Decision Authority:**
The final decision regarding acceptance or rejection of a manuscript rests with the Editor-in-Chief or designated editor, based on reviewers' recommendations and editorial standards.
 - **Conflict of Interest:**
Editors must avoid handling manuscripts where there is any conflict of interest, such as personal, financial, or professional relationships with the authors.
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3. Peer Review Process

- All manuscripts undergo a **double-blind peer review** process to ensure unbiased and constructive evaluation.
 - Reviewers are selected based on expertise, research experience, and professional reputation.
 - Editors ensure that reviewer comments are respectful, relevant, and focused on the manuscript's scholarly content.
 - Revised manuscripts are re-evaluated before a final decision is made.
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4. Editorial Integrity and Ethics

- **Plagiarism Check:**
Every submission must pass a plagiarism screening process using recognized tools before being sent for review.

- **Publication Ethics:**
Editors should ensure compliance with international ethical standards (COPE guidelines).
 - **Corrections and Retractions:**
In case of errors, data manipulation, or ethical breaches, editors must take corrective action by publishing errata, corrections, or retractions as necessary.
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5. Editorial Board Roles

- **Editor-in-Chief:** Oversees journal operations, policy formulation, and final editorial decisions.
 - **Associate Editors:** Manage the peer review process, recommend reviewers, and handle subject-specific manuscripts.
 - **Editorial Board Members:** Advise on journal direction, promote journal visibility, and contribute to peer reviews when requested.
 - **Advisory Board:** Offers strategic insights, academic guidance, and helps maintain the journal's scholarly reputation.
 - **Reviewers:** Ensure the quality, originality, and integrity of submitted manuscripts by providing fair, confidential, and constructive evaluations.
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6. Quality and Timeliness

Editors are responsible for maintaining the quality and timeliness of the review and publication process.

Manuscripts should be processed efficiently, ensuring authors receive fair and timely decisions.

7. Transparency and Accountability

- Editorial policies, submission requirements, and publication fees must be clearly communicated on the journal's website.
 - Editors are accountable for all published content and must uphold ARV Journals' commitment to academic excellence and transparency.
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8. Continuous Improvement

ARV Journals encourages editors to engage in ongoing professional development, stay updated with best practices in scholarly publishing, and promote ethical research dissemination.