Guidelines for reviewing

Journal of Economics and Management (JEM) is a double-blind peer-reviewed scholarly journal devoted to publishing high-quality papers using multidisciplinary approaches with a strong emphasis on emerging issues of business, economics, communication, management, finance, administration, English, and social issues on a yearly basis by Birgunj Public College (BPC), affiliated to Purbanchal University and Tribhuvan University. The journal concentrates on both empirical and theoretical papers that advance our understanding of management science. It aims to provide a platform for academia, management researchers, management practitioners, and management students to publish their original works. We believe that management is an innovation-oriented discipline that inherently demands evolving knowledge and skills that cross discipline boundaries or intersect in many areas. We also believe that both researchers and practitioners can and should contribute by translating their understanding into action and linking theory into practice. This, in turn, will enhance relevance and thought in various related fields, ushering us outside the traditional field of management.

Double blind Peer review is an essential part of the publication process and it ensures that Journal of Economics and Management (JEM) is a double-blind peer-reviewed scholarly journal maintains the highest quality standards for its published papers. All manuscripts submitted to our journals are strictly and thoroughly peer-reviewed by experts**.** The role of the reviewer is vital and bears a great responsibility in ensuring the integrity of the scholarly record. Every reviewer is expected to perform manuscript evaluation in a timely, transparent, and ethical manner.

Peer reviewers must follow these ethical guidelines when reviewing for Journal of Economics and Management (JEM) is a double-blind peer-reviewed scholarly journal:

- Reviewers must give unbiased consideration to each manuscript submitted. They should judge each on its merits, without regard to race, religion, nationality, gender, seniority, or institutional affiliation of the author(s).

- Reviewers must declare any conflict of interest before agreeing to review a manuscript. This includes any relationship with the author(s) that may bias their review.

- Reviewers must keep the double-blind peer-reviewed process confidential. They must not share information or correspondence about a manuscript with anyone outside of the double-blind peer-reviewed process without the explicit permission of the editor.

- They must not enter unpublished manuscript files, images or information into databases or tools that do not guarantee confidentiality, are accessible by the public and/or may store or use this information for their own purposes (for example, generative AI tools like ChatGPT).

- Reviewers must prepare their report by themselves, unless they have permission from the journal to involve another person. They must also not impersonate others during the review process.

- Reviewers should provide a constructive, comprehensive, evidenced, and appropriately substantial peer review report. Reviewers are responsible for ensuring any references included within their report are accurate and verifiable.

- Reviewers must avoid making statements in their report which might be interpreted as questioning any person's reputation.

- Reviewers should make all reasonable effort to submit their report and recommendation on time. They should inform the editor if this is not possible.

- Reviewers should call to the journal editor's attention any significant similarity between the manuscript under consideration and any published paper or submitted manuscripts of which they are aware.

The checklists above are intended to help maximize your time, by being a useful guide while you carry out your Double-blind Peer review task. When you use a Double-blind Peer review checklist, it will be easier to rate each of the parts in the paper you're reviewing according to their strength, this will also make sure you don't miss any critical steps in the process.

Regards,

Chief Editor Dr. Binay Shrestha
Sep-Oct, 2023