

The review process of SMART Journal of Business Management Studies

1. Submission of Paper to SMART Journal

The corresponding or submitting author submits the paper to the Journal. The authors can submit their paper throughout the year through email (*drmselvam@yahoo.co.in*) to the Chief Editor.

2. Editorial Office Assessment

The Editorial office of the Journal checks the paper's composition and arrangement against the journal's Author Guidelines to make sure that the paper includes the required sections and stylizations. The quality of the paper is not assessed at this point.

3. Appraisal by the Chief Editor (CE)

The CE checks that the paper is appropriate for the Journal and is sufficiently original and interesting. When Chief Editor feels that the paper is fit, the review process would be stated. If not so, the paper may be rejected without being reviewed any further. At this stage, CE would inform the author about rejection of paper or news that paper is sent to review.

4. Assignment to Associate Editor (AE)/Assistant Editor (AE)

The CE refers the paper to Associate Editors/Assistant Editors to handle the peer review process whenever required with the support of the Editorial Office.

5. Invitation to Reviewers for Blind Review

- a) The Chief Editor sends invitations to the appropriate reviewers for the review process.
- b) If the reviewers consider that the invitation of CE is against their own expertise, conflicts of interest and availability, they may accept or decline.
- c) When there is a decline from reviewers, CE would identify another reviewer and assign the review work. The invitations will be sent until at least two reviewers accept the paper for review.

6. Double-Blind Review Process

- a) Both the reviewer and the author are anonymous. Identification of Reviewer will be kept confidential.
- b) Articles written by prestigious or renowned authors are considered on the basis of the content and quality of the paper, rather than the reputation of author.

- c) The reviewer sets time aside to read the paper several times. The first read is used to form an initial impression of the work.
- d) If major problems are found at this stage, the reviewer may feel comfortable in rejecting the paper without further work. Accordingly he/she will inform to the Chief Editor
- e) Otherwise, the reviewer will read the paper several more times, taking notes so as to build a detailed point-by-point review.
- f) The review comment is then submitted to the Chief Editor of SMART Journal with a recommendation to
 - Accept or
 - Reject or
 - Revise the paper (usually flagged as either major or minor) before it is reconsidered.

7. Evaluation of Reviews

The Chief Editor/Associate Editor/Assistant Editor considers both the reviewers comment before making an overall decision. If the reviews differ widely, the Chief Editor may invite an additional reviewer so as to get an additional opinion before deciding acceptance or rejection.

8. Communication to the Author

The editor sends a decision of acceptance through email to the author along with relevant reviewer comments, if any.

a) Rejection of Paper

The regret mail for rejection along with the reviewer comments would also be sent to the author's mail along with reviewer comments.

b) Acceptance of Paper

- i. If the paper is accepted, it is proceeded further.
- ii. If the article is subject either major or minor revision, the Chief Editor/Associate Editor/Assistant Editor will inform to the author with constructive comments of the reviewers to help him/her to improve the article.
- iii. If the paper is sent back for revision, the reviewers would be provided with the improved version of article, unless they have not opted out of further participation.

However, where only minor changes are requested, the follow-up review might be done by the Chief Editor/Associate Editor/Assistant Editor himself.