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INTERNATIONAL JOURNAL OF MULTI-FACETED RESEARCH (IJMFR)

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POLICY DOCUMENT

FREQUENCY OF JOURNAL

International Journal of Multifaceted Research (IJMFR) is a Quarterly research Journal. It published four issues (at the end of March, June, September & December) per year.

GUIDELINES FOR SUBMISSION OF RESEARCH ARTICLES

When preparing the manuscript, be sure to:

- Read the Aims & Scope to get an overview and determine when your work is suitable for this publication.
- The Microsoft Word template can be used to create your manuscript.
- Make sure that issues about publication ethics, copyright, authorship, figure formats, data, andreferences format have been appropriately considered.
- Confirm that every author has given their approval for the manuscript's content before submitting it.

Types of Publications

IJMFR does not have length restrictions on manuscripts as long as they are concise and complete. Full experimental information must be provided so that the results may be replicated. IJMFR demands writers to publish all experimental controls and make full datasets available if possible and necessary. Manuscripts submitted to IJMFR should not have already been published or be under consideration for publication in another journal. The primary article types are the following:

Articles: The journal accepts all original research articles that reflect scientifically sound studies and give a significant amount of new information. Authors should avoid dividing their effort into multiple linked manuscripts. The study's quality and impact will be assessed during peer review.
Review Articles: Review articles provide brief but accurate updates on the most recent advances in a certain area of research. Systematic reviews must conform to the typically relevant standard norms. IJMFR does not accept or publish preprints, case reports, or conference proceedings. However, enlarged and high-quality conference papers can be considered as articles if they meet the following standards:

- Expand the manuscript to the size of a research article.
- Cite the conference paper on the first page.
- If authors do not own the copyright to a published conference paper, they must obtain permission from the copyright holder.
- Additionally, authors must disclose the conference paper in their cover letter and explain any changes from the original.

IJMFR does not publish pilot studies or research that lack statistical power.

MANUSCRIPT PREPARATION

General Formatting

- Type manuscripts in Microsoft Word using the Times New Roman font style, 12-point font size, justified alignment, and one-line spacing.
- A document may contain up to 10,000 words total, including indexes.
- If the length of the article needs to be expanded, please inform the editor.

The Title Page

- Authors should upload the title page separately.
- Use a 16pt font size (Time New Roman) to show an appropriate article title.
- The article's title should be in capital and centered.
- List all authors' full names, institutional affiliations, and email addresses in 12pt Times New Roman font.

Abstract

- Abstracts should be 150-200 words long and typed in 11pt Times New Roman font.
- They should briefly outline the article's purpose, methodology, and findings.
- Avoid using references and abbreviations in the abstract.

Key Words

- Provide a list of 3 to 5 keywords that accurately represent the content of the manuscript.

Headings.

- Organize the manuscript with relevant headers and subheadings.
- Use consistent formatting for headers (e.g., bold, italics).

Tables and Figures

- All figures and tables in the paper's body should be numbered and cited.
- All tables and figures, such as Fig. 1 and Table 1, must include numbers and descriptions in 10 point Times New Roman.
- Citations for your sources must be included. The source material should resemble this if the author produced it themselves: The author's own explanation as a source.

Equations

- List each equation in clear, unambiguous terms;
- Arrange the equations numerically and include textual references to them.

References

- References should be formatted in APA style, single-spaced, alphabetically, and without numbers.
- The following examples are provided:
- Rossolatos, G. (2019). Negative brand meaning co-creation in social media brand communities: A laddering approach using NVivo. Psychology & Marketing, 36(12), 1249-1266;
- Molinillo, S., Liebana-Cabanillas, F., & Anaya-Sanchez, R. (2018). A social commerce intention model for traditional e-commerce sites. Journal of theoretical and applied electronic commerce research, 13(2), 80-93.

STRUCTURE OF MANUSCRIPTS

Introduction

- In the beginning, it should be clearly stated how the study fits into a larger framework and emphasize its significance.
- It should outline the relevance of the endeavor, its goal, and the particular theories that will be evaluated.
- It is important to thoroughly examine the state of the field's research and to mention any important works. When required, please emphasize divergent and contentious theories.
- Summarize the primary goal of the research and draw attention to the key findings.
- Make the introduction understandable to researchers who are not involved in the paper's subject matter.

Literature Review

- It should to be concise and relevant to the work at hand.
- At least ten references from the most recent research undertaken in the last five years must be included in this part of the manuscript.

Materials and Methods

- Clearly outline the processes, participants, and research design.
- Provide enough information so that it may be repeated.
- Describe the statistical techniques utilized to analyze the data.

Research Methodology and Design

- This should be documented in sufficient depth to allow others to reproduce and expand on previously published findings.
- New procedures and protocols should be given in depth, although well-established approaches can be quickly stated and properly cited.
- Provide the software's name and version, and indicate if the computer code was accessed. Add any pre-registration codes.

Results

- Describe the experimental findings in brief and accurate terms, together with their interpretation and any inferred experimental inferences.

Discussion

- The authors should address the findings and how they might be interpreted in light of past research and the working hypothesis.
- The findings and their consequences should be described in as broad a context as possible, with the work's limitations noted.
- Future research directions may also be discussed. This section can be integrated into Results.

Conclusions

- This part is optional, although it can be included to the article if the discussion is especially lengthy or detailed.

References

- The most recent APA version or format is required for references.

- To prevent typos and duplicate references, we advise creating the references using a bibliography software program like EndNote, Reference Manager, or Zotero.

SUBMISSION PROCESS

Manuscripts for IJMFR should be submitted via the web system at https://ijmfr.com/poss/index.php/poss/about/submissions. During the submission and peer-review process, the submitting author, also known as the corresponding author, is responsible for the work. The submitting author must guarantee that all eligible co-authors are listed on the author list and that they have all seen and approved the manuscript's submitted version. To submit your work, please register and log in to the OJS. All co-authors can view paper details in the submission system by registering and logging in with the email address provided during manuscript submission.

PEER REVIEW POLICY

International Journal of Multi-Faceted Research (IJMFR) is devoted to maintaining the highest academic publication standards and assuring the accuracy and authenticity of the research it publishes. The peer review process is a key component of this commitment. Peer review is a rigorous and constructive assessment procedure carried out by experts in the area that helps assure the credibility and integrity of the research papers submitted to IJMFR.
The peer review policy of IJMFR addressed the following aspects:

Originality

- Manuscripts submitted to the International Journal of Multi-Faceted Research must be highly original and make a significant contribution to the current body of knowledge in their subject.
- Reviewers have a responsibility to properly assess the research's distinctiveness, ensuring that the information is neither duplicated nor unduly similar to prior papers.

Structure

- Manuscripts are reviewed for general structure, clarity, and conformity to the journal's requirements. This involves correct formatting, citations, and a structured presentation of ideas.
- Reviewers are required to give critical criticism on the manuscript's structure, recommending revisions as needed.

Review Report

- Reviewers must provide constructive feedback on the manuscript, including strengths, weaknesses, and suggestions for improvement.
- The feedback should be objective and highlight both positive and negative aspects.

The suitability and Promptness

- Manuscripts are evaluated for relevance to the scope of the International Journal of Multi- faceted Research. Reviewers are expected to determine if the content is relevant to the journal's topic and makes a substantial contribution to the field.
- The review process is meant to be efficient, ensuring that submitted publications are evaluated on time. To ensure that the publication process runs well, reviewers are required to stick to the agreed-upon deadlines.

Standards for objectivity

- Reviewers are expected to remain objective during the evaluation process. Personal prejudices or conflicts of interest that might jeopardize impartiality should be identified and addressed.
- Evaluations should be based only on the quality of the study, methodology, and presentation, with no preference or prejudice.

Confidentiality

- The double-blind peer review approach preserves the secrecy of both authors and reviewers. Reviewers are unaware of the writers' identity, and vice versa.
- Reviewers are reminded to keep manuscripts strictly secret and not discuss or share any information about the submission.

Ethical Consideration

- Manuscripts are reviewed for adherence to ethical norms in research and publishing. Reviewers are supposed to report any ethical problems, including as plagiarism, data falsification, or other unethical behavior.
- Authors are expected to follow ethical norms, and reviewers play an important role in detecting and resolving ethical concerns during the reviewing process.

PLAGIARISM POLICY

IJMFR has a very rigorous policy on plagiarism, which all authors are required to thoroughly study and abide by.

- IJMFR submission must be free of plagiarism, with a Similarity Index of less than 19% and a single source of less than 5%.
- To submit a manuscript from an M.Phil. M.S., or Ph.D. thesis, the author must include the title of the thesis, supervisor name, department and institution name, and year of submission on original letterhead.
- Plagiarism, data falsification, and picture manipulation are not acceptable. Plagiarism is defined as stealing language, ideas, pictures, or data from another source, even one's own publications, without crediting the original source. Text borrowed from another source must be reused within quotations, with the original source mentioned. If a study's design, manuscript format, or language was influenced by prior publications, they must be fully mentioned.
- Plagiarism detection during peer review may result in paper rejection. If plagiarism is discovered after publication, we may publish a correction, withdraw the article, and exclude the author(s) from future publications.
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ETHICAL GUIDELINES

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Ethical statement: "All human subjects gave their informed consent for inclusion before they participated in thestudy. The study was conducted in accordance with the Declaration of Helsinki, and the protocol was approvedby the Ethics Committee of XXX (Project identification code)."
A written informed consent for publication must be obtained from participating subjects
You may refer to our sample form and provide an appropriate form after consulting with your affiliated institution. Alternatively, you may provide a detailed justification of why informed
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- Any facts that might be perceived as a possible conflict of interest of the author(s) must be disclosed inthe paper prior to submission.
- Authors should accurately present their research findings and include an objective discussion of thesignificance of their findings.
- Data and methods used in the research need to be presented in sufficient detail in the paper so that otherresearchers can replicate the work.
- Simultaneous submission of manuscripts to more than one journal is not tolerated.
- Republishing content that is not novel is not tolerated (for example, an English translation of a paperthat is already published in another language will not be accepted).
- If errors and inaccuracies are found by the authors after the publication of their paper, they need to bepromptly communicated to the editors of this journal so that appropriate actions

can be taken.

- Your manuscript should not contain any information that has already been published. If you include already published figures or images, please obtain the necessary permission from the copyright holderto publish it.

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STEPS INVOLVED AND TIMELINE OF PUBLICATION

In order to save author's wait time, we always try to make quick decisions regarding suitability and publishing of articles. However, to provide sufficient time to reviewers and maintaining the quality of published articles we still need the following minimum time.

- Initial decision by editorial desk: 2 weeks
- First review time: 3 weeks
- Second / Final review: 2 weeks
- Final Formatting: 1 week
- Publication queue time: Indefinite.

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Musarrat Shamshir

Dr. Musarrat Shamshir
Editor In Chief
International Journal of Multifaceted Research