

## **Editorial Policy**

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### **SCOPE**

The British Journal of Administrative Management is a new, peer-reviewed, electronic-only journal publishing high-quality contents related to every subfield of political science. The journal comes ahead of the expectation of international researchers community for opened and accessible forum for exchanging ideas and research findings. The British Journal of Administrative Management presents full scope of subfields with submissions from all around the world and is not focused on any particular approach to politics nor limited to one dominant methodology.

The aim of The British Journal of Administrative Management is to provide world-recognized and high-quality platform allowing publication, discussion and dissemination of various research results on different topics. Discussions ongoing on pages of The British Journal of Administrative Management range from the political theory to academic analyses of current world events. The British Journal of Administrative Management is a forum to debate about the most up to date and important issues and events using the best academic approaches. The journal is open for opposing discussions voices, especially in the case of controversial statements or researches for which there is no general methodology agreement.

### **Scope of the journal:**

- Management
- Business Studies
- Administrative Management
- Social Science Methods
- Law and Public Policy
- Sociology
- Social Psychology
- Organizational Behavior
- Corporate Social Responsibility
- Anthropology
- Economics
- Political Science
- Other fields of Social Sciences

### **MANUSCRIPTS**

Manuscripts should be submitted to the journal via online at the Submission Form at <https://tbjam.org/>. In case of problems, please contact the Editorial Office of this journal.

Manuscript submitted to this journal should:

- contain original work - not published elsewhere in any medium (in the whole or in part) by the authors or anyone else and not under consideration for publication in any other medium;
- focus on the aims and scope of the journal;
- be clearly and correctly written - should contain all essential features of a scientific publication that is easy to understand for the target audience;
- written in English - attention to detail of the language will avoid severe misunderstandings which might
- lead to rejection of the paper (papers written in other languages relevant for a discipline might also be considered);
- be delivered in electronic format.

The journal publishes:

**Applied and Normative Research** (scholarly articles by academics or practitioners. The research papers can be conceptual, analytical, empirical or experimental);

**Perspectives or Viewpoints** (opening up of an emerging topic or business problem that calls for action or rethinking by managers, administrators, and policymakers within or across firms/countries.

**Management Case and Analyses** of the case

**Review Articles** (critical literature review of published works);

**Book Reviews**

## **FORMATTING REQUIREMENTS**

Our contributors are asked to make sure their submissions comply with rules governing the formatting. Although the journal can provide limited technical support, it is ultimately the responsibility of the author to deliver a properly formatted electronic version of the article.

Please carefully follow the guidelines described in Instructions for Authors.

## **SUBMISSION**

Each manuscript should be accompanied by a cover letter which should explicitly state that the authors have the authority to publish the work and that the manuscript (or one with substantially the same content, by any of the authors) has not been previously published in any language anywhere and that it is not under simultaneous consideration by another journal. All authors of the manuscript are responsible for its content; they must have agreed to its publication and have given the corresponding author the authority to act on their behalf in all matters pertaining to publication. The corresponding author is responsible for informing the coauthors of the manuscript status throughout the submission, review, and production process.

## **PEER REVIEW PROCESS**

Each manuscript after uploading to the Editorial Manager receives individual identification code that is used in any correspondence with regard to the publication process. However a submission may be declined by the Editor without review, if the studies reported are not sufficiently novel or important to merit publication in the journal. Manuscripts deemed unsuitable (insufficient originality or limited interest to the target audience) are returned to the author(s) without a review. The Managing Editor may appoint a Section Editor with expertise in the relevant field, who is fully responsible for further handling the manuscript and an ultimate decision about its acceptance/rejection.

## **CHOICE OF REVIEWERS**

The Editor seeks advice from experts of in the appropriate field. Research articles and communications are refereed by a minimum of two reviewers, review papers by at least three.

## **SUGGESTIONS FROM AUTHORS**

Authors are requested to suggest persons competent to review their manuscript. However, please note that this will be treated only as a suggestion, the final selection of reviewers is exclusively the Editor's decision. The authors' names are revealed to the referees, but not vice versa.

The reviewers make an objective, impartial evaluation of scientific merits of the manuscript. Reviewers operate under guidelines set forth in Guidelines for reviewers and are asked to comment on the following aspects of submitted manuscripts:

- novelty and originality of the work;
- broad interest to the community of researchers;
- significance to the field, potential impact of the work, conceptual or methodological advances described;
- study design and clarity;
- substantial evidence supporting claims and conclusions;
- rigorous methodology

If a manuscript is believed to not meet the standards of the journal or is otherwise lacking in scientific rigor or contains major deficiencies, the reviewers will attempt to provide constructive criticism to assist the authors in ultimately improving their work. If a manuscript is believed to be potentially acceptable for publication but needs to be improved, it is invited for reconsideration with the expectation that the authors will fully address the reviewer's suggestions.

Once all reviews have been received and considered by the Editor, a decision letter to the author is drafted. There are several types of decisions possible:

- Accept without revision
- Minor revision

- Major revision
- Reject

### **REVISED MANUSCRIPT SUBMISSION**

When revision of a manuscript is requested, authors should return the revised version of their manuscript as soon as possible. Prompt action may ensure fast publication if a paper is finally accepted for publication. If it is the first revision of an article, authors need to return their revised manuscript within 28 days. If it is the second revision authors need to return their revised manuscript within 14 days. If these deadlines are not met, and no specific arrangements for completion have been made with the Editor, the manuscript will be treated as a new one and will receive a new identification code along with a new registration date.

Final decision is made by the Managing Editor or, in case of conflict, by the Editor-in-Chief.

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