

FAQ

These FAQs have been prepared based on the enquiries received from users/authors/reviewers. By going through these FAQs, most of your queries will be answered. Therefore, before making any communication with us, please see if your query has a response in the underlying FAQs:

1. GENERAL

1. Why Should I Submit Articles/Manuscript To Your Journals?

When you submit your articles/manuscript to our Journals, you get the following advantages:

- Fast publication
- User friendly services
- Quality double-blind-peer-reviewing
- Accuracy of published content
- Free online access
- Copyright is kept with the author
- Easy Online submissions
- Print copy as per user requirement

2. How Can I Submit Article/Manuscript In Your Journal?

To submit an article to any of our Journals first register yourself as Author with the online Journal System (OJS) of that journal.

Once you are registered with the OJS, you can submit your article/manuscript for publication after you log into your area using User ID and Password.

However, before submitting your article/manuscript, you are advised to prepare your article as per the Author Guidelines, so that your article/manuscript may be accepted in short period. The guidelines are available in the Author Guidelines section of the concerned Journal.

Finally, if the article is accepted for publication, please pay the Article Processing Charges (APC) before the article is published. Every Journal has different APC. To know more about the APC, please check the Article Processing Charges section of the particular Journal.

3. Why Do I Need To Register With Any Of Your Journals?

The user/author have to register with our Journal to make online submission of their article to our Journals and/or to act as a reviewer to an article/manuscript that has been assigned to you by the Editor-in-Chief.

4. What If I Am Struggling To Log Into My Personalized Journal Section With Your Journal?

Do you have a username and password? No –Please register with our Journal(s).

Did you misplace your username and password? Yes – Please reset it.

Did you enable the cookies in your web browser? No – Enable them through the following path (Microsoft Internet Explorer):

Tools > Internet Options > Privacy > Advanced > Override Automatic Cookie Handling > Always Allow Session Cookies

4. What if I have tried all of the above and it is still not working?

The screen does not move past the login page? Yes – it might be that if you are accessing the Journal website from a server where the proxy setting might be preventing you from logging into the Journal website. Kindly contact technical team to ascertain whether this might be the cause.

No problem with proxy settings, but not able to log into the system? Yes – Report the issue to us through e-mail at info@eduresearch.in

5. How can I become a Subscriber of Your Journal?

The users can subscribe to any of our Journal by registering as ‘Reader’ with the respective Journal. ‘Register’ button is available on the home page of the respective Journal.

6. How Do I Change My Login Details?

After obtaining your login details for the Journal, use this to log into your personalized Journal section. Under the home is a heading ‘My Account’ that lists links that will enable you to:

Change your password, or

Edit your profile.

These links will enable users to change their login details.

Please note: user cannot edit the username after registration.

7. What Type Of Articles/Manuscripts Are Published In Your Journals?

Please refer to the ‘Author Guidelines’ of the respective Journal to know more.

8. What Is A Peer Reviewed Journal? What Is Your Journal Policy Regarding Peer Review?

Kindly refer to Peer Review Policy in the website www.edureserach.in

9. What Is An Open Access Journal?

Open access (OA) journals are scholarly journals that are available online to the reader 'without financial, legal, or technical barriers other than that the user should have proper internet access. To know about our Open Access Policy, please refer to the website www.edureserach.in

10. How A Journal with Continuous Publication Different From Journal with Quarterly Publication?

In a Journal with continuous publication, the articles are published online immediately after the completion of the double-blind-review process, instead of waiting for the end of the quarter. However, the Journal with Quarterly Publication published articles online at the end of the respective quarter only.

2. AUTHOR

1. Whether all of Your Journals Indexed?

This information is available on the home page of our all Journals.

2. Where Can I Find The ISSN Number of Your Journals?

This information is available on the home page of our all Journals.

3. How Do I Register As An Author?

To register with any of our Journals as 'Author', click on the 'Register' button, which is available on the home page of the respective Journal.

However, if you are already registered with our Journal as 'Reader' or 'Reviewer' and not as an 'Author', you will have to register yourself as 'Author' also to be able to submit an article/manuscript to our Journal. For this, under 'My Account' heading, select the link 'Edit my profile' and scroll down until you see the heading 'Roles' where you will find a checkbox next to 'Reader', 'Author', 'Reviewer'. Please ensure that you have a checkbox selected next to 'Author' and then save the page.

4. Provide the steps To Submit an Article in Your Journal?

To submit an article/manuscript to any of our Journals, you have to first register as an Author with the online Journal System (OJS) of that journal.

Once registered with the OJS, you can submit the article/manuscript for publication after you have logged in using your User ID and Password.

Before submitting your article/manuscript, kindly prepare the article/manuscript as per the Author Guidelines given in the concerned Journal website, so that your article may be accepted in short period of time.

Finally, if your article is accepted for publication, you will have to pay the Article Processing Charges (APC) before the article is published. Every Journal has a different APC. To know more about the APC, please check the 'Article Processing Charges' section of the respective Journal.

5. Can I e-Mail My Article for Publication?

No. The article/manuscript must be submitted only through 5 step process at our website of the concerned Journal after login using user ID and Password.

6. I Have Been Unable to Submit My article via the Submission Menu in your website. What Should I Do?

We accept only on-line submission of article for our Journals. If you are unable to submit your article due to many reasons and taking any of the following actions may solve the problem:

This may be because you might have registered as a 'Reader' and not 'Author' at the time of registering with our Journal. In the personalized Journal section, you will have to select the 'Author' link to start the submission process. If you have no 'Author' link appearing in your user home, you will have to enable this function under your account. For this, under 'My Account' heading, select the link 'Edit my profile' and scroll down until you see the heading 'Roles' where you will find a check box next to 'Reader', 'Author', 'Reviewer'. Kindly ensure that you have a check box selected next to 'Author' and then save the page. Then again login to the respective Journal and click on 'New Submission' on your user home to submit your article to the Journal.

If still the issue persist please change your internet browser and try to repeat the process after deleting the browsing history and deleting the cache of your system.

Alternately, please try to submit from another system.

Still if you are unable to submit the article, please let us know at info@eduresearch.in

7. Do I Have To Make Any Payment At The Time Of Article Submission?

No. Only when the article is reviewed and later accepted for publication, Article Processing Charges (APC) must be paid. Authors will be intimated regarding acceptance of article for publication through an e-mail, which will include the instructions to pay the APC.

8. I Tried To Submit My Article Online But There Is No Link To Take Me To The Page To Submit My Article. What Should I Do?

The submission process is a five-step online process that starts from your personalized journal section.

Try logging into the Journal and in your user home proceed to the 'New submission' link next to 'Author'.

If you have no 'Author' link appearing in your user home, you will have to enable this function under your account. For this, under 'My Account' heading, select the link 'Edit my profile' and scroll down until you see the heading 'Roles' where you will find a check box next to 'Reader', 'Author', 'Reviewer'. Please ensure that you have a check box selected next to 'Author' and then save the page. Then again login to the Journal and click on 'New Submission' on your user home to submit your article to the Journal.

9. What Should I Do If I am struggling to upload my article/Manuscripts in Step 2 of the Online Submission Process?

Check whether your file is Large (bigger than 10 MB), it may be difficult to upload. Try to use lower quality imagery in the Word document, and upload higher quality images in Step 4 of the submission process.

10. I Have Registered As A User On the Journal Website But I Am Unable to Submit the Article?

Please see if you have registered as an 'Author'? Check if you are registered as an author by ensuring that you have an 'Author' link under your user area. If you do not have an 'Author' link you will need to enable your role as author. Under 'My account', select the link 'Edit my profile' and scroll down until you see the heading 'Roles', where you will find a check box next to 'Reader', 'Author', 'Reviewer'. Ensure that you have a check box selected next to 'Author' and save the page.

11. Whether It Is Compulsory To Suggest Reviewers For The Article?

No, it is optional and not mandatory. However, suggesting the reviewers for articles may accelerate the process of article review.

12. I Want To Send My Book Review In Your Journal. Kindly Guide Me About The Procedure?

Book Review can be submitted on-line to our Journals by clicking the button related to On-Line Submission.

However, before submitting your article/Manuscript, please ensure that the submission is prepared strictly as per the Author Guidelines that are available in the journal website. This will help in reducing the time taken for publishing the article by reducing the review and revision time. Tabs for 'Author Guidelines' are available on the homepages of respective Journals.

13. What Are the Formats of images that Are Accepted by the Journal?

Images are acceptable only in JPEG or PNG format.

14. What Are The Formats Of Documents/ Text That Are Accepted By The Journal?

Document files are acceptable only in Word (*.doc, *.docx) Format.

15. How Can I Offer An Editorial In The Journal?

Editorial can be submitted on-line to our Journals by clicking the button related to On-Line Submission. Before submitting your article/Manuscript, please ensure that the submission is prepared strictly as per the Author Guidelines. This will help in reducing the time taken for publishing the article by reducing the review and revision time. Tab for Author Guidelines are available on the homepages of respective Journals.

16. How Do author View the Reviewer Comments after Formal Peer Review whether the Editor Provided Feedback Regarding My Article?

The editor will send the respective author an e-mail stating all the revisions suggested during the formal double-blind-peer-review process. If you are advised to download the comments via your personalized journal section, follow these steps:

Log into your personalized journal section in the respective Journal.

Under your 'User home' click on the 'Author' or 'Active' link that will direct you to your Active submissions table.

Under the 'Status' column, click on 'In Review: Revisions required'. This link takes you to the overview of the peer review process.

The review page of your article provides information and documentation under the heading 'Peer review', and will identify files by reviewers, e.g. Reviewer B 19-123-1-RV.docx 2011-08-10. Download these documents to view the reviewer files.

17. What Is the Relevance of Order of Author's Name Appearing in an Article?

Manuscript authorship and author placement have important implications for accountability and allocation of credit. Traditionally, the first author contributes most and also receives most of the credit, whereas the position of remaining authors is usually decided by their contribution, alphabetical order, or reverse seniority. Ranking the first or second author in a two-author paper is straightforward, but the meaning of position becomes increasingly arbitrary as the number of authors increases beyond two.

18. Who Is a Corresponding Author?

Corresponding author is usually the author who provides the intellectual input and designs and approves the protocols to be followed in the study. He is responsible for the article/manuscript correction, proof reading, and whole correspondence during the paper submission, handling the revisions and re-submission of revised manuscripts up to the acceptance of the manuscripts.

19. What Is An Abstract? Why Is It Important?

An abstract is a brief summary of an article/manuscript and is often used to help the reader quickly ascertain the paper's purpose.

20. How to Choose Keywords for an Article?

Use keywords that might not appear in your title, for example the wider subject areas, the sub-discipline, the methodology used

Keywords don't need to be single words, they can also be phrases: people search on 'business ethics', not only on 'business'

Don't use jargon or invented keywords that people probably won't search on – keywords should reflect a common understanding of the subject area

Use synonyms to ensure your article comes back in the results for a wider range of search terms

Think of the international aspect, for example 'real estate' is relevant to a US audience, but 'property market' or 'housing market' are terms more widely used in the UK

Include all variants of a keyword e.g. 'CSR' and 'Corporate Social Responsibility'.

21. What do the Acknowledgments at the End of an article/manuscript Refer To?

The 'Acknowledgement' gives an opportunity for the authors to thank people who helped with the study or preparation of the article/manuscript. This includes anyone who provided technical

assistance to the authors, took care of the animals, or provided reagents or equipment. The authors may want to thank anyone who had helpful discussions with them or contributed less tangible concepts.

22. What is the Structure of an Article?

To write a good article/manuscript demands that the author must observe the correct structure, and construct it in a way that flows well. The draft templates of all types of articles/manuscripts acceptable as per the 'Author Guidelines' of our Journals have been prepared keeping this thing in mind and are available for download from the concerned Journal website

23. How to Denote a Figure/image?

All figures (illustrations, images, or photographs) should be numbered sequentially in the text with Arabic numbers (i.e., Fig 2, Figs 2, 4–6) and should be referred to in parentheses within the text. During submission of an article/manuscript, authors should include all figures in the main body of the manuscript in word file format. Figures should not be submitted in separate files in ordinary circumstances. Writing any text on the figures should be avoided as much as possible.

24. What Precautions need to be taken before Submitting an Article/Manuscript to the Journal?

The Authors should ensure that:

The submission has not been previously published elsewhere, nor is it before another journal for consideration.

All standards to prevent plagiarism must have been followed while preparing the article/manuscript.

Standard downloadable template for the Cover Letter and Manuscript, downloaded from Author Guidelines of the respective Journal have been used for preparation of the article.

The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

The submission file is in Microsoft Word file (*.docx or *.doc) format only.

Figures are not submitted in separate files.

'Cover Letter' is submitted (wherever mandatory) as a supplementary file in accordance with the Journal's guidelines.

Authors must be aware of Article Processing Charges (APC) policy of the Journal has been clearly specified in the Journal website and they must agree to pay the Article Processing Charges upon acceptance of the article(s) for publishing.

Authors must ensure that they shall not, in ordinary circumstances, withdraw/Retract the Article from the Journal, once it is published online and/or in Print form.

26. What Is an Informed Consent and in What Context it's needed?

Please refer to 'Statement of Informed Consent', available in the Journal website

27. What is the Procedure to Prepare and Submit an Article/Manuscript?

Please refer to the detailed Author Guidelines of the respective Journal to know more about the procedure to prepare and submit an article/manuscript.

28. What is a 'Conflict of State' Statement?

Please see 'Conflict of Interest' section

29. What is the Medium of text of Article/Manuscript?

Articles/Manuscripts are to be prepared in English language only.

30. What all matters are to be given under the Acknowledgement Section?

The information related to Funding and Competing Interests must be inserted into your article/manuscript under the acknowledgements section. If you have no declaration to make, please insert the following statements into your manuscript:

Funding: None

Competing interests: None declared

31. What preventive measures I have to take while mentioning references in my article/manuscript?

The author(s) are responsible for the accuracy of the references. Each reference should be numbered and listed according to their order in the text (do not alphabetize). They should be referred to Arabic numerals in square bracket after the punctuation marks. References should be arranged according to the article submission guidelines of the respective Journals. For more information, please refer to the Author Guidelines of the respective Journal.

32. In what time the Author can know about the Acceptance/Rejection of His/hers Article?

A typical article/manuscript double-blind-peer-review process usually takes 2-3 months. However, this may take little longer due to unexpected circumstances. Once the review is complete, an immediate communication about the Editorial Decision on article acceptance/ rejection is sent to the author(s) through an e-mail. Communication regarding acceptance is as good as publishing of an article, which may further take some time due to layout editing, proof-reading etc. Usually the article acceptance e-mail contains the tentative schedule of publishing of that article.

33. How Many Days Does The Review Process Take On Average?

Our double-blind-peer-review process usually takes 2-3 months. However, this may take little longer due to unexpected workloads. Once the review is complete, an immediate communication about the Editorial Decision on article acceptance/ rejection is sent to the author(s) through an e-mail. Communication regarding acceptance is as good as publishing of an article, which may further take some time due to layout editing, proof-reading etc. Usually the article acceptance e-mail contains the tentative schedule of publishing of that article.

Note: Editorial staff initially examines articles/manuscripts and the editor sends the articles/manuscripts to independent reviewers who are not informed about the identity of the author(s). When publication in the article's original form is not recommended, the reviewers' comments (without the identity of the reviewer being disclosed) may be passed to the corresponding author and may include suggested revisions. If articles/manuscript is not approved for publication, it will not be returned to the submitting author in any format.

34. The Editor has requested revisions to My Article. How Do I Submit My Revised Version?

To resubmit your article to the Journal after formal peer review, follow these steps:

Log into your personalized journal section in the respective Journal.

Under your 'User home' click on the 'Author' or 'Active' link that will direct you to your Active submissions table.

Once you are in the Review page of your article, proceed to the heading 'Editor decision'. Here you can upload revised versions.

35. What Is Article Processing Charge?

For details regarding Article Processing Charges, please visit 'Article Processing Charges' section of the particular Journal.

36. What Fees and Charges are being charged by Your Journals for Publication of an Article?

Our Journals charge only Article Processing Charges and do not charge Article Submission Fee, Color Printing Charges from the authors. For more information regarding Article Processing Charges, please click on 'Article Processing Charges' button on the homepage of the respective Journal.

37. What are the Article Processing Charges for Indian Authors for Publishing in Eduschool group of Journals?

Article Processing Charges vary from Journal to Journal and from time to time. For Information regarding Article Processing Charges, please click on the 'Article Processing Charges' button at the homepage of respective Journal.

38. What are the Article Processing Charges For Non-Indian Authors For Publishing In Eduschool Group of e-Journals?

Article Processing Charges vary from Journal to Journal and from time to time. For Information regarding Article Processing Charges, please click on the 'Article Processing Charges' button at the homepage of respective Journal.

40. How Long will It take to Accept the Article and to Publish it?

Our double-blind-peer-review process usually takes 2-3 months. However, this may take little longer due to unexpected workloads. Once the review is complete, an immediate communication about the Editorial Decision on article acceptance/ rejection is sent to the author(s) through an e-mail. Communication regarding acceptance is as good as publishing of an article, which may further take some time due to layout editing, proof-reading etc. Usually the article acceptance e-mail contains the tentative schedule of publishing of that article.

41. Do I get the hard Copy of the Article?

We strongly encourage "Online" publication model to minimize the additional carbon footprints resulting from printing on papers. But we also understand that 'Hard Copy' of journal is required by some authors, students and institutions. Therefore, we provide hard copy of our Journals to authors and institutions as per their requirement. However, the cost of the Print Copy of the Journal is **NOT INCLUDED** in the Article Processing Charges (APC) and to order the print copy of the Journal, payment has to be made separately. However, the Print Version of the Journal issue will be available only after the end of the quarter in which the article has been accepted and accepted.

42. Can I make changes Like Addition/Deletion of the Authors Etc. in the already Published Article?

Any request for change in the article (excluding typographical errors or any unforeseen omissions on our part) after publication shall be chargeable.

Please consider the following points before requesting any corrections in your article:

Any change request can be entertained only if it has come from the Corresponding Author through his e-mail ID, registered with us, accompanied by the scanned copy of request letter, signed by all the authors.

Subject to fulfillment of the requirements in step 1 above, correction of Typographical Errors will be done free of cost.

Any request for change after the article is published is chargeable @ Rs. 500/- (For Indian Authors)/ 50\$ (for Foreign Authors) per correction.

The request for change will be entertained only for a short duration after the publication of the article as per the policy of the respective Journal.

Any request for change may be made through e-mail at info@eduresearch.in along with the proof of the payment of the requisite charges for the changes required.

3 REVIEWER

1. What are the Benefits as a Reviewer? What remuneration will I get for Reviewer Job?

Reviewing other papers in your field is a critical thinking process that may provide new insights about your own work. The review conducted by you is an honorary service, which not only helps in maintaining the scientific benchmarks and guidelines for an article published in the journal, but on personal front, it also improves CV of a reviewer

We do not pay any remuneration to the reviewers, however, you in the capacity of a reviewer not only contribute towards advancement of scientific reasoning, but in the meanwhile also benefit by letting people know, through your CV, about your brilliance as a reviewer of scientific thoughts.

2. How do I register as an Author (If I Am Already A Reviewer)?

If you are already registered with our Journal as 'Reviewer' and not as an 'Author', you will have to register as 'Author' to submit an article/manuscript to our Journal. For this, under 'My Account' heading, select the link 'Edit my profile' and scroll down until you see the heading 'Roles' where you will find a check box next to 'Reader', 'Author', 'Reviewer'. Please ensure that you have a check box selected next to 'Author' and then save the page.

3. How do I access the Article to be Reviewed?

The Editor will send you an invitation e-mail containing a secure link. This is a private key that will take you directly to the article to be reviewed. Step 1 of the seven review steps indicates your willingness to complete the review; you will only have access to the abstract and review schedule to base your willingness to do the review. To gain access to the complete text of the article you need to ensure that in Step 1 of the seven review steps you have selected the e-

mail icon that states 'Will do the review'. If you are willing to do the review, and have e-mailed the editor to such an effect, you will automatically have access to the complete text in Step 3.

4. How can I Review an Article?

Are you registered as a Reviewer?

Check if you are registered as a Reviewer by making sure that you have a Reviewer link under your user area. If you do not have an Reviewer link you will need to enable your role as Reviewer Under, My account select the link, Edit my profile and scroll down until you see the heading Roles where you will find a check box next to Reader, Author, Reviewer. Ensure that you have a check box selected next to Reviewer and save the page. The Editor will send you an invitation e-mail containing a secure link. This is a private key that will take you directly to the article to be reviewed.

5. How do I Submit my Review?

Log into your personalized Journal section and follow the steps as outlined under the Reviewer page in that Journal.