

## ***INTERVIEWS'* TEMPLATE FOR THE DECLARATION BY AUTHORS\***

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**Names of the Authors:**

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I/We hereby solemnly affirm:

1. That I/we have read, understand, and agree to the submission guidelines, policies, and submission declaration of the journal *InterViews*.
2. That the paper is an original work not previously published or not currently under consideration for publication by any other Journal/publisher.
3. That no Guest-, or Gift-, or Ghost- authorships have been attributed to the manuscript.
4. That I/we have reviewed and approved the content of the manuscript submitted.
5. *[If the paper contains any material that is the intellectual property and copyright of any other person(s)]*, That I/we have asked for and received the necessary copyright permissions from the respective copyright owner(s) and the same has been specified and acknowledged in the paper. That I/we have attached the copy of the copyright permission to this Declaration, for the documentation by the Executive Editor of *InterViews*.
6. *[In case I/we have received any financial funding or material support from any source for the research]*, That I/we have identified and acknowledged such funding or support in the manuscript.

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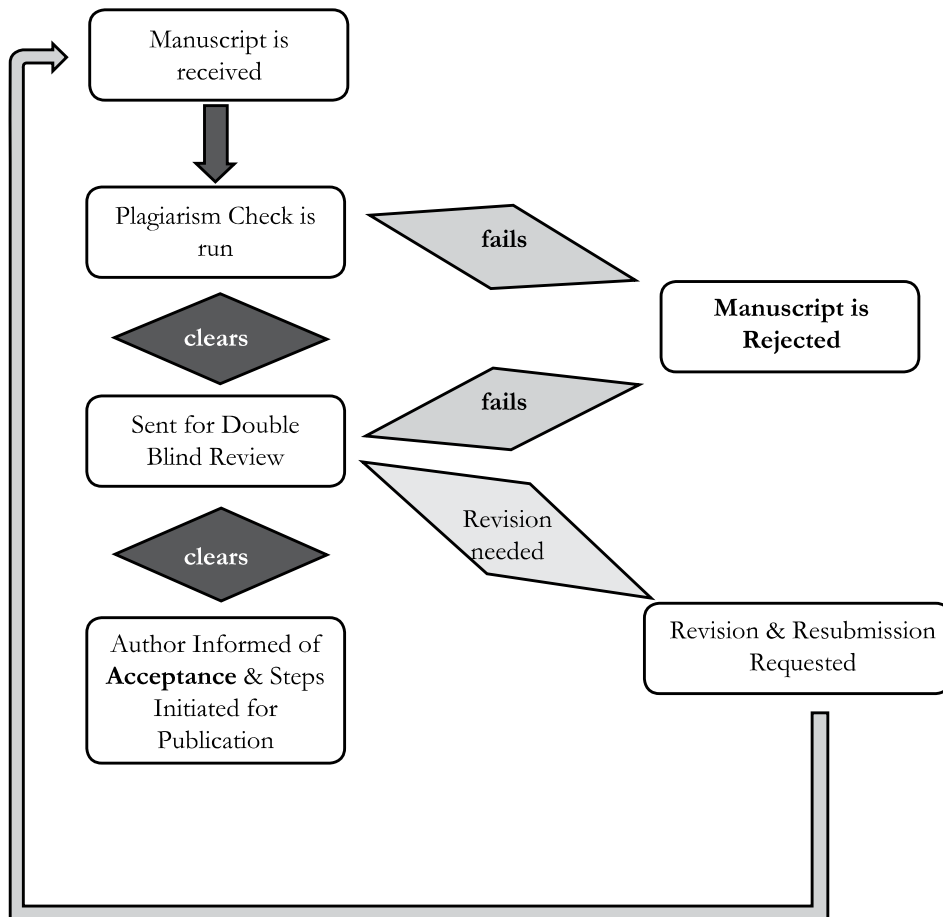
**We, the undersigned, agree with all of the above.**

	<i>Author's name (First, Last)</i>	<i>Signature</i>	<i>Date</i>
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*\*This Template for Declaration can be downloaded from the journal website, [www.interviewsjournal.com](http://www.interviewsjournal.com)*

## *INTERVIEWS'* PEER REVIEW POLICY

### Flow Chart of the Review Process



## **Policy & Procedural Matters:**

1. *InterViews* follows **double-blind review** policy.
2. *InterViews* maintains a Roster of Reviewers and invites interested scholars who meet the criteria to join the roster on a rolling basis.
3. Upon receipt of a manuscript, the Executive Editor removes all the identification details from the manuscript, by making it ready for blind review. The manuscript is then forwarded to one of the reviewers from the Panel, chosen according to the goodness of fit of the reviewer's expertise with the disciplinary topic of the manuscript. If no such reviewer is available on the panel, a suitable reviewer is identified and requested on an ad hoc basis.
4. *InterViews* uses a **Peer Review Report Template** [given as the next document in this section on Policies. It can also be downloaded from the journal website, [www.interviewsjournal.com](http://www.interviewsjournal.com)], which requires the Reviewer to rate the quality of the article on nine (9) parameters, viz., *introduction, literature review, methodology & quality of research, support of thesis & analysis, conclusion, research ethics, language & grammar, APA style\*, and citations & references*. [\*If the reviewer is not familiar with the APA style conventions, he /she leaves that section review blank; APA Style review will be then done by the in-house editors.] Points are distributed across these 9, with a grand total of 100. An article is accepted for publication only if it scores a minimum of 50 points as grand total. Additionally, the reviewer states briefly the strengths and weaknesses of the paper.
5. The reviewer makes one of the three recommendations: acceptable / acceptable with further modifications and revisions / rejected.
6. Based on the review report, the Executive Editor informs the author of the decision. If revision is requested, the author is required to re-submit the revised article within a specified deadline. If the revision is minor, the revised article is reviewed by the in-house editors. If the revision is major, the revised article is again sent for a fresh review.
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8. The peer review process is completed within 3 months of receiving the manuscript.
9. No identifying information of the reviewer or the author is passed on to either of them. The reviewer is required to keep the details of the manuscript and its review confidential, except when a legal requirement demands that they be made known.