

## **ROLES AND RESPONSIBILITIES**

### **EDITORS**

Editors are responsible for reviewing each manuscript and for evaluating them in a given time frame.

1. To ensure that the publication house maintains the best quality while adhering to the publication rules and procedures of the journal.
  2. To promote the journal at conferences and meetings.
  3. To contribute Editorial Articles in their subject expertise.
  4. To suggest and review the special issues as well as conference papers whenever required.
  5. Systematic evaluation of the review reports, hold vital decision on paper acceptance or rejection.
  6. Decision to accept/ reject or make changes in paper.
  7. To work with other Editorial Board Members to increase the impact of the Journal.
  8. To suggest /guide the reviewers on how to improve the impact factor and other various factors required to enhance the quality of the Journal.
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