INTRODUCTION – ABOUT US
The journal Sustainable Business and Society in Emerging Economies (ISSN: 2708-2504 and ISSN-E: 2708-2172) is an open access peer-reviewed research journal published quarterly by CSRC Publishing, Center for Sustainability Research and Consultancy Pakistan. The journal seeks to bridge and strengthen the link between business activities and society development around myriad of sustainability issues with focus on emerging and developing economies. The content coverage highlights how business organizations can be responsible towards society in pursuing their value added activities. The journal also brings forward issues in social and behavioral sciences for their implications for business organization and their activities in emerging and developing economies. The journal is a platform for business people, academics, and others involved in the contemporary debate about the responsible role of business organizations and society towards each other. Coverage includes various areas of social and behavioral sciences including management sciences. The journal welcomes papers from all those working in this important area, including researchers and business professionals, members of the legal profession, government administrators and many others.

REVIEW PROCESS
Review process at SBSEE is an integral part of the publishing process of the scholarly submissions made. Objective is to ensure academic quality and rigor of the publication process.

Double Blind Review Policy
All papers submitted to SBSEE undergo various steps of rigorous double blind review process by which both reviewer’s and author’s identity is not disclosed to each other in order to ensure independent review and avoid any potential conflict of interests.

Duration of Review and Publication
In order to meet growing requirement by authors for an efficient review and publication, the journal has taken appropriate measures to speed up the process yet without compromising on the quality of publication. First step is desk review whereby a paper is screened by the chief editor himself and/or assigned to editorial board. This normally takes 15-20 days after submission of the paper in order to check similarity score, appropriateness of the study with journal scope and objectives. Email is sent to the corresponding author regarding decision of this initial screening usually within a month. After a paper goes through initial screening successfully, the paper undergoes review process by the peers, in second step, by which it is
sent to two reviewers who are experienced academics in the area of research the paper focuses on. These reviewers make comments on originality, contribution, appropriateness of flow of discussion and references cited in the study. After this step, review reports are sent to all authors of the paper with a letter of acceptance conditioned to fulfillment of revisions in due time or rejection/excuse. This step usually takes another 30-45 days. The third step is about sending revised copy to the copy editors who look at proofreading and editing of the paper and their report is sent to the corresponding author as well. Authors are requested to submit the proofread and edited copy of the paper within 1-3 weeks after which paper is sent for production. Print copy is sent to corresponding author on request after publication. The journal has introduced early online production system by which the advance copy of paper is published and available online before the hard copy publication.

Editorial Role in the Review Process and Conflict of Interest Policy
In order to maintain rigor and independence of review process, the papers are sent to well established scholars in the relevant field. The reviewers are different from the editorial board members. The role of editorial board members is to recommend the potential reviewers for the papers and manage the review process assigned by the managing editor. In order to avoid conflict of interest, when papers are received from any of the editorial members, the chief editor assigns such paper to alternate editorial member to manage the review and publication process in order to maintain independence and neutrality.

Guidelines for Reviewers
Reviewers bear the responsibility for objectivity, professionalism, impartiality, and confidentiality of the assessment of content quality.

Sustainable Business and Society in Emerging Economies (SBSEE) follows a double-blind peer-review process. Where the identities of authors and reviewers are hidden from each other. Its purpose is to improve the quality of content and of the scientific material under review that is ultimately published. A conscientious review is a time-consuming effort but is essential to assure the quality of scientific journals. The SBSEE is very grateful for the time and effort reviewers invest in this process. SBSEE adheres to the Committee on Publication Ethics (COPE) guidelines and strives to ensure that the review process is fair, unbiased, and timely. Decisions to accept a manuscript for publication depending on the importance of the investigated issue, originality, clarity, validity, and relevance of the work to the scope of the SBSEE. Therefore, reviewers have a major role decision on whether to accept an article for publication.

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General Notes

- Reviews should be conducted fairly and objectively. Personal criticism of the author is inappropriate. If the research reported in the manuscript is flawed, criticize the science, not the scientist. Personal criticism is likely to lead an author to ignore useful comments, making your review less useful to your field. Criticisms should be objective, not merely differences of opinion, and intended to help the author improve his or her paper.
- You should decline to review manuscripts in which you have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.
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Begin by identifying the major contributions of the paper. What are its major strengths and weaknesses, and its suitability for publication? Please include both general and specific comments bearing on these questions and emphasize your most significant points.

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- Is the topic of the manuscript appropriate for the SBSEE? Is the information of significant interest to the broad readership of the SBSEE?
- Do the title, abstract, keywords, introduction, and conclusions accurately and consistently reflect the major point(s) of the paper?
- Is the writing concise, easy to follow, and interesting, without repetition?
- Is the aim clearly stated?
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EDITORIAL POLICY
Job Description (Terms of Reference) of the Editor in Chief
Aside from providing prestige, the role of the journal’s editorial board is to advise and support the editor.
Functions may include:
- To serve as Patron of the journal’s editorial board contributing to journal’s vision, mission and scope.
- To review the journal’s various policies to make those at par with international standards.
- To conduct necessary editorial training for the editorial members to enable them carry out their editorial tasks.
- To guide the editorial board in achieving higher indexing and abstracting at various national and international agencies.
- To facilitate managing editor in attracting editorial members in line with the journal’s vision, mission and scope.
- To provide necessary guidelines to managing editor in carrying out its responsibilities.

Job Description of the Editorial Board
Aside from providing prestige, the role of the editorial board is to advise and support the
editor.
Functions may include:
• Identifying new topics for commissioning special issues and advising on direction for
the journal—giving feedback on past issues and making suggestions for both subject matter
and potential authors.
• Provide content by writing articles and occasional editorials reviews
• Approaching potential contributors
• Help to identify and suggest reviewers with expertise in the relevant area of a research
paper and/or provide second opinions on papers (i.e. where there is a conflict between
reviewers)
• To ensure the implementation of ethical guidelines envisaged by Committee on
Publication Ethics (COPE).
• To identify and resolve conflict of interest using journal’s policy thereof.
• Identify appropriate conferences for editors to attend
• Endorse the journal to authors, readers and subscribers and encourage colleagues to submit
their best work.
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The SBSEE follows ethical guidelines by Committee on Publication Ethics (COPE). Both the
publisher and the editorial board of SBSEE affirm to comply with and ensure ethical
considerations in submission, review, conflict of interest, disclosure and publication process as
underlined by COPE declaration on publication ethics and conflict of interest.

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• HEC’s Ethical Guidelines for Journals
In addition, the SBSEE also follows ethical guidelines suggested by Higher Education Commission Pakistan (HEC) which are considered as necessary benchmark for quality assurance of journals in the category of social and behavioral sciences. The links of COPE’s ethical guidelines and HEC’s ethical guidelines are mentioned below for the information of editorial, reviewers and authors.

- **HEC’s Ethical Guidelines for Journals**

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- Sustainable Business and Society in Emerging Economies (SBSEE) is committed to advance original work of scholarship and strictly NO tolerance for plagiarism.
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**PUBLISHING FEE POLICY**

In order to maintain academic independence of SBSEE, the editorial board has decided to charge NO FEE for submission and publication of articles (No Article Processing Charges). The journal is independently and voluntarily managed by the editorial board whose members are academic staff from renowned institutions.
FINANCIAL MODEL
In order to meet its financial needs to run the journal smoothly, CSRC Publishing and SBSEE has relied to frame its unique business model which is based on following.

a) **Volunteer admin staff and editorial board** comprising of PhD scholars and faculty members who render their services without any fixed salary.

b) **Funding support from Center for Sustainability Research and Consultancy Pakistan** which seeks to promote Green Model of Publishing of its publishing division, CSRC Publishing, with no pay walls and and open access policy.

c) **Fast Track Review and Publication**: The SBSEE has introduced a fast track review and publication process under which authors are charged a nominal fee of USD 180/equivalent. The reviewers and editorial members are paid remuneration to help give a rigorous yet timely review and publication feedback to the submitting authors under this track.

d) **The published authors are offered to buy 5 reprints** of the journal issue for a total nominal charge of USD 100 including the courier charges.

e) **Funding from HEC Pakistan**: The journal has sought recognition and funding from Higher Education Commission Pakistan to cover part of the cost of running the journal.

f) **Annual Conference Fees**: The Center for Sustainability Research and Consultancy holds annual conferences of its various national and international chapters to further its mission to highlight sustainability issues in emerging and developing economies. The CSRC utilizes the funds generated from conference fee to support its annual conferences and academic activities including support to CSRC Publishing to run its Green Publishing Model.

g) **Language editing and proofreading** may be required by the journal editorial for the papers accepted for publication after independent review process. The publisher may charge fee for template setting, language editing and proofreading service to cover part of the publication cost. The authors, however, are not restricted to use CSRC Language and Editing Service and rather may opt to use other professional services.

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COMPLAINT PROCEDURES
In order to ensure customer centricity, implementation of ethical guidelines and ensure transparency of editorial and publishing process, the editorial board and CSRC Publishing have

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taken appropriate measures. In order to ensure that complaints and grievances by authors, reviewers, editorial or any external and internal body are resolved in a transparent manner, two members of the editorial board are nominated to be part of Complaint/Grievances Committee who can be contacted for any complaints or concerns related to submission, review, conflict of interest and publication process. This committee is responsible to acknowledge all such complaints by email and setup the hearing and resolve of the issue within 30-45 days of receipt of the complaint.

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