

POLICY DRAFT OF JOURNAL

Journal of Entrepreneurship And Business Ventures

ISSN(E): 3106-7379

1) Details of frequency of publication of Volume/Issue (quarterly, bi-annual, annual etc.).

Journal of entrepreneurship and business ventures is a scholarly and peer-reviewed journal, published by the Department of Entrepreneurship, GC University, Lahore. It is published annually and aims at the dissemination of knowledge about research in the area of economics by providing a platform to researchers, academicians, professionals and students to share research achievements, their perspectives, and practical experiences. Views expressed are solely those of the authors. All correspondence should be addressed to the Editor.

2) Timeline of publication

Submission Deadline: Open throughout the year.

Decision of Publication: 3-4 months after submission date

Publication Time: December

For any questions, please feel free to contact us at journal.enp@gcu.edu.pk.

3) Scope of the Journal:

The Journal of Entrepreneurship and Business Ventures is a scholarly, peer-reviewed journal published annually by the Department of Entrepreneurship, GC University, Lahore. Our mission is to disseminate knowledge in the field of entrepreneurship and its related fields, providing a platform for researchers, academicians, professionals, and students to share their research achievements, perspectives, and practical experiences. The journal welcomes diverse contributions that advance understanding in the areas of entrepreneurship and business ventures. By publishing high-quality research, we aim to foster dialogue and collaboration within the academic and professional communities. The ***Journal of Entrepreneurship and Business Ventures*** is dedicated to advancing the understanding and practice of entrepreneurship through the dissemination of rigorous research and insightful analysis. Our scope encompasses a wide range of topics related to entrepreneurship, with a focus on the following areas:

1. **Entrepreneurial Theory and Practice:** Exploration of new theories, models, and frameworks that contribute to the understanding of entrepreneurial processes, behavior, and dynamics.
2. **Startup Ecosystems:** Analysis of the factors influencing the development and sustainability of startup ecosystems, including policy, finance, infrastructure, and culture.
3. **Innovation and Creativity:** Studies on how innovation and creativity drive entrepreneurial ventures, including the role of technology, product development, and creative problem-solving.
4. **Social Entrepreneurship:** Examination of entrepreneurial initiatives aimed at solving social, environmental, and cultural issues, highlighting the impact and challenges of social enterprises.
5. **SME Management:** Insights into the management of small and medium-sized enterprises (SMEs), covering topics such as growth strategies, operational efficiency, and leadership.
6. **Entrepreneurial Education:** Research on the effectiveness of educational programs and training designed to foster entrepreneurial skills and mindsets among students and professionals.
7. **Finance and Investment:** Investigations into the financial aspects of entrepreneurship, including funding mechanisms, investment strategies, venture capital, and crowdfunding.
8. **Global and Comparative Studies:** Comparative studies of entrepreneurship across different regions and cultures, providing a global perspective on entrepreneurial practices and trends.
9. **Policy and Regulation:** Analysis of the impact of governmental policies, regulations, and support systems on entrepreneurial activities and the broader economic environment.
10. **Entrepreneurial Success and Failure:** Case studies and empirical research on the factors contributing to the success or failure of entrepreneurial ventures, including personal attributes, market conditions, and strategic decisions.
11. **Corporate Entrepreneurship:** Exploration of entrepreneurial activities within established organizations, including intrapreneurship, corporate venturing, and innovation management.
12. **Technology and Digital Entrepreneurship:** Examination of how digital technologies and platforms are transforming entrepreneurial opportunities and business models.

The Journal welcomes original research articles, case studies, reviews, and theoretical papers that contribute to the academic and practical understanding of entrepreneurship. We aim to bridge the gap between theory and practice, providing valuable

insights for scholars, practitioners, policymakers, and educators in the field of entrepreneurship. However the scope of the Journal is not limited to these areas. Research in any other related stream could also be taken into consideration. The journals is available both in online and Print version. Please find the journal's profile at:

<https://gcu.edu.pk/enp-journal.php?pg=archive>

4) **Process of Publication:**

- a) After receiving Manuscript/ Paper, author will get a confirmation email of receiving that paper with tracking ID i.e. Year-JEBV-GCU-(Paper No.).
- b) Manuscript/ Paper will be checked through plagiarism checker.
- c) After that Manuscript/ Paper will be sent for double blinded peer review.
- d) Based on double blinded peer review report, editor will take decision to accept or reject the paper or editor can take decision of re-submission of Manuscript/ Paper after suggested changes.
- e) After this step if Manuscript/ Paper will be accepted then author will receive an acceptance of paper.
- f) Submit Your Article to journal.enp@gcu.edu.pk.

5) **Recruitment of Reviewers:**

We open the call for the recruitment of **reviewer** for the journal every year. Reviewer form specifically is designed for this purpose which can be sent on the journal email. The interested candidates must fulfill the following requirements:

1. Possess a doctoral degree.
2. Research area is relative to the subject of journal.
3. Proficiency in English.

6) **Publication Ethics**

- It is a peer reviewed journal and all submitted manuscripts being considered for publication would undergo under a blind review process by the relevant experts. The editor shall ensure that the peer review process is fair, unbiased, and timely. This journal supports the standards of expected ethical behavior in the act of publishing: the author, the journal editor, the peer reviewer and the publisher.
- Submitted manuscripts will be sent first for "Desk Review" where these are evaluated in the context of its relevance with the scope of journal, its content and originality. If the Editorial Board finds it suitable one then it will sent to Referees for further evaluation.
- There is no submission/publication fee from authors.
- Authors are supposed to give a written declaration that the submitted article is not sent for publication in somewhere other journal or the submitted work is original.
- It is the responsibility of Editor, Editorial Board to maintain the confidentiality of the manuscripts/drafts in the context of information about submission of manuscripts to reviewers and other advisory board members of journal.
- The editor must protect the confidentiality of all material submitted to the journal and all communications with reviewers.
- The editorial policies of the journal should encourage transparency and complete, honest reporting, and the editor should ensure that peer reviewers and authors have a clear understanding of what is expected of them.
- Editor and the Editorial Board members will take reasonable step when ethical issues are observed with respect to a submitted manuscript or published paper. Every act of unethical publishing behavior will be looked into, even if it is discovered years after publication.

7) **Policy for Reviewer**

- Peer review is an essential component of formal scholarly communication, and lies at the heart of the scientific method. In addition to the specific ethics-related duties described above, reviewers are asked generally to treat authors and their work as they would like to be treated themselves and to observe good reviewing etiquette.

- Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and decline to participate in the review process.
- Any manuscripts received for review must be treated as confidential documents. Reviewers must not share the review or information about the paper with anyone or contact the authors directly without permission from the editor.
- A reviewer should be alert to potential ethical issues in the paper and should bring these to the attention of the editor, including any substantial similarity or overlap between the manuscript under consideration and any other published paper of which the reviewer has personal knowledge. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation.
- Reviews should be conducted objectively. Reviewers should be aware of any personal bias they may have and take this into account when reviewing a paper. Personal criticism of the author is inappropriate.

8) Instructions for Author

- Authors of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.
- Authors may be asked to provide the research data supporting their paper for editorial review and/or to comply with the open data requirements of the journal.
- The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, then this has been appropriately cited or quoted and permission has been obtained where necessary.
- Plagiarism in all its forms constitutes unethical behavior and is therefore unacceptable in its any form i.e. from 'passing off' another's paper as the author's own paper, to copying or paraphrasing substantial parts of another's paper (without attribution), to claiming results from research conducted by others.
- Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made substantial contributions should be listed as co-authors.
- Proper acknowledgment of the work of others must always be given. If there are others who have participated in certain substantive aspects of the paper (e.g. language editing or medical writing), they should be recognized in the acknowledgements section.
- The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper.
- When an author discovers a significant error or inaccuracy in their own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper if deemed necessary by the editor.

9) Guidelines For Manuscript

I. PREPARING YOUR MANUSCRIPT FOR SUBMISSION

When preparing your manuscript for the Journal of Entrepreneurship and Business Ventures, follow these formatting guidelines to ensure it meets the submission requirements:

Manuscript Format:

- **Preferred Format:** MS-Word.
- **Word Limit:** 8000 maximum

Manuscript Content:

1. Title Page:

- **Title of the Paper:** Concise, not more than ten words, including keywords that describe the subject matter.
- **Author Information:** Name, affiliation, institutional address with pin code, and email ID.
- **Abstract:** No more than 250 words.
- **Keywords:** 4–6 keywords for online searchability.
- **Corresponding Author:** If multiple authors, specify the corresponding author's name and postal address.
- **ORCID:** The Journal of Entrepreneurship and Business ventures requires the collection of ORCID IDs from corresponding authors as part of the submission process to both Authors and Co-Authors. Utilizing

ORCID IDs help maintain the accuracy of author attribution and improve the discoverability of your research. It integrates seamlessly with the journal's submission system, ensuring your academic contributions are properly recognized and accessible.

➤ **Additional Requirements:**

- **Required Statements and Declarations:** Ensure all necessary statements i.e. acknowledgements, and declarations are included in your manuscript.
- **Supplementary Files:** Provide any additional supplementary files, including relevant reporting guidelines.

Ensuring accuracy in contact details, affiliations, and supplementary information is crucial for the integrity and clarity of your submission. This includes matching manuscript details, correctly identifying the corresponding author, and including any necessary notes on new affiliations. Additionally, all required statements, declarations, and supplementary files should be thoroughly prepared and included to support your submission

2. Citations and References:

- Each text citation must have a corresponding entry in the reference list and vice versa.

3. Tables and Figures:

- Tables should be in an editable format.
- Both tables and figures must be referred to in the text by number (e.g., Table 1), not by placement (e.g., see Table below).
- All figures and tables should be cited in the text with their sources mentioned.

Style and Language:

- **Language:** British (UK) with 's' variant (e.g., globalisation, programme).
- **Non-English Words:** Use italics and provide meaning in parentheses at first use.
- **Numbers:** Spell out numbers from one to nine; use figures for 10 and above. For exact measurements, use figures (e.g., 9.8 per cent). Use mixed forms for large numbers (e.g., 1.2 billion).
- **Quotes:** Single quotes throughout; double quotes within single quotes. Quotations of 45 words or more should be separated from the text.
- **Notes:** Numbered serially at the end of the article. Notes must elaborate on points made in the text, not just reference URLs.
- **Percentages:** Use 'per cent' in the text, '%' in tables/graphs.
- **Dates and Decades:** Specific dates in the form 22 November 1980; use 'twentieth century', 'the 1990s'.
- **Abbreviations:** Spell out at first occurrence (except common ones like US, GDP, BBC). Use periods/full stops after initials (R. K. Laxman).

References:

- Should be included at the end of the manuscript.

Following these guidelines will help ensure your manuscript is properly formatted and meets the Journal of Entrepreneurship and Business Ventures's standards for submission.

II. SUBMITTING YOUR MANUSCRIPT

All the submissions must be submitted at: journal.enp@gcu.edu.pk

For further information

Any correspondence, queries or additional requests for information on the manuscript submission process should be sent to the *Journal of Entrepreneurship and Business Ventures* editorial office as follows:

The Editors, *The Journal of Entrepreneurship and Business Ventures*.

E-mail: journal.enp@gcu.edu.pk

10) Authorship

Ensuring appropriate authorship credit and maintaining integrity throughout the publication process is crucial. Here are the key points regarding authorship from the provided guidelines:

1. Criteria for Authorship

- Substantive contribution to the article.
- Order and credits based on the relative scientific or professional contributions, not on status.
- Students typically listed as principal authors if the work derives from their dissertation or thesis.

2. Changes in Authorship

- Any changes in the named authors between submission and acceptance require an Authorship Change Form signed by all authors, including those added or removed.
- Changes can only be made at the stage of revision but not after the decision of the Editor in case of acceptance of the manuscript. Furthermore, in case of addition of author, his/her contribution must be declared in the authorship change form.

3. Post-Acceptance Policy

- No changes to the author by-line (adding or deleting authors) are allowed after the paper has been accepted.

Adhering to these guidelines helps maintain clarity, transparency, and fairness in the authorship process.