



# EBCRI JOURNAL

Manuscript & Publication Guidelines | COPE-Aligned Editorial Standards

## 1. INTRODUCTION

The EBCRI Manuscript Guidelines establish uniform standards of research quality, ethical publishing, and academic integrity for all submissions to the journal. These guidelines are aligned with international best practices and the principles of the Committee on Publication Ethics (COPE), ensuring transparency, accountability, and scholarly excellence across all published work.

## 2. SCOPE OF THE JOURNAL

EBCRI publishes high-quality scholarly work across the following article categories. All submissions must demonstrate originality, relevance to the field, and methodological rigour.

- Original Research Articles
- Review Papers
- Case Studies
- Conceptual Papers
- Short Communications

## 3. MANUSCRIPT PREPARATION GUIDELINES

### 3.1 Required Structure

The standard structure for empirical research articles at EBCRI follows the IMRAD format (Introduction, Methods, Results, and Discussion), which is the internationally recognised convention adopted by major publishers including Elsevier, Springer, Wiley, SAGE, and Taylor & Francis, and is aligned with APA Journal Article Reporting Standards (JARS). Note that the Literature Review is not a separate standalone section in an empirical research article — it is embedded within the Introduction, where prior scholarship is synthesised to contextualise the research question and justify the study. A standalone 'Literature Review' section is appropriate only for review articles and conceptual papers.

**Title Page:** Anonymous for blind review; author details on separate cover sheet

**Abstract:** 150–250 words; structured summary of objectives, methods, findings, and implications

**Keywords:** 5–7 terms reflecting key concepts and indexable subject matter

**Introduction:** Presents the research question; synthesises relevant prior literature (literature review embedded here); identifies gaps; states the purpose and scope of the study



**Methodology:** Research design, data collection instruments, sampling, and analytical procedures

**Results:** Presentation of findings with supporting data, tables, and figures

**Discussion:** Interpretation of results, theoretical and practical implications, limitations, and directions for future research

**Conclusion:** Concise summary of the study's contribution and key takeaways

**References:** APA 7th Edition; complete and accurate; DOI included where available

*Note for Review Articles and Conceptual Papers: These article types may include a dedicated Literature Review or Background section where the synthesis of prior work constitutes the primary scholarly contribution. Authors submitting such manuscripts should structure their work accordingly and indicate the article type on the title page.*

### 3.2 Formatting Requirements

- Font: Times New Roman, 12 pt
- Line spacing: 1.5
- Margins: 1 inch on all sides
- Page numbers: bottom centre from the first page of text

### 3.3 Word Count Limits by Article Type

The following word count ranges apply to the main manuscript body, excluding abstract, references, tables, and figures:

Article Type	Word Count (excl. abstract, refs, tables)
Original Research Article	5,000–8,000 words
Review Paper	6,000–10,000 words
Case Study	3,000–5,000 words
Conceptual Paper	4,000–7,000 words
Short Communication	1,500–3,000 words

## 4. SUBMISSION PROCESS & TURNAROUND TIMELINES

- Manuscripts must be original and not previously published in full or in part
- Simultaneous submissions to other journals are not permitted



## 4.1 Required Submission Documents

- Declaration of Originality (signed by all authors)
- Plagiarism Detection Report (acceptable similarity threshold: below 15%)
- Ethical Clearance Certificate — required for any research involving human subjects, animal subjects, clinical trials, sensitive personal data, or vulnerable populations. Authors must include the issuing institution's name, approval number, and date of clearance.

### 1.1 Submission & Review Turnaround Timelines

Authors can expect the following indicative timelines at each stage of the editorial process. These are target periods; complex manuscripts or extended revisions may require additional time.

Stage	Indicative Timeline
Initial editorial screening	Within 5–7 business days
Peer review period (double-blind, min. two reviewers)	2–4 weeks from assignment
Decision notification to authors	Within 1 week of review completion
Author revision window (minor revisions)	2–3 weeks from decision
Author revision window (major revisions)	4–6 weeks from decision
Final editorial decision after revision	Within 2 weeks of receipt
Appeals review period	Within 30 days of appeal

## 5. PEER REVIEW PROCESS

EBCRI employs a double-blind peer review system to ensure impartial and rigorous manuscript evaluation. Neither authors nor reviewers are disclosed to each other during the review process.

Review Process Flow:

1. Initial editorial screening for scope and formatting compliance
2. Assignment to at least two independent subject-area reviewers
3. Expert review and evaluation against published criteria
4. Revision request communicated to authors (if applicable)
5. Final editorial decision issued based on reviewer recommendations



#### Evaluation Criteria:

- Originality and novelty of contribution
- Methodological soundness and rigour
- Compliance with ethical research standards
- Significance of contribution to the field

## 6. AUTHOR, REVIEWER & EDITOR RESPONSIBILITIES

### 6.1 Authors

Authorship must be limited to individuals who satisfy all four of the following ICMJE criteria: (1) substantial contributions to conception, design, data acquisition, or analysis; (2) drafting or critically revising the work for important intellectual content; (3) approval of the final version; and (4) accountability for all aspects of the work. Individuals who contributed to the research but do not meet all four criteria should be acknowledged, not listed as authors. Authors are further advised to assign roles using the CRediT (Contributor Roles Taxonomy) when completing the Authorship Contribution Form.

- Ensure originality and accuracy of all submitted work
- Provide complete, accurate, and reproducible data
- Adhere to ethical standards throughout research and reporting
- Disclose all funding sources, conflicts of interest, and data availability

### 6.1 Reviewers

- Maintain strict confidentiality regarding manuscript content
- Provide objective, constructive, and evidence-based feedback
- Disclose any potential conflicts of interest before accepting assignments
- Complete reviews within the agreed timeframe; notify the Editorial Office promptly if unable to meet the deadline

### 6.2 Editors

- Ensure all editorial decisions are fair, independent, and transparent
- Recuse themselves from manuscripts involving a conflict of interest
- Communicate decisions to authors with sufficient reasoning to support revision or appeal



## 7. COPYRIGHT & LICENSING

EBCRI operates exclusively under a Gold Open Access model. All accepted articles are published under the Creative Commons Attribution 4.0 International licence (CC BY 4.0). There is no subscription model.

### 7.1 Author Rights

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### 7.2 Reader and Third-Party Rights

Under CC BY 4.0, anyone may read, download, copy, distribute, print, search, link to, adapt, remix, transform, and build upon published articles for any purpose, including commercial use, provided that appropriate credit is given to the original authors and the EBCRI Academic Journal, a link to the licence is provided, and any changes are clearly indicated.

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### 7.3 Self-Archiving & Preprints

Under the Gold Open Access / CC BY 4.0 model, authors may freely self-archive any version of their manuscript (pre-print, post-print, or published version of record) at any time, in any repository, with no embargo period. The EBCRI Academic Journal must be acknowledged as the original source of publication.

Preprint posting prior to submission is permitted. Authors must disclose any preprint DOI at the time of submission.

## 8. PUBLICATION CHARGES

In order to maintain the quality of publication and cover the costs associated with peer review, editing, online hosting, and long-term archiving, a modest Article Processing Charge (APC) is applicable upon acceptance of the manuscript. The APC is the mechanism that sustains the Gold Open Access model, ensuring all published content remains freely accessible to readers worldwide.



Author Category	Publication Charge
Indian Authors	1,500 (INR)
International Authors	\$30 (USD)

Payment details and instructions are provided upon manuscript acceptance. There are no submission fees, and rejection does not incur any charge. For queries regarding publication charges, authors should contact the Editorial Office at [editor@ebcri.org](mailto:editor@ebcri.org).

## 9. REFERENCING STYLE GUIDE

EBCRI requires APA 7th Edition for all in-text citations and reference lists.

- In-text citations: (Author, Year) format
- Reference list: complete entries, alphabetically ordered, accurately formatted
- DOI: must be included for all sources where available

## 10. PRE-SUBMISSION CHECKLIST

Authors must confirm compliance with all of the following items before submitting. Incomplete submissions will be returned without review.

- Manuscript formatted to EBCRI specifications (font, spacing, margins, structure)
- Article type clearly stated on the title page (Original Research, Review Paper, Case Study, Conceptual Paper, or Short Communication)
- Word count falls within the limit for the relevant article type (see Section 3.3)
- Abstract within 150–250 words; 5–7 keywords provided
- Manuscript follows IMRAD structure (Introduction with embedded literature review, Methodology, Results, Discussion, Conclusion) for empirical articles; standalone Literature Review/Background section included only for Review Articles and Conceptual Papers
- Reference list complete, accurate, and APA 7th Edition compliant; DOIs included
- Plagiarism detection report attached (acceptable similarity: below 15%)
- Declaration of Originality signed and included
- Ethical clearance certificate attached (required for human/animal subjects research, clinical studies, and sensitive data research; include approval number and issuing institution)
- Authorship Contribution Form (CRediT taxonomy) completed and signed by all authors
- Conflict of Interest Declaration Form submitted (state 'none' if no conflicts exist)
- All figures and tables labelled and referenced in the text
- Preprint DOI disclosed (if applicable)

## 11. PUBLICATION ETHICS & POLICY FRAMEWORK (COPE-COMPLIANT)

To ensure adherence to international research integrity standards, EBCRI aligns its editorial and publication practices with the ethical principles of the Committee on Publication Ethics (COPE). The table below sets out the journal's policy requirements, implementation mechanisms, and enforcement procedures for each area of ethical compliance.

#	Area	Policy Statement	Action & Consequences
1	<b>Plagiarism Policy</b>	Zero-tolerance. Manuscripts categorised by similarity: Minor (<15%), Moderate (15-30%), Major (>30%).	Minor: revision required. Moderate: returned for correction. Major: immediate rejection; 1-2 year ban.
2	<b>Authorship Criteria</b>	Restricted to individuals meeting all four ICMJE criteria. Signed Authorship Contribution Form required.	Disputes reviewed by Editorial Board. False authorship: rejection or post-publication correction.
3	<b>Duplicate Submission</b>	No simultaneous or duplicate submission. Declaration of originality required.	Pre-publication: immediate rejection. Post-publication: retraction and possible blacklisting.
4	<b>Data Integrity</b>	Accuracy and transparency required. Fabrication/falsification prohibited. Data retained 3-5 years.	Fabricated data: rejection or retraction. Institutional notification in severe cases.
5	<b>Conflict of Interest</b>	All parties must disclose financial or personal conflicts.	Undisclosed conflicts post-publication: correction or retraction.
6	<b>Peer Review</b>	Double-blind by minimum two independent reviewers. Standard period: 2-4 weeks.	Unethical/biased reviewers removed from database.
7	<b>Reviewer Ethics</b>	Strict confidentiality. No exploitation of unpublished material.	Breach: removal from panel. Serious cases: institutional reporting.
8	<b>Editorial Responsibilities</b>	Independent, fair decisions free from external influence.	Non-compliance: internal review by publisher.
9	<b>Misconduct Handling</b>	Structured COPE-aligned process: complaint, screening, explanation, committee review, decision.	Rejection, retraction, submission ban, or institutional reporting.
10	<b>Retraction Policy</b>	Transparent correction and retraction. Retracted articles remain accessible with notice.	Serious violations: retraction and indexing database updates.
11	<b>Appeals &amp; Complaints</b>	Written appeals within 7-14 days to editor@ebcri.org. Independent committee review.	Upheld: reassessment by new reviewers. Response within 30 days. Escalation to COPE if unresolved.
12	<b>Sanctions</b>	Graduated system proportionate to severity and recurrence.	Warning, rejection, temporary ban, or institutional notification.

## 12. CONCLUSION

These guidelines constitute the comprehensive editorial and ethical framework governing all aspects of manuscript submission, peer review, publication, and post-publication conduct at EBCRI. Compliance with every section of this document is mandatory for all authors, reviewers, and editorial contributors.

For questions regarding submission requirements, turnaround timelines, licensing, fees, ethical clearance, or the appeals process, authors should contact the EBCRI Editorial Office directly at editor@ebcri.org. Appeals and formal complaints must be submitted in writing within the timeframes specified in Section 11 (Row 11).