**ROLES AND RESPONSIBILITIES**

**Editor-in-Chief**

* Maintain the integrity of the journal.
* Ensure appropriateness and fairness in the appointment of the reviewers.
* Ensure fair evaluation of the submitted articles.
* Decide the rejection of articles at the pre-screening stage based on the screening report and the status of accepted articles based on the reported verification of amendments at the final proof stage.
* Ensure confidentiality in managing the review process and the handling of the submitted journal articles.
* Ensure the availability of the relevant information and instructions to all reviewers and authors.
* Adhere to journal policies and guidelines.
* Ensure timely publication of each issue.
* Strive to improve the quality of the journal.
* Promote the journal.
* Actively disclose quality improvement efforts to the editorial board members as well as the journal management team.
* Establish and maintain a good working relationship with collaborating partners and others.

**Editorial Board Members**

* Maintain the integrity of the journal.
* Carry out the duties of a reviewer as per the stipulated roles and responsibilities.
* Ensure fair evaluation of the submitted articles.
* Responsible in avoiding conflict of interest by declining the appointment as a reviewer in cases where such situation arises.
* Ensure confidentiality in conducting the review process.
* Reveal any ethical issues related to suspicion of plagiarism, falsification, fabrication, and other forms of misconducts found during the review process.
* Provide informative and good quality feedback/report to the authors. The feedback/report must be written in a polite manner and attempted towards the improvement of the article.
* Adhere to journal policies and guidelines.
* Provide feedback in a timely manner.
* Support quality improvement efforts.
* Promote the journal.
* Establish and maintain a good working relationship with collaborating partners and others.

**Reviewers**

* Maintain the integrity of the journal.
* Carry out the duties of a reviewer as per the stipulated roles and responsibilities.
* Ensure fair evaluation of the submitted articles.
* Responsible in avoiding conflict of interest by declining the appointment as a reviewer in cases where such situation arises.
* Ensure confidentiality in conducting the review process.
* Reveal any ethical issues related to suspicion of plagiarism, falsification, fabrication, and other forms of misconducts found during the review process.
* Provide informative and good quality feedback/report to the authors. The feedback/report must be written in a polite manner and attempted towards the improvement of the article.
* Provide recommendation on the acceptance of articles in the reviewer report
* Adhere to journal policies and guidelines.
* Provide feedback in a timely manner.
* Promote the journal.

**Authors**

Corresponding authors are responsible for ensuring that:

* only original work that is free of plagiarism, falsification, and fabrication is submitted.
* the submitted article has not been published elsewhere and is not being considered for publication elsewhere.
* the work reported has been carried after a thorough ethical consideration required in the field of research.
* secure reproduction rights for the use of resources
* contributions from all individual to the article submitted are accurately reflected in the co-author listing and publication credits.
* all co-authors have reviewed and approved the final version of the submitted article, and the final version of amended article.
* the signed copyright form is submitted upon consultation with co-authors.
* every comments/ concerns raised by the reviewers are addressed in revising the article as per the instructions given.
* the work submitted adhere to journal policies and guidelines.
* amended journal articles are submitted in a timely manner.
* all forms of corrections, clarifications, retractions and apologies are communicated to the journal secretariat.

**Managing Editor**

* Maintain the integrity of the journal.
* Ensure appropriateness and fairness in the appointment of the reviewers.
* Ensure fair evaluation of the submitted articles.
* Ensure confidentiality in managing the review process and the handling of the submitted journal articles.
* Ensure the availability of the relevant information and instructions to all reviewers and authors.
* Adhere to journal policies and guidelines.
* Review the amended journal article and ensure good flow and clarity of the articles published.
* Ensure timely publication of each issue.
* Strive to improve the quality of the journal.
* Promote the journal.
* Actively disclose quality improvement efforts to the editorial board members as well as the journal management team.
* Establish and maintain a good working relationship with collaborating partners and others.

**Language Editor**

* Maintain the integrity of the journal.
* Ensure confidentiality in editing the submitted journal articles.
* Adhere to journal policies and guidelines.
* Ensure that the articles published are well written and free of language errors.
* Ensure timely submission of the edited articles.
* Strive to improve the quality of the journal.
* Promote the journal.

**Layout Editor**

* Maintain the integrity of the journal.
* Ensure confidentiality in formatting the submitted journal articles.
* Adhere to journal policies and guidelines.
* Ensure that the articles published are well formatted and error free.
* Ensure timely submission of proof copies.
* Strive to improve the quality of the journal.
* Promote the journal.

**Assistant Editor**

* Maintain the integrity of the journal.
* Ensure confidentiality in managing the review process and the handling of the submitted journal articles.
* Adhere to journal policies and guidelines.
* Conduct the pre-screening process in an effective and timely manner.
* Strive to improve the quality of the journal.
* Promote the journal.

**Online Publication Officer**

* Maintain the integrity of the journal.
* Ensure confidentiality in the handling of the submitted journal articles.
* Adhere to journal policies and guidelines.
* Ensure timely uploading of approved proof copies.
* Maintain the journal portal.
* Strive to improve the quality of the journal.
* Promote the journal.