



## Transparent Review Policy

The CPUH Multidisciplinary Journal of Research in Social Sciences follows a double-blind peer-review process, ensuring that both authors and reviewers remain anonymous to maintain fairness, objectivity, and academic integrity. The journal is committed to a transparent and rigorous review system, which includes the following key aspects:

### 1. Review Process

#### *Step 1: Initial Submission Check*

- ◆ Upon receiving a manuscript, the Editor-in-Chief and the editorial team conduct an initial screening to assess whether the submission aligns with the journal's aims, scope, and formatting guidelines.
- ◆ Manuscripts failing to meet basic academic and ethical standards (e.g., plagiarism, lack of originality, or improper formatting) may be desk rejected without review.

#### *Step 2: Assignment to Reviewers*

- ◆ After passing the initial check, the manuscript is assigned to two or more qualified reviewers with expertise in the relevant field.
- ◆ The reviewers do not receive any information about the author(s), and vice versa, ensuring a double-blind review.

#### *Step 3: Peer Review Evaluation:*

##### *(a) Reviewers evaluate the manuscript based on:*

- ◆ Originality and significance of the research.
- ◆ Clarity and coherence of arguments.
- ◆ Methodological soundness and data reliability.
- ◆ Relevance to social sciences and the journal's scope.
- ◆ Ethical considerations in research.
- ◆ Proper referencing and citation practices.

##### *(b) Reviewers provide detailed feedback and recommend one of the following:*

- ◆ Accept as it is – Ready for publication.
- ◆ Accept with minor revisions – Small modifications required before acceptance.
- ◆ Revise and resubmit – Major revisions needed, requiring re-evaluation.
- ◆ Reject – The manuscript does not meet academic standards or journal scope.

#### *Step 4: Editorial Decision*

- ◆ The Editor-in-Chief reviews the comments from reviewers and makes the final decision.
- ◆ If revisions are required, the manuscript is sent back to the author(s) with reviewer comments for improvement.

After resubmission, the manuscript may go through an additional round of review if necessary.

#### *Step 5: Final Approval and Publication*

##### *(a) Once the manuscript is approved after all revisions, the editorial team ensures:*

- ◆ Proper formatting and referencing.
- ◆ Ethical compliance (e.g., plagiarism check).
- ◆ Inclusion of author acknowledgments and disclosures.

##### *(b) The article is then scheduled for publication in the next available issue of the journal.*

### 2. Ethical Standards in Peer Review

To ensure fairness and integrity in the review process:



No conflicts of interest – Reviewers must declare any conflicts of interest if they recognize the author's work.

Confidentiality – Manuscripts and review reports are strictly confidential and not shared outside the review process.

Objective and Constructive Feedback – Reviewers are required to provide professional, constructive, and unbiased critiques.

Plagiarism and Ethical Checks – Manuscripts undergo plagiarism screening before acceptance. Any suspected unethical research practices are investigated.

### 3. Author and Reviewer Responsibilities

*For Authors:*

- Ensure that the manuscript adheres to the journal's submission guidelines.
- Revise the manuscript as per reviewer comments within the specified time frame.
- Address all editorial and reviewer feedback before final acceptance.

*For Reviewers:*

- Provide a thorough and unbiased evaluation of the manuscript.
- Submit reviews within the given deadline.
- Maintain confidentiality and avoid using manuscript content for personal research.
- Flag any ethical concerns, including potential plagiarism or research misconduct.

### 4. Appeal Process

- If an author disagrees with a rejection or review decision, they can submit a formal appeal with detailed justifications.
- The Editor-in-Chief may consult additional reviewers before making a final decision.

### 5. Commitment to Transparency

- The journal follows international peer-review standards as per COPE (Committee on Publication Ethics) guidelines.
- The entire review process is documented and archived for quality assurance.
- Reviewers' feedback (without disclosing identities) is shared with authors for transparency.

### Open Access Policy

The CPUH Multidisciplinary Journal of Research in Social Sciences follows a Gold Open Access policy, ensuring that all published articles are freely accessible to readers worldwide without any subscription or paywall barriers.

#### 1. Free Access to Knowledge

- All articles are available online at no cost to readers.
- There are no fees for downloading, sharing, or distributing published research.

#### 2. No Article Processing Charges (APC)

- The journal does not charge any Article Processing Charges (APC) or submission fees.
- Authors can publish their research free of cost, promoting academic inclusivity.

### Archival Policy

The CPUH Multidisciplinary Journal of Research in Social Sciences follows a robust archival policy to ensure the long-term preservation, accessibility, and integrity of all published research articles.



### 1. Digital Preservation

- All published articles are permanently archived in the Career Point University, Hamirpur, Himachal Pradesh's institutional repository.
- The journal is integrated with national and international digital archives for long-term accessibility.
- Regular backups are maintained to prevent data loss

### 2. Indexing and Database Integration

- The journal is actively working towards indexation in reputable academic databases to enhance visibility.
- Published articles are archived in Google Scholar, ResearchGate, Academia.edu, and similar repositories.

## Plagiarism Prevention Policy

The CPUH Multi disciplinary Journal of Research in Social Sciences strictly adheres to the UGC (University Grants Commission) guidelines on plagiarism to maintain academic integrity and originality in research publications.

### 1. Permissible Similarity Limits (As per UGC Regulations 2018)

The journal follows the UGC's prescribed plagiarism detection thresholds

Similarity Percentage	Action Taken
0 - 10%	Acceptable, minor revision if needed.
10 - 40%	Sent back to the author for revision and proper citation.
40 - 60%	Major revision required, resubmission necessary.
Above 60%	Rejected outright due to excessive plagiarism.

**Note:** Submissions must not exceed a plagiarism threshold of 10%. Authors are required to submit a plagiarism report from Turnitin, DrillBit, or Ouriginal along with their manuscript (If possible).

### 2. Plagiarism Detection Process

- All submitted manuscripts undergo plagiarism screening using reputed plagiarism detection software (such as Turnitin or drillbit).
- Authors are required to provide proper citations and acknowledgments for all referenced material.
- Self-plagiarism (reuse of one's previously published work without citation) is strictly prohibited.

### 3. Consequences of Plagiarism

If plagiarism is detected:

- Authors will be notified and asked to revise their work accordingly.
- If plagiarism is excessive, the manuscript will be outright rejected.
- In case of detected plagiarism after publication, the article may be retracted, and authors may face a ban from future submissions.



## Additional Policies for CUPH Multidisciplinary Journal of Research in Social Sciences

The CUPH Multidisciplinary Journal of Research in Social Sciences follows additional policies in the following areas:

### 1. Conflict of Interest Policy

- Authors, reviewers, and editorial members must disclose any potential conflicts of interest that could influence their work.
- Conflicts may include financial interests, institutional affiliations, or personal relationships that could bias the research or review process.
- The journal ensures transparency by publishing conflict of interest statements when necessary.

### 2. Retraction and Correction Policy

- Retraction:** If a published article is found to contain plagiarized, falsified, or unethical research, it will be formally retracted, and a public retraction notice will be issued.
- Corrections:** Minor errors that do not affect the research integrity may be corrected through an erratum or corrigendum, with an official notice in the next issue.

### 3. Ethical Research Policy

- The journal follows COPE (Committee on Publication Ethics) guidelines to ensure responsible research and publication practices.
- Studies involving human subjects, personal data, or sensitive topics must provide an Ethical Clearance Certificate from an approved institutional review board.
- Authors must declare compliance with ethical standards in their methodology section.

### 4. AI and Automated Content Policy

- The journal does not accept AI-generated content without human-authored critical analysis.
- If AI-assisted tools (such as ChatGPT, Grammarly, or data processing software) are used, authors must disclose their usage in the methodology.
- Plagiarism and factual accuracy checks will be conducted on AI-assisted content to ensure academic credibility.

### 5. Data Sharing and Transparency Policy

- Authors are encouraged to share their research data in open-access repositories to promote transparency and reproducibility.
- If data is confidential or restricted, authors must provide a statement explaining data availability limitations.