

Editorial Policy

Authors submitting articles for publication must follow the guidelines below:

1. The manuscript to be submitted must be prepared in a single Microsoft Word (MSW) format including the assigned components, charts, figures, tables, graphics, or any other materials relevant to the topics.
2. The manuscript should be between 5000-7000 words including from title to references.
3. The manuscript must be in single line space A4 size paper and Times New Roman 12-point font size throughout. The paragraphs must not be justified but left-aligned.
4. The author/s must maintain uniformity in format, style, language, and layout throughout the manuscript following APA Manual 7th edition, 2020.
5. Each manuscript must include the following components:
 - ***Title** (Times New Roman, 12 pt., bold, max. 15 words)
 - ***Author/s' biography in brief** (name, designation, affiliation, address, email ID, ORCID if available)
 - ***Abstract** (within 150 to 250 words, justified, italic, Times New Roman, 12 pt., single line spacing))
 - ***Keywords** (not more than 5 words or phrases)
 - ***Main Headings** (introduction, literature review, methodology, results, discussion, conclusion)
 - ***References** (at least 15 up-to-date sources, priority on indexed journals)
 - ***Acknowledgements** (if any)
 - ***References**
 - ***Appendices** (if any)
 - ***Author's abridged CV** (approximately 60 words)

The author/s must prepare four files to send: a cover page including the author/s' name/s and affiliation/s, an abstract with keywords, a complete manuscript, an anonymized version that must not contain any information about the author/s, and the author's abridged CV (approximately 60 words).

6. The manuscripts submitted to the ELT Perspectives must be the original work of the author/s, must not be submitted anywhere for publication, and not be published partially or in full in any other journals.
7. All authors should take all ethical responsibility for their submitted and published manuscripts. If submitted manuscripts have used false data or are found plagiarized from others' work, they will be rejected without review and returned to the respective author/s. Those authors will be black-listed and will not be permitted to submit manuscripts for two years.

The author/s must agree on the terms and conditions of the copyright authorization of the articles to the journal after their manuscripts are accepted for publication.

The authors must submit the electronic version to enged@pncampus.edu.np which is an official mail of the hosting institution.

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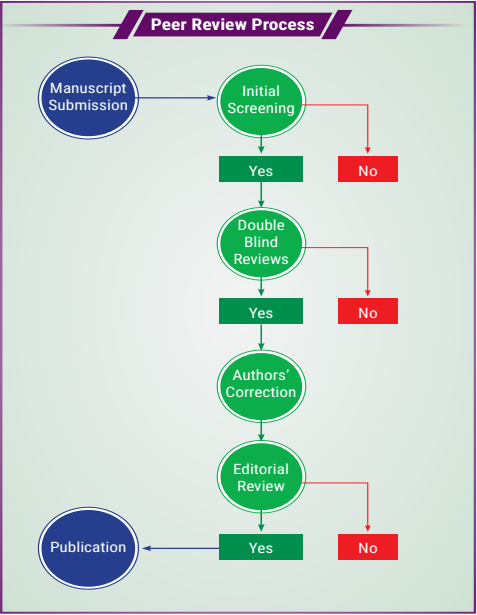
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As illustrated in the figure, all the manuscripts will undergo initial screening that includes a plagiarism check and checks against the author guidelines. If the submissions cannot pass this process, they will immediately be rejected. If passed, they will undergo a step-by-step review process that will take 4-6 months.

Stage 1: Initial Screening: After all submissions are screened by the editors for relevance, they will be checked for plagiarism. If they are successful in the initial screening and plagiarism check, they will be accepted for another step, that is, peer reviews.

Stage 2: Peer Reviews

All accepted manuscripts will be reviewed by two reviewers who will be asked to evaluate whether the manuscript is publishable or not. They will produce peer review reports and send them to the editorial board for consideration. The reviewers will not recognize the identification of the authors, including their names and affiliations.

Stage 3: Editorial Assessment

On the basis of the reviewers' reports, the editors will determine whether the manuscripts should be sent to the authors for revision or not. The editors' decision will be the final in this case.

Stage 4: Authorial Revision

The authors will be provided with the reviewers' reports, including the editors' instructions for revision of the manuscripts. The authors will not recognize the identification of the reviewers' names and affiliations.

Stage 5: Editorial Reviews, Proofreading and Final Decision

All revised manuscripts will be reviewed by the editors to make sure that they are up to the standards of the journal for publication. Proofreading will be done by both desk editors and the concerned authors. The editors will then reach a decision based on the reports sent by the reviewers and the authors' revised submissions. The editors may reject the revised manuscripts if the revised manuscripts are not properly revised and proofread. Finally, the editorial board will write a letter of acceptance to the successful authors for publication.

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