



**TRIBHUVAN UNIVERSITY**  
**Prithvi Narayan Campus, Pokhara**  
**Centre for Research and Innovation (CRI)**

**GUIDELINES FOR JOURNAL PUBLISHERS AND EDITORS**

(Approved by the Executive Board of CRI on 7 February 2021)

### **Overview**

The “Guidelines for Journal Publishers and Editors” is based on the “Guidelines for the Minimum Standards and Classification of Peer-Reviewed Journals Published in Nepal, 2018” set by the University Grants Commission (UGC), Nepal and the “Journal Publishing Practices and Standards (JPPS) Framework” managed by AJOL and INASP based in the UK. The guidelines are prepared for 30 journals published by the centre, research committees and departments under Prithvi Narayan Campus, Pokhara for internal use for academic publishing in the campus and are subject to a rigorous quality assurance process that may help promote research integrity.

These guidelines are necessary because they help standardize journals. If there are standardized journals, quality researches happen because journals are produced out of researches and researches are connected with the teaching learning in the universities. The researches will produce knowledge and skills that are needed for the overall development of the nation. So when journals are standardized, they will enhance the research activities, contributing to national development at the end.

### **Objectives**

Journals published by different institutions in Nepal whether they are universities or research institutions, or commercial organizations must be maintained, monitored, and controlled as per the international practice and standards. Journals published by Prithvi Narayan Campus should meet the same standards. The major objective of this attempt is to assure quality of journal publications and formulate a set of criteria for journals published by the centre, research committees and departments under Prithvi Narayan Campus, Pokhara. The following are the specific objectives of the guidelines.

- 1) to meet the UGC's minimum standards of peer reviewed journals published in Nepal;
- 2) to bring uniformity of journals published by the campus;
- 3) to assure quality of journal publications in the campus;
- 4) to motivate faculty of this campus to involve in research and academic publications;
- 5) to encourage journal publishers to index in the NepJOL, meeting the criteria set by AJOL and INASP for the quality of publishing practices in the campus; and
- 6) to save money, time and environment by encouraging publishers and editors to publish their journals electronically.

## Criteria for Journal Standards

1. Journals published by the centre, research committees and departments under Prithvi Narayan Campus, Pokhara are encouraged to go online. The journals can use the e-journal portal that is available in the campus website.
2. Journals are encouraged to accept manuscripts from outside the institutions if the manuscripts are on the related subjects of the journal and maintain the quality and format of the particular journal.
3. Journals are encouraged to include few editors in the editorial board from outside the institutions, but they should be from the related subjects of the journal.
4. Authors who are associated with the journal as editors and reviewers cannot publish their articles in the same journal. However, such authors may revoke their association as editors and reviewers in the journal that they have submitted their articles for publication. In such cases, they should not involve in the early screening, peer review and editorial review processes. They can reenter into the editorial and review board when they are not submitting their articles for publication in future editions.
5. Journals should include all information about the journal on the title page (next page of the cover page). Similarly, the journals must have all information about the journal and the author/s on the first page of each article.
6. Journals are encouraged to go through a rigorous article selection process for publication. All submitted manuscripts must go through 3 phases of the selection process: early screening, double peer review and final editorial decision. So the submitted articles can be rejected at any phase of the selection process.
7. Journals should not include preface or foreword, statement of any kind, advertisements, or any other materials other than the articles on the related subjects and areas of study. However, the journals may use the editor's note (editorial), which is optional.
8. Journals are encouraged to increase the rejection rate of articles for each issue of the journal so that the authors produce their work seriously.
9. Journals are encouraged to index their journals in NepJOL and other journal indexing portals.
10. Journals are encouraged to use DOIs in the articles published in the journal. In order to get DOIs, journals must at least index in NepJOL.
11. Journals listed in the e-journal portal of the campus must have ISSN (both print and online), DOIs (which can be obtained from NepJOL) and the list of peer reviewers for an issue (the list can be adjusted to the end of the journal as a separate page).
12. Journals are encouraged to save money, time and environment by minimizing the number of their print copies and adopting the online publication facility available in the campus website.
13. Journal publishers seeking publication support from the campus should meet the criteria of journal standards and be full compliance with the guidelines mentioned in this "Guidelines for Journal Publishers and Editors".

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