



## **Key Guidelines to authors for article submission: Sadgamaya**

### ***I. Introduction***

- Sadgamaya is a multidisciplinary and multidimensional peer-reviewed research journal initiated by Texas International College.
- (TIC) to explore emerging knowledge in the era of research and academics. The journal aims to collaborate to develop productive interlink of ideas and ideal practices in the ever-changing exploratory world. So, the domain area of the journal is quite vast and diverse, providing a platform to academic researchers, module developers, and corporate practitioners.

### ***II. Procedures***

- Sadgamaya solicits only unpublished research articles from the academic and corporate world on multidisciplinary areas.
- Sadgamaya is a platform for unfolding research endeavors with a strong Advisory Board backup and a reputed reviewer team.
- Interested authors should follow the notice published regarding the submission of the article on the college website and notice board.
- The author should mandatorily send two hard and soft manuscript copies using the MS Word standard software package.
- Sent manuscript should abide by the standard parameters of research articles e.g., separate pages for the topic and author's name, abstract (not exceeding 250 words) with keywords limited to five, APA format (latest edition), legibly drawn tables, charts, graphs and any others with corresponding number and title at the appropriate place.
- The author should compulsorily furnish a clear declaration statement to the editor-in-chief or the Publication Body stating that the submitted article has neither been published nor shall be submitted elsewhere for publication until the editor-in-chief's decision.
- Collected manuscripts, if found to fulfill the guidelines mentioned, shall be subject to a review process leading to final evaluation and approval for publication.

### ***III. Article Review Policy***

- Received manuscripts shall be sent blindly and confidentially to two separate reviewers/experts for review based on experts' areas of expertise to ensure zero tolerance for experts' bias.
- The expert shall thoroughly review the manuscript in light of the checklist furnished by the Editor in Chief or Editorial Board.
- The final decision of publication shall be based on the recommendation drawn by the expert concerning the score of the checklist. No manuscript shall be considered for publication if the feedback is negative. Only those manuscripts with positive feedback from both reviewers and experts shall be accepted for publication, and the notice to that effect shall be given to the author.
- Based on the feedback, if the manuscript can be improved to qualify for publication, such a manuscript with feedback shall be returned to the author to make the necessary adjustments. Improved manuscript once it reaches the Editor in Chief or Editorial Board, reevaluation is done and necessary decisions shall follow accordingly.
- The Review Policy may cover 3 to 4 months from the date of the manuscript received.
- The Editorial Board shall be the final authority concerning publication, rejection, or other procedures regarding the collected manuscripts.

### ***IV. Ethical Consideration***

- All concerned involved in whatsoever capacity (Patron, Editorial Board, Advisory Board, Editor in Chief, Experts, Publication Body, Authors, and Staff) in the publication process of Sadgamaya shall bear ethical responsibility individually and jointly in compliance with rules and regulations of Texas International College affiliating university and agencies registering and regulating journal publication.
- Any ethical codes designed and enforced repeatedly by the Texas International Education Network (TIEN) and Texas International College (TIC).

### ***V. Publication Certificate***

- The Editor in Chief or Editorial Board of Sadgamaya shall provide a publication certificate along with two hard copies of the journal (free of cost) to the respective authors. For extra copies of journals, the respective authors shall have to bear the price of journals plus delivery charges.