**Guide for authors**

Submission to this journal proceeds totally online. Use the following guidelines to prepare your article.

**Submission Template**

For our Microsoft Word submission template, please download the file **here**.

**Article Types**

The following article types are included in the ***International Journal of Economic and Management Decisions***:

1. **Original Research Article**: Report of original research findings and data.
2. **Review Article**: Critically examines the body of research on a particular subject and gives insights/informed opinions on the direction and future of the research field.

**Manuscript Presentation**

1. **Length:** Original Research Articles submitted to this journal should not exceed 18,000 words, which includes fully cited references. For Review Articles should exceed 5,000 words but be less than 20,000 words and include references.
2. **Language, Spelling, and Grammar:**This journal only accepts English manuscripts. If English is not your first language, it is strongly suggested that you ask an English-speaking colleague to proofread your paper.
3. **Author Affiliations:**These should immediately follow the title. For multiple-authored articles, list the full names of all the authors, followed by their email addresses. If an author's present address is different from the address at which the work was carried out, this should be given as a footnote. All co-authors must be listed on the manuscript submission and peer review sites as part of the submission process.
4. **Abstract:**The recommended length for the abstract should be within a range of 150–300 words. The abstract should not exceed 350 words in total. It should indicate the general scope and also state the main results obtained, the methods used, the value of the work, and the conclusions drawn. The IMRAD (Introduction, Methods, Results, and Discussion) format is recommended to organize the structure of your abstract. No figure numbers, table numbers, or references should be included.
5. **Keywords:** Please include at least 3 and up to 10 pertinent keywords.
6. **Tables:**The text should make clear references to the tables. Tables should be inserted in an editable format. Tables should be referred to in numerical order.
7. **Funding:** You should list all funding sources in the **Funding Support Section**.
8. **Reference Style:** This journal uses the IEEE reference style. Each in-text citation must be matched by a corresponding reference in the reference list, and vice versa.
9. **ORCiD:** ORCiD provides a persistent digital identifier (an ORCID iD) that researchers own and control. It can help researchers record and report their work. Authors are encouraged to register with ORCiD and include ORCiD information when submitting. For more information on how to register an ORCiD, please visit <https://orcid.org/>.
10. **Cover Letter**: Authors are encouraged to submit a cover letter with the manuscript. If you would like to submit one, please include a brief summary of your manuscript that highlights the key findings and main contributions. If your manuscript was previously a conference paper, please attach the paper and details of how the manuscript has been expanded.

**Revisions**

If your manuscript needs revision to meet the journal's requirements, please prepare the following files and include them at the time of uploading your revised submission:

1. **Author Response Letter**: Provide detailed responses that address each editor and reviewer's comment. Please provide a polite, objective rebuttal if you disagree with the comments.
2. **Revised Manuscript (Tracked Changes Copy)**: A marked-up copy of your manuscript file demonstrating the modifications you have made should be included.
3. **Revised Manuscript (Clean Copy)**: Upload an unmarked copy of your revised manuscript.

**After Acceptance**

1. **Check by Editorial Office:** Once your paper has been accepted, it will be checked by the editorial office to ensure that it is ready for production. If any updates are necessary, you may be contacted. Otherwise, your paper will be forwarded to the production team.
2. **Publishing License and Payment:** When the production team receives the accepted article, the corresponding author will be contacted by email to ask them to sign a publication license and pay Article Processing Charges.
3. **Proofs:** The corresponding author will receive an email for approval before it is typeset. Authors should check their proofs carefully to confirm all the information is accurate. Proofs must be returned within **5 working days** of receiving the email.

**Declaration of generative AI in scientific writing**

Authors must declare the use of generative AI in scientific writing upon submission of the paper. The following guidance refers only to the writing process, and not to the use of AI tools to analyse and draw insights from data as part of the research process:

* Generative AI and AI-assisted technologies should only be used in the writing process to improve the readability and language of the manuscript.
* The technology must be applied with human oversight and control and authors should carefully review and edit the result, as AI can generate authoritative-sounding output that can be incorrect, incomplete or biased. Authors are ultimately responsible and accountable for the contents of the work.
* Authors must not list or cite AI and AI-assisted technologies as an author or co-author on the manuscript since authorship implies responsibilities and tasks that can only be attributed to and performed by humans.

The use of generative AI and AI-assisted technologies in scientific writing must be declared by adding a statement at the end of the manuscript when the paper is first submitted. The statement will appear in the published work and should be placed in a new section before the references list. An example:

* Title of new section: Declaration of generative AI and AI-assisted technologies in the writing process.
* Statement: During the preparation of this work the author(s) used [NAME TOOL / SERVICE] in order to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the published article.

The declaration does not apply to the use of basic tools, such as tools used to check grammar, spelling and references. If you have nothing to disclose, you do not need to add a statement.

**Retraction Policy**

Retractions are considered by journal editors in cases of evidence of unreliable data or findings, plagiarism, duplicate publication, and unethical research. All retraction notices explain why the article was retracted. A retraction notice will also be published in the next available electronic and print issue.

Editors should consider retracting a publication if:

* They have clear evidence that the findings are unreliable, either as a result of a major error (e.g., miscalculation or experimental error) or as a result of fabrication (e.g., of data) or falsification (e.g., image manipulation).
* It constitutes plagiarism.
* The findings have previously been published elsewhere without proper attribution to previous sources, disclosure to the editors, permission to republish, or justification (i.e., cases of redundant publication).
* It contains material or data without authorization for use.
* Copyright has been infringed, or there is some other serious legal issue (e.g., libel, privacy).
* It reports unethical research.
* It has been published solely on the basis of a compromised or manipulated peer review process.
* If the author(s) failed to disclose a major competing interest, it would have unduly affected interpretations of the work or recommendations by editors and peer reviewers.

**Supplementary Material**

To enrich your content, you can include supplementary materials such as applications, images, and videos. Submitted supplemental materials are published precisely as submitted. Please submit your material together with the article and supply a concise, descriptive caption for each supplementary file. If you wish to make modifications to supplemental materials at any point during the process, please submit an updated file.

**Advertisement Policy**

As of right now, the journal has not opted for advertising, and no advertisements will be published in the articles, on the official website of the journal, etc.

**Conflicts of Interest**

All authors should disclose in their manuscript any financial and personal relationships with other people or organizations that could be viewed as inappropriately influencing their work. Examples of potential conflicts of interest that should be disclosed include employment, consultancies, stock ownership, paid expert testimony, patent applications/registrations, and grants or other funding.

**Data Availability Statement**

If you're submitting your paper with a data sharing policy, then you'll be prompted to provide a data availability statement with your submission. A data availability statement tells the reader where the research data associated with a paper is available, and under what conditions the data can be accessed. They also include links (where applicable) to the data set.

**Submission Preparation Checklist**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).

The submission file is in Microsoft Word file format, created using the appropriate document template of the **International Journal of Economic and Management Decisions**.

The text is written in English and meets this journal's formatting requirements outlined in the Author Guidelines.

I have read Conflicts of Interest Policy and agree to declare any and all conflicts involving myself or my co-authors in the "Comments for the Editor" field. If there are no conflicts, I will declare that there are no conflicts in the "Comments for the Editor" field.

If you're submitting your paper with a data sharing policy, a data availability statement should be provided with your submission.

I have read and understood the copyright and license agreement.

**Copyright Notice**

The***International Journal of Economic and Management Decisions***applies the [Creative Commons Attribution (CC-BY)](https://creativecommons.org/licenses/by/4.0/) license to published articles. Under this license, authors retain ownership of the copyright for their content, but they allow anyone to download, reuse, reprint, modify, distribute and/or copy the content as long as the original authors and source are cited. Appropriate attribution can be provided by simply citing the original article.

**Privacy Statement**

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.