

## EDITOR GUIDELINES

### Exploration अन्वेषण: A Peer-Reviewed Multidisciplinary Journal

Research Management Cell (RMC)  
Darchula Multiple Campus, Far Western University, Nepal

#### About the Journal

Exploration is an annual, double-blind peer-reviewed multidisciplinary journal published every January by the Research Management Cell (RMC), Darchula Multiple Campus, Far Western University, Nepal. The journal publishes original, high-quality research articles in Education, Social Sciences, Humanities, and Management. The journal does not charge any article processing or publication fees.

#### Objectives of the Journal

The objective of Exploration is to promote and disseminate high-quality, original, and ethically sound research in Education, Social Sciences, Humanities, and Management by providing a rigorous double-blind peer-reviewed platform that supports multidisciplinary scholarship, advances academic knowledge, strengthens research culture, and ensures free and accessible publication opportunities for scholars in Nepal and beyond.

#### Role of Editors

Editors are responsible for ensuring the quality, integrity, and timely publication of manuscripts submitted to *Exploration*. Their primary duties include:

- Upholding ethical standards and fairness throughout the review process.
- Ensuring manuscripts meet the journal's scope and quality standards.
- Managing the double-blind peer-review process.
- Communicating with authors and reviewers professionally and promptly.
- Maintaining confidentiality and editorial neutrality.

#### Editorial Responsibilities

##### *Initial Screening*

Editors must perform an initial assessment within **7 days** of submission:

##### **Check Scope Compatibility:**

- Ensure the manuscript aligns with Education, Social Sciences, Humanities, or Management.

##### **Assess Basic Quality:**

- Clarity and organization
- Relevance and contribution

- Academic rigor
- Grammar and readability

### **Ensure Compliance with Guidelines:**

- Word limit
- Anonymization
- Structure and formatting (APA 7)

### **Plagiarism and AI-Content Check:**

- Verify originality using available tools
- Reject immediately if plagiarism exceeds acceptable levels or content appears inauthentic

### **Decision after screening:**

- Send for peer review
- Return for revision before review
- Reject at editorial level

## **Managing the Double-Blind Peer Review**

### **Selecting Reviewers**

Editors must assign qualified reviewers who:

- Have expertise relevant to the topic
- Have no conflict of interest
- Agree to complete the review within 7 days

### **Ensuring Reviewer Anonymity**

Editors must maintain double-blind confidentiality:

- Remove all author identifiers
- Do not share reviewer identities with authors

### **Monitoring Review Progress**

- Send reminders if a reviewer delay
- Replace reviewers if necessary

### **Evaluating Reviewer Reports**

Editors should ensure reviewer comments are:

- Constructive
- Relevant

- Respectful
- Aligned with academic norms

### **Editorial Decision-Making**

Based on reviewer comments and editorial judgment, editors shall choose one of the following:

- Accept
- Accept with Minor Revisions
- Accept with Major Revisions
- Reject

### **Criteria for Decision**

Editors should consider:

- Originality and contribution
- Methodological rigor
- Coherence and clarity
- Quality of analysis
- Ethical compliance
- Reviewers' recommendations

### **Communicating Decisions**

Editors must:

- Provide a clear, professional decision letter
- Attach anonymized reviewer comments
- Ask authors to submit a **point-by-point response** to revisions

### **Handling Revised Manuscripts**

Editors must:

- Review the authors' point-by-point response
- Check whether revisions address reviewer concerns
- Confirm APA 7 formatting and journal requirements
- Decide whether a second review is necessary

**For minor revisions:** Editors may decide without sending back to reviewers.

**For major revisions:** Editors may request re-review.

### **Ethical and Professional Standards**

Editors must uphold the following principles:

#### ***Confidentiality***

- Keep all manuscripts, reviews, and author information strictly confidential.
- Do not use unpublished manuscript content for personal benefit.

### ***Editorial Neutrality***

- Avoid bias based on gender, nationality, institution, or theoretical orientation.
- Declare any conflict of interest and recuse themselves if necessary.

### ***Ethical Oversight***

Editors must ensure:

- Ethics approvals are provided for human-subject research
- Informed consent procedures are described
- Data, images, and quotations follow ethical norms

### ***Handling Misconduct***

Editors must respond firmly to:

- Plagiarism
- Data manipulation
- Duplicate submissions
- Authorship disputes

Actions may include:

- Rejection
- Notification to authors' institutions
- Blacklisting in severe cases

### **Pre-Publication Responsibilities**

#### ***Final Manuscript Check***

Editors must check:

- APA 7 referencing
- Tables/figures formatting
- Word limit compliance
- Grammar and coherence
- Corrected metadata

#### ***Proofreading***

Editors coordinate with the layout team to ensure:

- Uniform formatting
- No typographical errors
- High-quality presentation

## ***Final Approval***

Editors grant final approval only after ensuring:

- All revisions are properly addressed
- Journal standards are met
- Ethical declarations are included

## **Communication Responsibilities**

Editors must maintain professional communication:

- Respond to author or reviewer queries within 3 days
- Provide clear and respectful feedback
- Update the authors on progress at key stages

## **Archiving and Documentation**

For transparency and record-keeping, editors must archive:

- Initial submission
- Reviewers' reports
- Revised versions
- Decision letters
- Final approved manuscript

The RMC maintains the official archive.

## **Publication Timeline (Annual Cycle)**

- **Call for Papers:** July
- **Submission Deadline:** September
- **Initial Screening:** Within 7 days
- **Peer Review:** 7–14 days
- **Revision Period:** 7–21 days
- **Final Proofing & Layout:** December
- **Publication:** January

## **Contact Information**

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