



## Author Guidelines

- All contribution should be made in MS-word with UK English language in A4 format with margins of [0.5" top and bottom, 1" left and right]
- Headers and footers should be 0.5"
- Page Numbers should begin from Abstract of First article (different first page)
- Title of the paper [Times New Roman, 14-point font, Bold, Uppercase, Centered, single space, Styles- Heading 1]
- Name(s) of the author(s) [Times New Roman, 12-point font, Centered, single space]
- Papers should be accompanied by an abstract of not more than 300 words along with keywords. [Times New Roman, 10-point font, 1.15-line spacing]
- The word 'Abstract' should be of Times New Roman, 12-point font, Underlined, Centered aligned]
- The word 'Keywords' [Times New Roman, 11-point font, Bold, Italic, left aligned]
- Body of the paper [Times New Roman, 12-point font, justified, 1.5-line space]
- Title of the Section [Times New Roman, Upper Case, 12-point font, Bold, 1.5-line space, numbered]
- Title of the Sub-Section [Times New Roman, 12-point font, Bold, 1.5-line space, numbered]
- Title of the Sub-Sub-Section [Times New Roman, 12-point font, justified, 1.5-line space, Italic, numbered]
- Tables, Figures should be included in the paper and should not be at the end of the paper. Tables and Figures should follow text.
- Proper labels and numbering should be given to tables and figures
- End notes should appear at the end of the paper before references
- Referencing style: Alphabetical, paragraph indents and line spacing [0.5-Hanging indent and 1.0-Line spacing]
- Annexure or Appendices should appear at the end of the paper.
- About the author, Photo of the author and address of institution should appear after references [Times New Roman, 12-point font, Left aligned, single space]

## Plagiarism Policy

IIRE Publications has a transparent peer review process, established publishing ethics and policy of plagiarism.

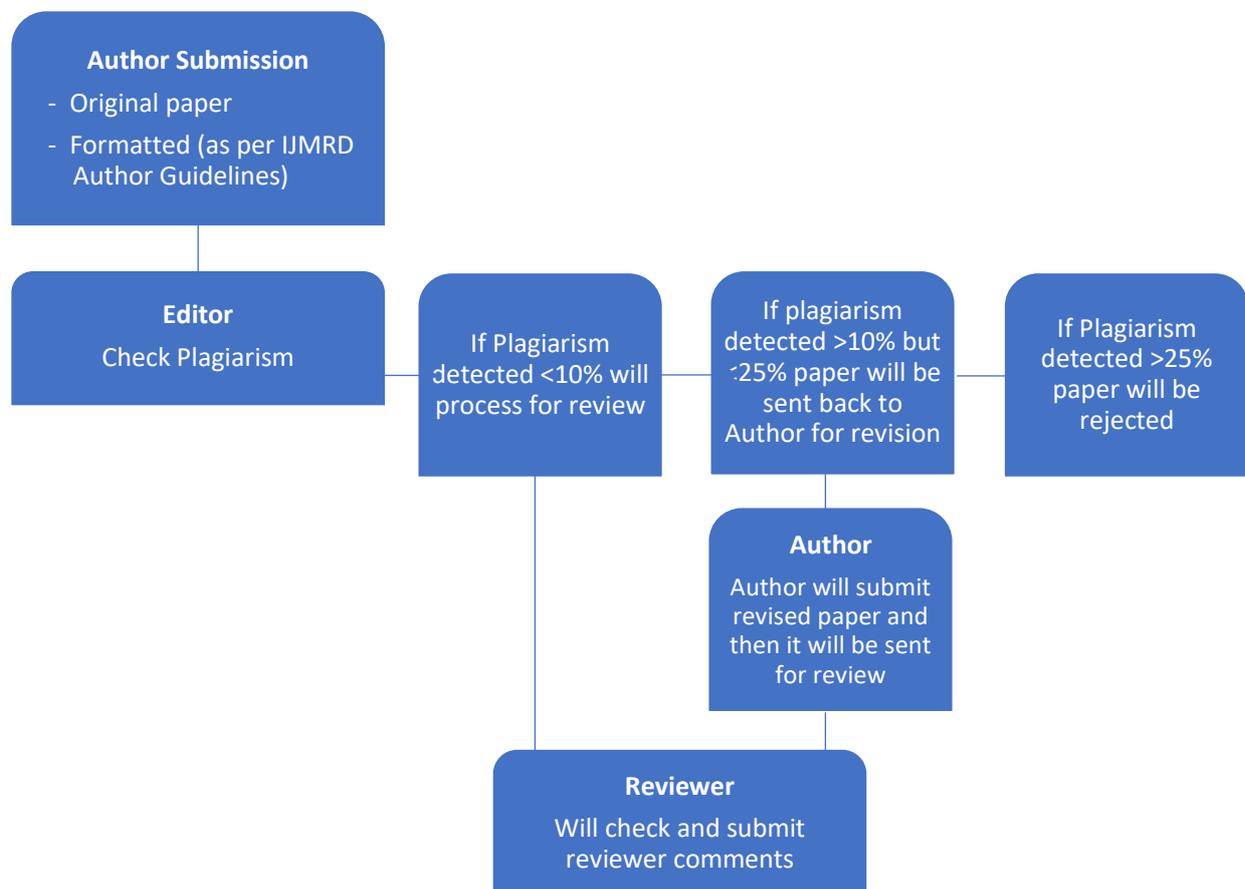
### What is Plagiarism

Plagiarism is the act of using someone else's ideas, words, work, or thoughts in whole or in part without acknowledging or giving due credits. With the easy accessibility of information, the act of copy and pasting the material and presenting it as own's work is Plagiarism.

### When Does The Plagiarism Check Done?

Author(s) should run the plagiarism checker on their own before submitting. IIRE Journal of Maritime Research and Development (IJMRD) will also check the plagiarism after receiving and before starting the review.

Author(s) should submit their original work with proper referencing to IJMRD. All the submitted manuscripts to IJMRD are checked for plagiarism before starting the process of review.



The manuscript where the extent of the plagiarism detected is less than 10 %, will be processed for review process.

The manuscript where the extent of the plagiarism detected is more than 10 % but less than 25 %, will be sent back to Author(s) for revision

The manuscript with more than 25% plagiarism will be rejected, and the Author(s) are advised to revise the manuscript and re-submit the manuscript. Author(s) can submit the manuscript as a new submission after required revisions.

## **Originality**

It is understood that the material presented in paper is original work, and does not contain or include material taken from other copyrighted sources. Wherever such material has been included, it has been clearly indented or/and identified by quotation marks and due and proper acknowledgements are given by citing the source at appropriate places. The work is not published anywhere else in its current form and it is not under consideration for publication in any other media.

If plagiarism is detected by the editorial board member, reviewer, editor etc. at any stage of the publication process, the action against it would be taken immediately and Author(s) will be notified and asked to address the concerns, rewrite the content or to cite the references from where the content has been taken and re-submit the manuscript.

## **Plagiarism After Publishing**

If any plagiarism is found after Publication, IJMRD will conduct an investigation and on finding plagiarism will contact the Author(s) or/and Author(s) institute and provide reference to the plagiarized material. IJMRD shall run a statement on line depending on the extent of the plagiarism, the paper may also be retracted.

In case of any plagiarism Author(s) shall be fully responsible for it. IJMRD or IJMRD Board members shall not be responsible for this.

## IJMRD Publication Ethics & Publication Malpractice Statement

### Responsibilities of the Publisher

#### **Formation of Editorial Board**

Editorial board will be generated from recognized experts in the field. The editor will provide full names and affiliations of the members as well as updated contact information for the editorial.

#### **Handling of unethical publishing behavior**

In cases of any alleged or proven misconduct, fraudulent publication and /or plagiarism, the publisher, in close collaboration with the editors, will take all the appropriate measures to clarify the situation and to amend the published article. The publisher is obliged to publish a prompt erratum, clarification or, in the severe case must also retract the affected work.

The publisher along with the editors, shall take reasonable steps to identify and prevent the publication of papers where any misconduct has occurred. Under no circumstances Publisher and editors encourage any such misconduct and/or knowingly allow such misconduct to happen.

#### **Access to journal content**

The publisher is committed to the permanent availability and preservation of published articles and will take all the steps necessary to ensure accessibility of its digital archive.

<https://www.imrc2022.com/ijmrdarchive>

### Responsibilities of Editorial Board

Editorial board of the Journal IJMRD is responsible for maintaining the integrity and quality while striving for improvement and relevance of the Journal with the changing time. They must remain aware about the needs of authors and readers, encouraging academic debate.

### Responsibilities of Editors

#### **Editors must not indulge in any kind of biased and unfair practices.**

Editors evaluate submitted manuscripts entirely on the basis of their academic merit and its significance to the scope of Journal IJMRD, without any regard to the authors' race, gender,

sexual orientation, ethnic origin, citizenship, religious belief, political philosophy or institutional affiliation. The editor may consult with other editors or reviewers in making the decision about reviewing, editing and publishing articles in IJMRD. Decisions to edit and publish articles are guided by the policies of the IJMRD's editorial board.

## **Confidentiality**

Editorial board, Editors and editorial staff will take all precautionary actions to ensure the confidentiality of submitted articles during the entire process of publication. They shall not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, other editorial advisers.

## **Disclosure and conflicts of interest**

- Editorial board and Editors will not use unpublished article or any information present in those submitted unpublished manuscript for their research work without the written consent from the author.
- Members of editorial board and editor must not use any information or ideas expressed through peer review. it must be kept confidential and not used for any personal gain.
- Editor should remove (recuse) himself from participating in the publication process of manuscripts in which they have conflicts of interest. They should handover responsibility to another member of the editorial board to handle the manuscript.

## **Publication decisions**

- All submitted manuscript must get equally fair chance to get published in the journal IJMRD.
- All the submitted manuscripts being considered for publication must be peer-reviewed by at least two SME (Subject Matter Experts) reviewers.
- The Editor's decision to publish the submitted manuscripts in the journal must be based on the vision and the aims of the journal IJMRD, such as the importance and relevance of the topic. The reviewers' comments, any legal requirements regarding libel, copyright violation and plagiarism. The Editor should consult with other editors or reviewers in case of any dilemma about making this decision.



## **Involvement and cooperation in investigations**

- Editors and publisher are responsible and must take responsive measures in case of any ethical concerns are raised with regard to a submitted manuscript or published article. Every reported act of unethical publishing behavior must be looked into, even if it is discovered years after publication.
- To deal with the suspected misconduct and unethical publishing behavior Editors can follow the COPE Flowchart by scanning the given QR Code: <https://publicationethics.org/node/19631>
- In case after investigation if the ethical concern is well- founded, editor and publisher must take a corrective measure and correction/ disclaimer, expression of concern or any other appropriate note, must be published in the journal.

## **Responsibilities of Reviewers**

- Reviewers supports to maintain the standard and quality of the Journal.
- Peer review provides required inputs to authors to improve their work.
- Peer review supports the editor in making editorial decisions.
- Peer review is an important element of formal scholarly communication. Authors who wish to contribute to publications have an obligation to reviewing manuscripts.

## **Promptness and timely intimation**

Any invited reviewer who feels inadequate to review the manuscript or do not have sufficient time to for prompt review must immediately notify the editors and decline the invitation to review so that alternative reviewers can be contacted. He can also suggest alternatives to the editors.

## **Confidentiality**

All manuscripts received for review are confidential documents and must be treated with sensitivity and confidentiality. They must not be shown to or discussed with others except if authorized by the Editor. This also applies to invited reviewers who decline the review invitation.

## **Objectivity while reviewing**

Reviewer must review with full objectivity. Reviewer must refrain from any personal comments/criticism about the author. Reviewers must express their views, suggestions and observations clearly with supporting arguments in order to improve the manuscript.

## **Acknowledgement of sources**

Reviewers should pay full attention while reviewing and identify any observation, derivation or argument, data author has used without proper citation. Accordingly, reviewer must advise author to include proper citation.

A reviewer should also report to the editors of any substantial similarity or overlap between the manuscript under consideration and any other manuscript of which they have personal knowledge.

## **Disclosure and conflicts of interest**

- Reviewer must not use any unpublished material from the submitted manuscript without proper written consent of the authors.
- Privileged information, ideas, expressions, statements acquired through reviewing must be kept confidential.
- Reviewer must not use any such information for his/ her personal advantage.
- Reviewer if has any conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies or institutions connected to the manuscript and the work should immediately report to the editor to acknowledge it so that alternative reviewers can be arranged.
- Above all also applies to invited reviewers who declined the review invitation.

## **Responsibilities of Authors**

### **Open Access Policy**

The journal IJMRD is freely available online. Authors are required to agree with this open access policy which enables unrestricted access and reuse of all published articles. Users can use the material and /or build upon the material with appropriate credit given. Users do not need any permission to use the material.

## **Reporting standards**

Authors of papers/articles should present an accurate account of the work performed, its objective, significance and the outcomes/results. The manuscript should have enough references and details so that others can replicate the work. Review and professional publication articles should also be accurate, comprehensive and objective. Deceitful or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

## **Data access and retention**

Authors of papers/ articles should have raw data of their work available, they may need to provide the raw data along with their work for review, they should also be prepared to provide public access to raw data and should be prepared to retain such data for a reasonable time (minimum 10 years) after publication. (Consistent with the ALPSP-STM Statement on Data and Databases).

## **Originality and plagiarism**

Authors must submit the entirely original works with appropriately cited or quoted wherever they have used the work and/or words of others. Any article/research or publications that have been influential in determining the nature of the work reported in the manuscript should also be cited. Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable.

## **Multiple, duplicate or concurrent publication**

An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. He/she should not Submit the same manuscript to more than one journal concurrently. Concurrent submission of the same work is an unethical publishing behaviour and unexpected. An author should also not submit his/her previously published paper /article for consideration in another journal. For re-publishing the same paper, the authors and editors of the journals concerned must agree to the secondary publication, which must reflect the same data and interpretation of the primary document. The primary reference must be cited in the secondary publication.

## **Authorship of the manuscript**

The authors who can take responsibility for the content/ data should be listed for the authorship of the manuscript and all those who have made significant contributions should be listed as co-authors. All others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

## **Disclosure and conflicts of interest**

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed. Examples of potential conflicts of interest which should be disclosed include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Potential conflicts of interest should be disclosed at the earliest stage possible. Readers should be informed about who has funded research and on the role of the funders in the research.

## **Acknowledgement of sources**

Authors should ensure that they have properly acknowledged the work of others and should also cite publications that have been influential in determining the nature of the reported work. Information obtained privately must not be used or reported without explicit, written permission from the source. Authors should not use information obtained in the course of providing confidential services, such as refereeing manuscripts or grant applications, unless they have obtained the explicit written permission of the author of the work involved in these services.

## **Hazards and human or animal subjects**

If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the authors must clearly identify these in the manuscript. If the work involves the use of animals or human participants, the authors should ensure that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee has approved them; the manuscript should contain a

statement to this effect. Authors should also include a statement in the manuscript that informed consent was obtained for experimentation with human participants. The privacy rights of human participants must always be observed.

## **Peer review**

Authors are obliged to participate in the peer review process and cooperate fully by responding promptly to editors' requests for raw data, clarifications, and proof of ethics approval, patient consents and copyright permissions. In the case of a first decision of "revisions necessary", authors should respond to the reviewers' comments systematically, point by point, and in a timely manner, revising and re-submitting their manuscript to the journal by the deadline given.

## **Fundamental errors in published works**

When authors discover significant errors or inaccuracies in their own published work, it is their obligation to promptly notify the editors and publisher of the Journal and cooperate with them to either correct the paper in the form of an erratum or to retract the paper. If the editors or publisher learns from a third party that a published work contains a significant error or inaccuracy, then it is the authors' obligation to promptly correct or retract the paper or provide evidence to the journal editors of the correctness of the paper.



## Review Process

### For Authors:

1. Authors will have to register on [www.iire.in](http://www.iire.in) link. If any co-author of the paper he/she/they will also have to register with the IIRE administrator at [iireresearch@isfgroup.in](mailto:iireresearch@isfgroup.in).
2. Author will submit the paper. The paper must be Plagiarized and formatted as per the IJRMD Author Guidelines.
3. The Author would then enter paper name, content, abstract, author details, etc. (Note: While uploading papers for blind or double-blind peer review process, Authors must not include their names in the paper)
4. Upon rechecking the fields necessary, the paper will be submitted, and an editor would be assigned who will work in tandem with the author throughout the process.

### Initial Screening:

Post submission, IIRE committee will conduct an initial screening of the paper to identify the paper's intent and quality as per the standard of the journal.

IIRE encourages discovery of new knowledge and methodology hence we ensure that research of novelty will be given equal respect and dignity in our process.

### IIRE (Editors):

- IIRE committee will receive the submission
- IIRE will then check the formatting of the paper, if minor changes are required, then it'll be done by the editor upon deliberation with the author.
- After receiving the final paper, IIRE will again check the plagiarism and if plagiarism is detected less than 10%, then IIRE will insert line numbers and assign the paper to the reviewer.
- If the plagiarism is detected more than 10%, the paper will be sent back to the Author to change the content as per the plagiarism report until uniqueness of the paper can be established.

### For Reviewer:

The reviewer will then download and review the paper.

- The statistics and infographics will be checked for accuracy, detail, and relevancy.
- For double-blind review process, the reviewer will then send the comments in separate document referring the line numbers along with the paper the paper back to the IIRE committee for further copyrighting and publishing process.
- For open review process, the reviewer will have to submit the comments in separate document referring the line numbers along with the paper to the Editor and Author where discussion stage can begin for further modifications in the content of the paper.
- Once all the parties are satisfied with the changes and modifications, the paper will then be sent to copyediting and publication process.
- Note that IIRE does not support the review of the paper to be done by colleague or affiliate of the Author. For the purpose of integrity, IIRE will never ask reviewers to critique their colleague or friend's work.



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