

GOOD PUBLICATION PRACTICES

ORIGINALITY

- The papers should be original (based on primary data) and unpublished research. The submitted manuscript should not be submitted anywhere else for publication.
- The submitted manuscripts will be reviewed by the editorial team. The high quality, scientifically robust manuscripts (not previously published and not under consideration for publication in any other Journal) will be considered for publication.
- A covering letter specifying that the manuscript is original and is not published nor is under consideration for publication should be submitted along with the manuscript.

COPYRIGHT

Submission of the manuscript represent that the manuscript has not been published previously and is not considered for publication elsewhere. Corresponding author would be required to sign a CRA from (Copy Right Assignment) once the manuscript is accepted which would be sent to the corresponding author's email. The corresponding author can download the form sign it and can be send as an attachment file through email.

PLAGIARISM

Plagiarism is a serious issue around the world in the arena of manuscript writing. Plagiarism means “the unauthorized use or close imitation of the language and thoughts of another author by representing it as one's own original work”. This is generally noticed that, authors are simply copying/pasting scientific data and information from the other published papers, which is an unlawful practice in academic fraternity. Therefore it is requested to all further author (s) to adopt the holistic & pragmatic approach to design the manuscript of interest. PUSA Journal of Hospitality and Applied Sciences will not be responsible for further action on Plagiarism issue. The author will be solely responsible for plagiarism issue. You may check your manuscript using online software's.

GENERATIVE ATRIFICIAL INTELLIGENCE

Authors who use AI tools in the writing of a manuscript, production of images or graphical elements of the paper, or in the collection and analysis of data, must be transparent in disclosing in the Materials and Methods (or similar section) of the paper how the AI tool was used and which tool was used. Authors are fully responsible for the content of their manuscript, even those parts produced by an AI tool, and are thus liable for any breach of publication ethics.

DISCLAIMER

No responsibility is assumed by the publisher for any injury and/ or damage to persons or property as a matter of products liability, negligence or otherwise, or from any use or operation of any methods, products, instructions

or ideas contained in the material herein. The respective individual author(s) are responsible for the facts and views expressed in their articles. Authors are solely responsible for their manuscripts and data published in the journals and any mistakes in the published articles. The publisher does not take any such responsibilities. Copying and reproducing any parts of the published articles should be duly acknowledged, otherwise, it will be considered as an offence as per international law. The institution, editors and editorial board do not accept any legal responsibility for paper contents and violation of copyright.

Readers are advised to confirm the information contained herein with other sources as well, since scientific knowledge is ever changing.

PUBLICATION ETHICS

ETHICAL APPROVAL

Authors involving in the usage of experimental animals and human subjects in their research article should seek approval from the appropriate Ethical committee in accordance with their research samples. It is advised to take prior permission from organization/institute/hotel, in case if the study is conducted in such organization or the data is collected from such organizations. And the same should be mentioned in the “Methodology” and “Acknowledgements” in the research paper. The Method section of the manuscript should include a statement to prove that the investigation was approved and that informed consent was obtained. The data collected should be kept securely by the authors till the acceptance letter is received by the authors and should be readily presented to the reviewers in case asked for.

Data collection/ experiments should be done in compilation with the local, national, ethical, and regulatory principles and local licensing bodies.

DATA ANALYSIS

All the authors are required to mention the detailed explanation of the data analysis and also the method being used for presentation of the results. The discussion section of the research paper should mention any issues of bias which have been considered and explain how they have been dealt with in the design and analysis of the research.

AUTHORSHIP

Authors should take responsibility of the content of the research paper. Once the paper is accepted there should not be any change of the authorship (first or co author/s) of the paper.

The papers after publication which are being posted by the individual authors on the various online research platforms, the authors are being advised to consider this point of “authorship” seriously. Such kind of non compliance may lead to legal action based on the decision of the editorial board.

PEER REVIEW & PEER REVIEW PROCESS

The journal has double anonymous peer review process. The reviewers are obliged to maintain confidentiality in the assessment of the manuscript. The submitted script is not copied or retained (for use) by any of the peer review committee members. The authors would be responsible for the final contents appeared in their published manuscripts, once they approve galley proofs. The reviewers have no biasness towards any author or paper.

The following steps are taken in the peer review process of this journal:

- 1) **Initial Review:** 1st Review Report is sent to the corresponding author on e mail with the last date of submission or the paper is rejected for further submission. Plagiarism is checked in the first review step.
- 2) **Second Review:** 2nd Review Report is sent (if required) to the corresponding author on e mail with the last date of submission.
- 3) **Final Review:** After the second submission, the paper is reviewed and finalized. Once all the reviewers are satisfied with the paper, the Acceptance mail is sent to the corresponding author.
- 4) **Copyright and Declaration of Originality:** Authors are required to send the signed copyright form and the declaration of originality for further processing.

MALPRACTICE

The authors are advised to adhere to the good publication practices for which one needs commitment and integrity on generation of the desired documents when asked by the editorial board. Not adhering to the above good publication practices will be considered as a code of misconduct. In case of any misconduct, investigation by the committee will be done and subsequently the decision of the editorial board will be considered as final.

All manuscripts should be in electronic form and sent to principal.ihmpusa@nic.in and pusa.journal@gmail.com



JOURNAL MANAGEMENT

DUTIES AND RESPONSIBILITIES

EDITORIAL BOARD

- Framing the Good Publication Practices so that the ethics are maintained in the publication.
- Identifying and appointing new “Consultant Editors” on board.
- Circulating the invitation for Research papers.
- Upgrading the standards of the Journal with the latest requirements.
- Updating the contents of Journal on the Institute website.
- Communicating with authors in terms of acceptance/ rejection mail, payment details, etc.
- Ensuring copyright form is received before publication.
- Coordinating with printer.
- Ensuring the research papers received is in accordance with the aims & objectives of the Journal.
- Checking plagiarism of the papers received.
- Finalizing the issue before circulation.
- Ensuring the review process is done smoothly.
- After publication, ensuring the Journal is well circulated in the academic institutions and in the relevant sectors.

REVIEWERS

- Review all the aspects of the paper as per the guidelines provided to the author.
- Communicating to the suggestions to the authors and working on the revised draft.
- Checking plagiarism of the papers received.
- Accepting or rejecting the paper.
- Reviewing the methodology with respect to good publication practices.
- In order to verify the methodology, asking the authors to submit the original data collected.
- Do not delay in giving suggestions (Review Report) to the authors.



AUTHORS

- Go through the “Instructions for Author” before submitting the paper.
- Adhere to the instructions given in the “Instructions for Author” while preparing the manuscript.
- Submit the paper in accordance with the aims & objectives of the Journal.
- Ensure the research paper is based on primary data only.
- Check the plagiarism of the paper before submission.
- Submit the revised draft as per the suggestions given by the reviewers within the time limit.
- Submit the signed copyright form & make the payment on time.
- Follow “Good Publication Practices” while preparing the manuscript.