

Editorial Practices and Policies

All papers submitted to IUG Journal of Natural Studies (IUGNS) will go through peer review prior to acceptance for publication. The main aim of the review process is to guarantee papers are original, with significant contribution, and well presented.

1. The Editor should give an initial screening to the paper quality and whether the author presents the material logically, in clear and direct English, and in as concise a manner as possible.
2. The paper will be checked for similarity using Turnitin software. Any paper with 25% or higher similarity will be returned directly to the Author (s).
3. If part of the paper is published in a conference. The Author(s) should have the conference paper as a reference and state clearly what is the new contribution.
4. Paper from student thesis can be accepted in two conditions: (i) The thesis and/or the paper is not published as peer-reviewed book/manuscript, and (ii) the thesis is cited in the paper.
5. All reviews are double-blind. Any indications of the author names should be removed before the paper is sent for review.
6. Please do not disseminate the research or findings of the papers you handle in any way as paper should be treated as confidential.
7. Please report any conflict of interests if any. Please report to the Editor in Chief (EIC) immediately if you are in direct competition with the authors or you have been or are currently a co-worker or collaborator with any of the authors.
8. Papers submitted to the IUGNS Journals should be an original work and not previously published or under consideration by another journal. The Editor should withdraw any paper that violates this role.
9. Any reviewer who violates the guidelines provided in the “guidelines of reviewers” should be given a proper warning. If the violation is repeated, the reviewer should be barred forever.
10. Any claim of authors’ misconduct reported by any reviewer should be treated seriously. A full investigation should be done. If a grievous misconduct is reported the paper may be withdrawn and the author should be warned or banned from publishing in the journal.
11. If a claim of misconduct is raised for an already published paper, the Editor should investigate the claim seriously. He may contact the author(s) if needed. If a grievous misconduct is reported the paper may be withdrawn and the author should be warned or banned from publishing in the journal.
12. If the author(s) violate(s) the guideline provided in the “Guidelines to Authors”. The Editor can either warn or ban the authors from publishing in any future issue of the IUGNS Journals.
13. The Editor should keep the revision process follow a strict time-line. A reminder should be sent for the reviewer after two weeks of receiving the paper. If the three weeks periods is over before the reviewer send his review, he/she should be replaced.

14. If there is sufficient agreement between the reviewers, the editor will make one of the following decisions:

- The paper is accepted as it is.
- The paper is accepted subject to minor revisions being made
- The paper is accepted subject to major revisions being made
- The authors are invited to make a significant rewriting of the paper and resubmit it as a new submission
- The paper is rejected outright

15. The Editor may send the paper for one or more reviewers if there is no agreement (mismatch) between the two reviewers in the first round of review.