**EDITORIAL POLICY**

* **Exclusive Submission Policy**

A submission sent in for review must be an original piece of work, which has not been published anywhere else and should also not be under consideration for being published anywhere else. Once published or accepted for publication in the QUEST, a submission becomes the copyright of QUEST, and it must not be dealt with by the author(s) in a manner that is in violation of the copyright law. The author(s) must conform to the exclusive submission policy, and all submissions made to QUEST must be on the understanding that the author(s) have agreed to the aforesaid stipulation. All submissions must contain some novel analysis comprising the author(s) views and which adds to the existing literature on the subject, but must not be a simple descriptive/informative piece, or a compilation of content from different sources.

* **Indemnity for Liability**

The author(s) also undertakes to indemnify QUEST from any action or suit arising out of the publication of a submission proffered by the author(s) in favor of the QUEST. While QUEST does a comprehensive study of all submissions placed before it and published by it, the final liability shall rest with the author(s).

* **Copyright Policy**

All submissions submitted to QUEST are its exclusive copyright. The plagiarism shall not exceed 20%. If the plagiarism exceeds more than 26% then the manuscript will be subject to rejection. Manuscripts falling under plagiarism of 26% will be considered for review by the Editorial Board to bring it within the permissible limit (**Refer to Copyright Policy**).

* **The Editorial Review Process**

The review process of the Editorial Board of Quest are as follows:

1. The **first stage** of the review process begins immediately after the synopsis is received. In this stage, the Editorial Board consults with the Advisory Panel primarily to check whether the submitted abstract / synopsis is within the scope of the designated title. This stage will be completed within 3 days of the submission.
2. The manuscripts will then be assigned to each Editor on the Editorial Board either on the basis of their Area of Interest or on rotational basis to assess the manuscript.
3. The **second stage** of the review process begins after 10 days of approval of the abstract. During this stage the script doctor (i.e., editor other than the assigned) will go through the entire material and assess them on the following metrics:

* Language, Grammar and Sentence Construction,
* Identification of Relevant Issues,
* Depth of Research,
* Clarity of Argument,
* Originality and Innovation,
* Title-body coherence,
* Contribution to existing literature,
* Legal Accuracy,
* Originality of Thought.

The Editorial Board may suggest changes that are to be made in the manuscript by the author. If the Manuscript is found suitable by the Editor on the above metrics, it is then recommended for peer review in the third stage.

(Please note that a finding on the suitability of the manuscript in the second round is not a confirmation for publication)

1. The **third stage** of the review process begins after the final submission of the manuscripts which is roughly around 10 days after the second stage. During this stage the assigned editors will work on footnoting, formatting, & grammatical error rectification as per the Submission Policy. The process usually ends within 5 days after the final submission.
2. In the **fourth stage** the manuscript is sent for plagiarism check. The plagiarism report arrives within 2 days. The manuscript is subjected to rejection if it is beyond the permissible limit (i.e., > 26%) & if it is within the limit of 20 - 26% then the editors endeavor to bring the plagiarism within the prescribed criteria.
3. Then the review process is subject to the **fifth stage** when the manuscript is given for final review to the Advisory Panel who then offer their independent and expert advice on the manuscript, only upon receiving an acceptance from the peer, the publication of the manuscript is confirmed for further processing. The advisory panel are required to mention the best 5(five) Manuscripts that are to be processed for the upcoming Issue. This stage can take upto 5 days.

**NOTE:**

* The peer can recommend a rejection of the manuscript at this stage, as well,
* In case, of a conflict in choosing the best 5 manuscripts preference shall be given either on the basis of the plagiarism or on the basis of seniority whichever is applicable.

1. The manuscripts after being approved by the peer reviewer is subject to the **sixth stage** which involves making necessary rectification as advised by the Advisory Panel & final touch up by the editors to ensure consistency & uniformity. This stage takes upto 4 days.
2. Upon completion of the sixth stage all the manuscripts are then compiled and sent to the IQAC for approval. Once, approved the journal is processed for publication for the upcoming issue of the QUEST. The completion of publication process takes roughly around 2-3 weeks.