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## **PEER REVIEW POLICY**

We are committed to prompt evaluation and publication of fully accepted papers in *Poornima Journal of Engineering Science & Management*. To maintain a high-quality publication, all submissions undergo a rigorous review process. The practice of peer review is to ensure that only good science is published. Our referees play a vital role in maintaining high standards. Transport Policy and all manuscripts are peer reviewed following the procedure outlined below. Characteristics of the peer review process are as follows:

- Simultaneous submissions of the same manuscript to different journals will not be tolerated.
- Manuscripts with contents outside the scope will not be considered for review.
- Papers will be refereed by at least 2 experts as suggested by the editorial board.
- Whenever possible, referees are matched to the paper according to their expertise and our database is constantly being updated.
- Referees are asked to evaluate whether the manuscript: - Is original - Is methodologically sound - Follows appropriate ethical guidelines - Has results which are clearly presented and support the conclusions - Correctly references previous relevant work.
- The time required for the review process is dependent on the response of the referees. Should the referee's reports contradict one another or a report is unnecessarily delayed, a further expert opinion will be sought. In rare cases for which it is extremely difficult to find a second referee to review the manuscript, or when the one referee's report has thoroughly convinced the Editor, decisions at this stage to accept, reject or ask the author for a revision are made on the basis of only one referee's report. The Editor's decision will be sent to the author with recommendations made by the

referees, which usually includes verbatim comments by the referees. Revised manuscripts might be returned to the initial referees who may then request another revision of a manuscript.

- A final decision to accept or reject the manuscript will be sent to the author along with any recommendations made by the referees, and may include verbatim comments by the referees.
- Editor's Decision is final, Referees advice the editor, who is responsible for the final decision to accept or reject the article.
- Language correction is not part of the peer review process, but referees may, if so wish, suggest corrections to the manuscript.
- In addition, Editors will have the option of seeking additional reviews when needed. Authors will be informed when Editors decide further review is required.
- All publication decisions are made by the journal's Chief Editor on the basis of the referees' reports. Authors of papers that are not accepted are notified promptly.
- All submitted manuscripts are treated as confidential documents. We expect our Board of Reviewing Editors and reviewers to treat manuscripts as confidential material as well.
- Editors and reviewers involved in the review process should disclose conflicts of interest resulting from direct competitive, collaborative, or other relationships with any of the authors, and remove oneself from cases in which such conflicts preclude an objective evaluation. Privileged information or ideas that are obtained through peer review must not be used for competitive gain.
- Our peer review process is confidential and identities of reviewers cannot be revealed.

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