



Most Frequently Asked Questions

The following are most frequently asked questions (FAQ) which we assume may answer your questions regarding the International Journal of Trade & Commerce-IIARTC. However, if these frequently asked questions did not answer your question, please do not hesitate to contact us.

Who Publishes the International Journal of Trade & Commerce-IIARTC?

The publisher of the International Journal of Trade & Commerce used to be the publication of the Indian Institute of Advance Study of Trade & Commerce (IIARTC). This institute is the part of Society for Global Studies & Research (SGSR).

How often is the International Journal of Trade & Commerce published?

The International Journal of Trade & Commerce is published half annually (Jan-June & July- December).

Is the International Journal of Trade & Commerce free?

The International Journal of Trade & Commerce is not a free one. Readers may refer Subscription list.

How would I read the International Journal of Trade & Commerce online?

The International Journal of Trade & Commerce is print Journal. Some selectve issue can be read online and downloaded. It can be downloaded under PDF (Personal Document Format) popularly known as Adobe Reader.

Every computer has the facility to install PDF, if your computer hasn't got pdf, you can download the latest version of Adobe Reader by typing in PDF or Adobe Reader on any search engine and install it in your computer.

How do I download the International Journal of Trade & Commerce to print or read it off-line?

PDF or Adobe Reader is more or less a word processor but the only difference is that it would not allow you to edit it, although this is possible if you have the paid copy of Adobe Reader.

With Adobe Reader 7, 8, 9 or the latest, you can download the Journal of **International Journal of Trade & Commerce**, once you see at the bottom of the left hand corner where it says "done". Click on top, on the file menu and Save As Text on your hard drive or on your pen drive to save it. Once it is saved, you can go back to it at any time to read or print it without logging on to the internet but remember you need the password given at the time of download to read or print it.

Can I purchase past edition of the International Journal of Trade & Commerce?

Yes, you can purchase past edition of the International Journal of Trade & Commerce but it will be from June 2012 being the 1st issue.

How do I become a subscriber?

You can become a subscriber by subscribing to the **International Journal of Trade & Commerce** through our website by going to subscription section and follow the instruction.

On the other hand, if you like, you can e-mail us or write to us for a **subscription form**, which we can send to you, and after completing it, you need to send it back to us with your payment. See our address or other contact details under **contact us**.

Can I cancel my subscription at any time?

Yes, you can cancel your subscription at any time provided we haven't started sending the Journal to you. Once we started sending the Journal to you, it is ineffectual to cancel because we have considered the effort involved in searching your name and address in our database and in contacting our Journal distributors, etc., which if we charge cancellation fee will surpass the subscription fee or the refund you might get. This is why we start your subscription a month after your subscription to give you time if you want to cancel. Thus, your subscription



continues until the end of the year or until the end of the subscription.

However, if your subscription is for two years and at the end of one year you have cancelled your subscription, then you will have one year refund. The same as if your subscription is for three years and at the end of one year and you have cancelled your subscription, you will get two years refund.

Can I change my address at any time?

Yes, you can change your e-mail or postal address at any time but changing of your postal address may take up to two months to take effect.

When are the International Journal of Trade & Commerce publication dates?

The International Journal of Trade & Commerce is published in the first week of May and November.

Consequently, every member or subscriber will receive the Journal before the end of the month. If you did not receive yours at the end of the month May And November contact us immediately.

Can I propose new improvement for the International Journal of Trade & Commerce?

Yes, you can suggest new ideas for **International Journal of Trade & Commerce**. We would be delighted if you have any suggestion regarding **International Journal of Trade & Commerce** or the website, please contact us with your suggestion.

How many languages do you use to publish the International Journal of Trade & Commerce?

At present we are only using English Language.

Can I subscribe the International Journal of Trade & Commerce for another person?

Yes, you can subscribe for another person but first of all contact the person because he or she might be subscribing already. Once you have established that the person is not subscribing, you can go ahead to subscribe with the person's details and submit the details with the appropriate fee.

Types of submissions

Question:What are the various types of submissions that can be made to *IJTC*?

Answer:When an author submits a manuscript to the *International Journal of Trade & Commerce-IIARTC* using the Authors' Guidelines there are four choices in the drop-down menu:

- Article
- Research Note
- Perspective
- Commentary

The first category - **Article** - is the preferred type of submission.

IJTC-IIARTC seeks to publish original manuscripts based on cutting-edge research that breaks new ground, rather than merely making an incremental contribution to international business research. They should address real-world phenomena, problems or puzzles; build on relevant prior research to highlight what is interesting and different; and include a clear statement of their contribution to international business research. Manuscripts with no theoretical contribution to international business or no specific relevance to the domain of international business studies should not be sent to *IJTC-IIARTC*. Manuscripts making strong contributions to the international Trade/business and Commerce literature should be about 8000 words; those making narrower contributions about 5,000 words. Word count includes everything: abstract, text, endnotes, references, tables, figures and appendices. If a manuscript makes a small contribution, either the contribution should be improved, the manuscript shortened to research note length, or the manuscript submitted to another journal. It is in the author's best interests to be very judicious about manuscript length. Manuscripts considerably longer than these guidelines will be returned immediately without review.



Manuscripts will be occasionally submitted as a **Research Note**. *IJTC-IIARTC* Information for Contributors explains the differences between articles and research notes as follows:

- " *IJTC-IIARTC* welcomes the submission of both articles and research notes, but articles are preferred to notes....Research notes should be under 4,000 words, including everything in the manuscript. Research notes should have the same rigor, style and tone as full-length articles. Notes should identify relevant prior research, clearly articulate their contribution to international trade/business/commerce research, and provide compelling evidence for their arguments. Notes are different from articles in that the contribution either has a narrower audience, is more technical or more limited in its contributions, or comments on previous *IJTC-IIARTC* articles. Most research notes are originally submitted as full-length manuscripts, which become notes at the recommendation of the reviewers."

Manuscripts will also occasionally be submitted as a **Perspective**. These are manuscripts specifically designed to provide different perspectives - ones that are often deliberately controversial or challenging to mainstream views - on international business/trade/commerce research. Perspectives should contribute to the advancement of international business/trade/commerce research in one of the following ways: (1) commenting broadly and critically on the state of research in a particular area of international business/trade/commerce studies, (2) critically evaluating and comparing two or more books in the context of a wide-ranging essay that identifies key research frontiers, (3) tracing the intellectual history of the paradigm-building and paradigm-challenging process on a core topic, (4) evaluating commonly used sources of data or research methods on a selected topic, or (5) presenting a debate on both sides of an important issue or topic in international business/trade/commerce. Perspectives must have the same rigor, style and tone as articles; should identify relevant prior research; clearly articulate their contribution to international business research; and provide compelling evidence for their arguments.

The last category is **Commentary**. Authors should select this type if they are submitting a Commentary on an existing article in *IJTC-IIARTC*. Authors must protect the double-blind review process by removing any self-identifying materials from their paper. Normally, Commentaries should be under 4,500 words, including everything in the manuscript. Full-length submissions (6,000-7,000 words) should be submitted as Articles.

There is also the possibility of a **Reply** to a Commentary. A Reply should be under 2,000 words and will be single-blind reviewed since it is impossible to protect authors' anonymity. A Commentary or Reply should be clearly identified as such on the front page of the submission. There is no guarantee of publication of either Commentaries or Replies.

Occasionally, an article is **Invited** for the *Journal*. Its manuscript is normally expected to be under 4,000 words. Invited manuscripts go through a single-blind review process rather than the regular double-blind review process. Single-blind review manuscripts are identified as such when published in the journal.

Regardless of the category, all submissions to *IJTC-IIARTC* must:

- fit within the domain of international business/trade/commerce studies as defined by the *IJTC-IIARTC* Statement of Editorial Policy;
- abide by the various *IJTC-IIARTC* policy statements including Authors' Guidelines. and
- meet the test for publication in *IJTC-IIARTC*: *IJTC is dedicated to publishing insightful and influential articles on international business/trade/commerce that are widely read and cited by business and management scholars.*

Pre-submission advice from Editors

Question: I am interested in submitting a paper to *IJTC-IIARTC*. Can an Editor tell me whether my paper is appropriate for *IJTC-IIARTC* or suggest some possible revisions?

Answer: Thank you for your interest in submitting to *IJTC-IIARTC*. Unfortunately, we cannot provide editorial comments on papers in the pre-submission stage to the journal.

As general advice during the pre-submission stage, the *IJTC-IIARTC* Editors recommend that all authors read carefully the *IJTC-IIARTC* documents, including the Authors' Guidelines., prior to finalizing and submitting your manuscript to *JIBS IJTC-IIARTC*.



You may also find the FAQ section of the website helpful. Lastly, it may be useful, for comparison purposes, to read some papers published on the www.sgsrjournals.com website.

When your paper is ready for submission through the *IJTC-IIARTC* formal review process, please submit it online at <http://sgsrjournals.com/IJTC-IIARTC>.

Reviewer recommendations

Question: I cannot identify any reviewers on the Editorial Review Board who have the research background needed to evaluate my paper. Can I nominate someone who is not currently on a *IJTC-IIARTC* board to review my paper?

Answer: Yes, if you feel it is necessary to nominate someone other than those currently listed, you may do so. However, you must follow the *IJTC-IIARTC* Code of Ethics when making any reviewer recommendations: do not nominate reviewers who violate the conflict of interest guidelines (e.g., they have read your paper, are at your institution, are co-authors on another paper).

Special issue proposals

Question: I would like to propose a special issue. How can I do this?

Answer: *IJTC-IIARTC* normally will publish 1–2 special issues per year, based on proposals submitted to the editors of the journal. Beginning from 2012, proposals will be evaluated by the incoming *IJTC-IIARTC* editorial team just once a year.

An annual deadline will be set, and this deadline will usually be in the Fall of each year. Accordingly, for this year, we would like to invite any proposals for *IJTC-IIARTC* special issues to be submitted by October 1st, 2012 to *IJTC-IIARTC* Chief Editor Dr.S.K.S.Yadav. In the case of a successful proposal, these submissions are intended to be the first step along the way to arriving at a finalized special issue topic and guest editorial team through a further process of discussion with the *IJTC-IIARTC* editors.

The full process for submitting and approving a proposal will be as follows:

- Guest Editor(s) submit a proposal to the *IJTC-IIARTC* Editor-in-Chief, outlining their Guest Editor team and their credentials, the topic for the special issue, the importance of the topic and reasons for having a special issue in *IJTC-IIARTC*, a brief summary of the literature, and a list of previous special issues that closely relate to the topic (whether in *IJTC-IIARTC* or in another relevant journal), or any sequential series of articles on a connected theme that have appeared in recent years in these journals. The proposal should be no more than 3 pages long, excluding bios or CVs and any combined bibliography, which can be appended. Additionally, the Guest Editors submit as a further appendix to a proposal a draft Call for Papers that outlines the theme of the issue, and possible topics for submissions. All proposals are to be submitted by February 1 or August 1.
- The Editor-in Chief will circulate proposals to the full editorial team for evaluation. Those that have submitted proposals will be notified of the outcome of the evaluation process by March 1 and September 1. The Editors will not provide comments on proposals that are not selected for further consideration in the current round, although potential Guest Editors are welcome to resubmit in a subsequent year revised versions of proposals that do not go forward. If the *IJTC-IIARTC* Editors are interested in proceeding with a special issue, then the Editors will work with the Guest Editors by providing comments upon, and helping to further develop the proposal and the Call for Papers, and to agree upon a consolidated editorial team for the special issue, which will include the EIC or Deputy Chief Editor, and at least one established Area Editor.
- The final proposal and Call for Papers will be circulated to the Board of Editors when it meets in the following March or April/October or September.
- If approved, with the Editor-in Chief the Guest Editor team agrees upon a deadline for submission and a tentative publication date.
- Guest Editors make revisions as needed before a final version is posted to various list-servs and websites by the Managing Editor

Prior publication



Question: An earlier version of my manuscript is (or will be) published in a conference proceedings (or conference best paper proceedings). Can I still submit the paper to *IJTC-IIARTC* for publication consideration?

Answer:

Yes, you may still submit your paper to *IJTC-IIARTC*. As outlined in the *IJTC-IIARTC*, submissions to *IJTC-IIARTC* cannot be submitted or published elsewhere, with the exception of conference proceedings where the paper is work in progress toward the manuscript submitted to *IJTC-IIARTC*. Note that the author must inform the *IJTC-IIARTC* Office of the conference proceedings paper at the time of submission (Refer the Authors' Guidelines submission process).

The *IJTC-IIARTC* S Code of Ethics also states that authors should not post their submitted manuscripts (including working papers and prior drafts) on publically searchable websites where they could be easily discovered by potential reviewers. If the conference proceedings paper is posted online, the author should request that it be taken down for the duration of the *IJTC-IIARTC* review process.

How to write an abstract

Question: How do I write a good abstract for my *IJTC-IIARTC* submission?

Answer: The key objective of writing a good abstract is to summarize the entire article - not just the conclusions - so that the abstract could stand alone and still be understood. *IJTC-IIARTC* has increased the word limit for abstracts in accepted papers from 100 to 200 words in order to allow authors enough room to adequately explain their papers.

We would like you to convey the insightfulness and innovativeness of your article in a clear statement so that the reader understands the key points of your article and is motivated to read further.

As you write your abstract, please keep in mind the following questions:

1. What "insightful and innovative research on international business" does your manuscript contain? What is the central takeaway of your article? What important, useful, new or counterintuitive idea does it communicate?
2. Why should a reader bother reading your article, especially one with a different background and/or one who will have to invest time in understanding a methodology with which they may not be familiar? Remember that *IJTC-IIARTC* readers come from a wide variety of intellectual disciplines, countries and cultures, brought together by a common interest in international business.

The abstract should then concisely - but clearly - outline the paper's:

1. Purpose or primary objectives
2. Theory and key hypotheses
3. Research design/methodology/dataset/time period
4. Key findings
5. Implications

Commentaries on published articles

Question: Does *IJTC-IIARTC* accept submission of commentaries on or responses to recently published articles?

Answer: Yes, we allow submissions of commentary/response papers on articles recently published in *IJTC-IIARTC*. However, when preparing this type of submission, authors should note that there is of course no promise of publication, and the commentaries should be kept short in order to be considered (Research Note length or shorter, i.e., 4,000 words or less). Upon submission, the commentary will be reviewed, double blind if at all possible.

Review process at *IJTC-IIARTC* Question:

How does the review process work once I have submitted my paper to *IJTC-IIARTC*?



Answer:After submissions are processed by the Managing Editor, they are reviewed by three different "sets of eyes": (1) the Reviewing Editor, (2) the Editor-in-Chief, and (3) the Area or Consulting Editor assigned to handle the file.

Each of these three editors is tasked with ensuring that the submission meets minimum *IJTC-IIARTC* norms for fit, quality and contribution to EB. If any of these editors finds the paper is not appropriate for *IJTC-IIARTC* in terms of basic fit and/or quality issues, he or she may desk reject the paper. Thus, papers that are sent out for review are already assumed to meet these basic criteria for publication in *IJTC-IIARTC*.

Appropriate papers are then sent out for double-blind review to a set of 2-3 reviewers selected by the Area Editor. After receiving the reviews, the Area Editor makes a decision either to reject the paper or to invite a revision, based on reviewer evaluations and his/her own reading of the paper.

Posting articles online

Question:As an author, may I post my *IJTC-IIARTC* submission to my personal website?

Answer:During the review process, authors should be sure not to post articles in publicly accessible/searchable places, as this could compromise the double-blind review process.

Once a manuscript has been accepted, there are several conditions for permission to post the article or abstract online.

Joining a *IJTC-IIARTC* editorial board

Question:How do I join the *IJTC-IIARTC* Editorial Review Board or Consulting Editors Board?

Answer:The two *IJTC-IIARTC* boards - the Editors Board and the Managing Board (MB) - have already been created, so these boards are closed. However, we will have a second set of boards. Invitations to join these boards will be issued in early 2013.

The best way to join one of these boards is to (1) publish in *IJTC-IIARTC* and in other top-tier journals and (2) actively review for *IJTC-IIARTC*. (3) Another useful step is to email the Area Editor or Editors who are closest to your own research interests, attach your curriculum vitae, and tell them you would like to review for *IJTC-IIARTC* and are interested in joining a future board.

The Journal welcomes ad hoc reviewers.

Expiration of *IJTC-IIARTC* review boards

Question:I think I am a member of the current *IJTC-IIARTC* Editorial Review Board. When does my term expire? How do I find out who is on what board?

Answer:The terms of the Editorial Board (EB) and Managing Editors Board (MEB) depends upon the behaviour and dedication of an individual person and finally desire of Editor-in-Chief Dr. S.K.S.YADAV. You may contact Editor-in- Chief Dr. S.K.S.YADAV.

Explanation of editorial boards

Question:What is the difference between the *IJTC-IIARTC* Editorial Board and the *IJTC-IIARTC* Consulting Editors Board?

Answer:The Editorial Board (EB) consists of approximately 50 active authors and reviewers for *IJTC-IIARTC*. Individuals are nominated by both the outgoing and incoming *IJTC-IIARTC* Editors, based on their scholarly publications and the number and quality of their previous reviews of *IJTC-IIARTC*. Decisions are made by the incoming Editors based primarily on scholarly productivity and research interests, but geographic location, nationality and gender are also considered.



EB members are expected to: (1) Complete up to 10 reviews annually for the Journal. This includes both first-round and subsequent rounds of reviews. (2) Follow the *IJTC-IIARTC* Guidelines for Reviewers. (3) Complete these reviews in a timely fashion (within 30 days of receipt of the manuscript). (4) Attend a *IJTC-IIARTC* Board meeting at the annual meetings of the sgssr, where possible.

The Advisory Board (AB) consists of approximately 25 senior scholars in the field of international business studies. These individuals have agreed to provide a variety of supportive editorial roles for the Editor-in-Chief and the Editors. The roles will vary across the Consulting Editors, but can include, for example: being a Guest Editor for an individual manuscript that cannot be handled by one of the Editors; participating in the *IJTC-IIARTC* Paper Development Workshop; acting as a "tie-breaker" reviewer in a case where the decision is not clear cut; and providing a second opinion in cases where an author complains about an Editor's decision. The responsibilities of AB members fall into three categories:

- **General Responsibilities:** (1) Provide advice to the Editor-in-Chief and act as a general ambassador for the Journal. (2) Assist the Editor-in-Chief with ad hoc tasks associated with editing the Journal. (3) Where possible, attend and participate in a *IJTC-IIARTC* Editors meeting at the annual meetings of the EB.
- **Guest Editor Responsibilities:** Act as a Guest Editor for up to three new manuscripts annually for the Journal (approximately one every four months). As a Guest Editor, the EB member handles all stages of the manuscript process, from selection of reviewers to writing editorial decision letters, through the *IJTC-IIARTC*. Guest Editors also comply with the normal responsibilities of being a guest editor of a major academic journal (e.g., completing editorial responsibilities in a timely fashion, respecting the double blind review process, complying with ethical guidelines).
- **Reviewer Responsibilities:** (1) Complete up to three reviews of new manuscripts annually for the Journal (approximately one every four months). (2) Handle all subsequent reviews associated with the revise-and-resubmit process on these manuscripts through the new *IJTC-IIARTC* Manuscript Central system. (3) Complete your reviews in a timely fashion (normally within 30 days of receipt of the manuscript). (4) Comply with the *IJTC-IIARTC* Instructions for Reviewers.

Ad hoc reviewing

Question:How do I become an ad hoc reviewer for *IJTC-IIARTC* ?

Answer:Thank you for your willingness to review for *IJTC-IIARTC*. To sign up for an account with the *IJTC-IIARTC* click on "Create Account," in the upper right-hand corner. After you have entered the required contact information, you will be asked to select keywords that identify your research interests. Please choose up to six keywords from the list provided.

Then, when an author or editor searches on Keywords to identify a possible reviewer, your name will come up. An invitation to review should follow shortly. Please note that Manuscript Central clearly identifies how many open files each reviewer has in his or her queue so that editors do not overload a reviewer with multiple files.

If you have already signed up for a *IJTC-IIARTC* Manuscript Central account as an author, you were automatically given an ad hoc reviewer account under the same user name and password. **Writing a review**

Question:What are the expectations of *IJTC-IIARTC* reviewers? What should I include in my review?

Answer:Please see the Guidelines for Reviewers page for more information on this.

Appealing an editorial decision

Question:My paper was rejected, but I feel that some important aspects were missed and that it does make a strong contribution to *IJTC* research and fits within the *IJTC-IIARTC* Statement of Editorial Policy. How can I appeal this decision?



Answer:The *IJTC-IIARTC* editors have developed a policy to handle appeals. Please send a detailed letter to the editor on the file, with a copy to the Managing Editor, explaining why you think the editor's decision should be reversed. The editor will review the appeal and respond with a decision letter. If the editor decides to reverse his or her original decision, the Managing Editor will contact you with further instructions, and you will have four months to resubmit, as with any other revisions. If the editor rejects the appeal, you may choose to appeal this decision to the *IJTC-IIARTC* Editor-in-Chief. Note that the Editor-in-Chief will only overturn editors' decisions in exceptional cases.

Resubmission after rejection

Question:Under what circumstances may an author submit a paper to International Journal of Trade & Commerce that has been previously rejected after review at International Journal of Trade & Commerce?

Answer:When an author receives a rejection letter from a *IJTC-IIARTC* Area Editor, the reviewers' comments and editor's letter normally contain many suggestions for revision of the manuscript. There are cases when the author agrees with and makes these revisions, and then wants to resubmit the revised manuscript to *IJTC-IIARTC*. However, *IJTC-IIARTC* does not allow manuscripts that have been previously rejected after review to be resubmitted for second consideration. This is the practice at most scholarly business journals, and *IJTC-IIARTC* is no exception. Even if the paper has been substantially revised (e.g., the authors reframe the paper, reanalyze the data and increase the paper's theoretical contribution), if the empirical work is still based on the same or substantially the same dataset, it is still effectively the same paper and cannot come back in for a second round of reviews. The paper has to be submitted elsewhere. The informal name for this rule is "no second kick at the can" or "no forum shopping". The purpose of the rule is to protect the scarce time of reviewers.

While the rule is "if rejected after review, then no resubmission", in practice, resubmission is possible, but only in four specific situations:

- (1) If the revised manuscript becomes a new manuscript through significant revision in terms of theory development, empirical work and discussion, and also uses a substantially different dataset. (Note that addition of one or two new variables to an old dataset does not make a new dataset.)
- (2) After a desk reject where the first submission did not go out for review and the Reviewing Editor or Editor-in-Chief advised the author that they can revise and resubmit. (*IJTC-IIARTC* does this quite regularly, particularly where we feel the paper has merit but is poorly written or its theoretical contribution is unclear or the paper is not well linked to international business studies).
- (3) After a successful appeal by the author(s) to the Editor-in-Chief on procedural or substantive grounds of the original rejection decision (this is very rare).
- (4) If the Editor-in-Chief recommends a resubmission on some exceptional grounds (this has not happened during current editorial team's term).

Rejections based on fit

Question:My paper was rejected because it did not fit within the *IJTC-IIARTC* Statement of Editorial Policy. I submitted it to *IJTC-IIARTC* because I felt like it was a perfect match. Can you provide me with more details?

Answer:Unfortunately, because of the number of manuscripts we receive, it is difficult to answer each enquiry about which part of the editorial policy was not met. However, there are many details to consider, such as if your paper is more for practitioners, not academics. The more general question is whether your paper will be of interest to *IJTC-IIARTC* readers. For example, do you cite *IJTC-IIARTC* articles in your manuscript? Is your issue one that has been discussed in *IJTC-IIARTC* over the past few years? Is your topic of interest to a broader audience of international business professors?



It may be helpful to keep in mind the following "fit" and "quality" criteria, which the Reviewing Editor and Editor-in-Chief use to evaluate a paper's suitability for *IJTC-IIARTC*.

Fit:

- Is the problem addressed an international business problem?
- Is the research likely to be interesting to international business scholars?
- Does the manuscript have the potential to advance our knowledge of international business theory, research or practice?
- Is *IJTC-IIARTC* the most appropriate journal for publication of this manuscript?

Quality:

- Does the manuscript conform to generally accepted standards of scholarship in style and content?
- Does the manuscript have intellectual depth?
- Are the methods/analysis in the manuscript appropriate to the research question being asked? Do they appear to be reasonably rigorous?
- Is the manuscript reasonably clearly written?

Turnaround time

Question:How long does it usually take for authors to receive an editorial decision after submitting a manuscript to *IJTC-IIARTC* ?

Answer:We try to complete all editorial decisions within three months of receiving a manuscript for review. Our average turnaround time is currently about 60 days.