

# Editorial Policy

European Journal of Marketing and Economics

*ISSN 2601-8659 (Print), ISSN 2601-8667 (Online)*

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Journal management defines the rights and responsibilities of the editors under the terms of COPE (The Committee on Publication Ethics). Our editors are responsible for accountability, fairness, confidentiality, disclosure, and conflict of interest.

The editors ensure that the submitted articles are either accepted, corrected, revised, clarified, rejected, or retracted only after conducting an in-depth double-blind peer review. The decision shall be fair without any bias or prejudice regarding the authors' origin, affiliation, religion, or ethnicity.

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The journal follows a double-blind peer review procedure. Reviewers register on the journal platform upon which the editors select according to their competence in the scientific field.

The submitted manuscripts are processed internally and exchanged among the authors, editors, and reviewers until finally published or rejected. The reviewers check the manuscript in terms of originality, scientific quality, importance, completeness, properness, and language level. Then, they recommend to the editors for acceptance as it is, with minor or major revisions or rejection. In most cases, reviewers make direct comments on the manuscript using Microsoft Word's markups and send this version to the journal's online platform, where it reaches the author and the editors.

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The authors are defined as the contributors to a manuscript in content, research, data analysis, design, drafting, and revising. They are held accountable for all aspects of the paper regarding accuracy, integrity, originality and importance. Authors will not be able to withdraw their article after publication. They can demand a correction on the published paper in cases of a typo.

Authors can request a name change for their former publications on issues such as marriage, gender transition, religious reasons, etc. Excessive self-citation, seemingly forced efforts among some authors for citations, and unnecessary references not mentioned within the body text are considered inappropriate and unacceptable.

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## Procedure

- The author registers and submits the manuscript via the online form provided on the journal website;
- The editors do an initial thorough review and send an initial acceptance letter to the author;
- The editors send the manuscript to the reviewers via the journal's online platform;
- The reviewer sends the report to the author and the editors via the system;
- Authors make a minor or major revision according to the report and send the final version to the editors via the system;
- Editors send the manuscript to the production team for publication (or reject the article if the reviewer suggests so);
- The author pays the APC if accepted for publication (The APC for this journal is €220);
- The journal manager sends a receipt of payment to the author.

## **Deadlines**

The journal publishes three issues per year.

### **15 April**

The submission deadline for this issue is 15 March.

### **15 August**

The submission deadline for this issue is 15 July.

### **15 December**

The submission deadline for this issue is 15 October.

## **Distribution**

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