

Kerbala International Journal of Management and Economics (KIJME)

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items. Submissions that do not adhere to these guidelines may be returned to authors.

1. Originality and Plagiarism Standards

Manuscripts submitted to KIJME must adhere to strict originality standards:

- **Plagiarism similarity index:** Must not exceed **15%** (including proper citation and referencing of all sources)
- Additionally, there is a separate threshold stating: Plagiarism similarity index must not exceed **20%**, and AI-generated content must not exceed **5%**
- AI tools may be used responsibly and appropriately to enhance research or presentation, but must comply with ethical guidelines
- Submissions that cannot meet these critical requirements will be subject to rejection

2. Publication Status

- The submission has not been previously published
- The submission is not currently submitted to another journal for consideration (or an explanation has been provided in Comments to the Editor with withdraw proof)

3. File Format

- The submission file must be in one of the following formats:
 - OpenOffice
 - Microsoft Word
 - RTF (Rich Text Format) for Mac users

4. References

- URLs for references must be provided where available (DOI required)
- All references must be formatted according to **APA 7th edition guidelines**
- Authors are strongly encouraged to use reference management software such as:
 - Mendeley
 - Zotero
 - EndNote
 - Equivalent tools
- Minimum of **25 references** is recommended but not limited to.

5. Formatting Requirements

- Manuscripts must adhere **100% to the [journal's official template](#)**
- Template specifications must be followed for:
 - Font size
 - Spacing
 - Use of italics
 - Placement of illustrations, figures, and tables within the text
- **Failure to comply with formatting requirements may result in immediate rejection without proceeding to peer review**
- **Deviations from the template format may result in rejection**

6. Stylistic and Bibliographic Requirements

- The text must adhere to the stylistic and bibliographic requirements outlined in the Author Guidelines

7. Article Processing Charges (APC)

- **APC Fee:** 100,000 IQD for national author, and 100\$ for non-Iraqi authors.
- Payment must be made **prior to submission**.
- A copy of the **payment receipt** must be attached with the manuscript file.
- **Exemption:** Foreign authors (non-Iraqi) or papers with at least one non-Iraqi author are currently exempt from APC

8. Manuscript Structure

- All research articles must follow the **IMRAD structure**:
 - Introduction
 - **M**ethods
 - **R**esults
 - **D**iscussion
- Papers must follow this structure to be forwarded to peer reviewers

9. Review Timeline

- **Initial editorial decision:** Approximately **Three weeks** after submission
- **Full peer review process:** May require **more than Six month** to complete
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10. Compliance Policy

(Non-compliance with any of the above guidelines will result in immediate rejection without further consideration)

11. Copyright Transfer Agreement

By submitting a manuscript to KIJME and upon its acceptance for publication, authors agree to:

- **Transfer of Copyright:** Full and exclusive copyright ownership of the manuscript transfers to the journal, including all rights of reproduction, distribution, public display, public performance, and creation of derivative works
- **Scope of Transfer:** Applies to the work in its entirety, in all languages, formats, and media (print, electronic, and any future formats)
- **Effective Date:** Copyright transfer becomes effective upon formal acceptance for publication
- **Author Retention:** Authors may retain the right to use their work for personal, non-commercial purposes and academic teaching, subject to proper citation of the journal as the original source of publication
- **Warranties:** Authors warrant that the work is original, has not been previously published, and does not infringe upon any copyright or other proprietary rights

12. Privacy Policy

KIJME is committed to protecting the privacy and confidentiality of authors, reviewers, readers, and website visitors.

Data Collection: Personal information (names, email addresses, affiliations, ORCID IDs, reviewer credentials) is collected solely for editorial and publishing purposes.

Use of Data: Collected data is used exclusively to:

- Manage manuscript submissions and peer review
- Facilitate communication with authors, reviewers, and editorial board members
- Publish author details with accepted articles
- Register readers for notifications or journal updates (optional)

Data Protection: All personal data is stored securely and accessed only by authorized editorial staff. No personal information is shared or sold to third parties without explicit consent.

Reviewer Anonymity: Reviewer identities are protected under the journal's double-blind peer review system.

Third-Party Tools: The journal uses Crossref (for DOI registration) and plagiarism detection software. Only metadata required for verification is shared, in compliance with data privacy norms.

Cookies and Analytics: The OJS platform may use cookies for session management and usage analytics. These do not collect personal data and can be disabled in browser settings.

Contact: For questions or concerns, contact the editorial office at adesij@uokerbala.edu.iq

Update (Ver. 2)

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