



## Journal of Public Policy and Governance (JPG)

### Introduction

The Journal on Public Policy and Governance (JPG) of Nepal is a peer-reviewed academic platform dedicated to fostering and enhancing the depth of research and studies in the fields of public policy, governance, and management. It serves as a vital resource for both scholars and practitioners, providing an avenue to contribute to the ongoing policy discourse through insightful analysis and innovative solutions. JPG, the official journal of the KUSOM Policy Lab, is published annually and serves as a hub for discussions, knowledge exchange, and idea sharing among policy makers, practitioners, and academicians.

The landscape of public policy and governance is dynamic and ever-evolving, and JPG recognizes the need for a dedicated space where the collective expertise of professionals and scholars can be harnessed to address contemporary challenges. This journal is designed to meet this need by facilitating scholarly dialogue and promoting interdisciplinary approaches to public policy and governance.

### Scope

The Journal on Public Policy and Governance (JPG) embraces a wide-ranging scope that encompasses transdisciplinary, multidisciplinary, and interdisciplinary aspects of public policy and governance discourse. The scope of JPG includes but is not limited to the following areas:

1. **Public Policy Analysis:** JPG welcomes research articles and studies that critically analyze public policies, their development, implementation, and impact. Authors are encouraged to explore various policy domains, including economic policy, environmental policy, social policy, health policy, and more.
2. **Governance and Administration:** The journal provides a platform for discussions on governance structures, administrative practices, and their implications on public service delivery, accountability, and transparency.
3. **Policy Innovation and Evaluation:** JPG encourages submissions related to innovative policy solutions and the evaluation of existing policies. This includes studies on policy experiments, best practices, and the assessment of policy outcomes.
4. **Public Management and Leadership:** Scholars and practitioners are invited to contribute research on effective public management, leadership strategies, and organizational development in the context of public sector institutions.

5. **International and Comparative Perspectives:** JPG recognizes the importance of cross-border and comparative analyses. Articles that examine policy and governance issues from an international or comparative perspective are welcomed.
6. **Interdisciplinary Approaches:** The journal encourages interdisciplinary research that draws from fields such as economics, political science, sociology, law, and public administration to provide holistic insights into policy and governance challenges.
7. **Emerging Trends:** JPG seeks to highlight emerging trends and contemporary issues in the realm of public policy and governance, ensuring that readers are informed about the latest developments.

## **Policies of the Journal**

1. **Contextual Relevance:** The Journal encourages authors to conceptualize articles that are directly applicable to the Nepalese context. We seek research and studies that address the specific policy and governance challenges faced by Nepal and provide insights relevant to the country's unique circumstances.
2. **Editorial Review and Editing:** The Editorial Board of the Journal retains the right to accept or reject any submitted article or journal for publication. Additionally, the editorial team reserves the right to edit any part of the manuscript, as necessary, to ensure clarity, consistency, and adherence to publication standards.
3. **Publication Timing:** While all approved manuscripts will be considered for publication, it is important to note that not all of them may be incorporated into a single issue of the Journal. Some manuscripts may be scheduled for inclusion in subsequent issues, in accordance with the Journal's editorial and publication schedule.
4. **Peer Review Process:** Every article submitted to the Journal must undergo a thorough peer review process. The comments and feedback provided by reviewers are mandatory for authors to address. However, the final decision regarding the acceptance or rejection of an article rests with the Editorial Board. The Editorial Board may choose to accept or reject a manuscript with or without providing specific reasons.
5. **Copyright Ownership:** KUSOM Policy Lab retains the copyright of all materials published in the Journal. Authors who submit their work for publication in JPG grant the Journal the exclusive right to publish, reproduce, distribute, and archive their work in both print and electronic formats. Authors are expected to adhere to the Journal's copyright policies and may seek permission for any subsequent use or distribution of their work beyond what is allowed by the Journal's policies.

These policies are designed to ensure the quality, relevance, and integrity of the content published in the Journal on Public Policy and Governance (JPG) of Nepal. Authors, reviewers, and readers are encouraged to familiarize themselves with these policies to facilitate a productive and collaborative publishing process.

## Why Publish With Us

1. **Proper Peer Review Process:** Our journal maintains a rigorous and thorough peer review process to ensure the quality and validity of the research published. All manuscripts undergo a double-blind review by both national and international peer reviewers who are experts in their respective fields. This process helps in the impartial evaluation of the manuscripts and ensures that only high-quality research is accepted for publication.
2. **Open Access to All Researchers:** We are committed to open access publishing, which means that all the research articles and content published in our journal are freely accessible to researchers, scholars, and the general public. We believe in making valuable knowledge accessible to a wide audience, promoting transparency and knowledge dissemination.
3. **Eminent Editorial Board:** Our journal is supported by an eminent and diverse editorial board composed of experts in the fields of public policy, governance, and related disciplines. Our editorial team is dedicated to maintaining high editorial standards, providing guidance to authors, and ensuring the quality and relevance of the content published in the journal.

## Peer Review Process

- **Double-Blind Review:** We employ a double-blind review process, which means that both the authors' and reviewers' identities are kept confidential throughout the review process. This ensures an unbiased and fair evaluation of the manuscripts.
- **Stringent Evaluation:** Manuscripts are assessed not only for their scientific merit but also for their overall style and presentation. Papers that fail to meet the established criteria in terms of quality and adherence to formatting guidelines are promptly rejected without undergoing further review.
- **Expert Reviewers:** Manuscripts that pass the initial screening are sent for formal review by two to three reviewers who are specialists in the relevant field. These reviewers provide detailed feedback, comments, and recommendations for improvement to the authors.

- **Secure Online Review System:** Our secure online system facilitates the peer review process. Reviewers are provided with an access code to submit their comments and evaluations. This access code is generated exclusively for the review and becomes invalid once the review is submitted.
- **Confidential Review:** Reviewers have the option to submit confidential remarks directed to the editor, ensuring that they can provide candid feedback on the manuscript. The confidentiality of the review process is maintained at all stages.
- **Evaluation Categories:** We provide evaluation categories to reviewers, enabling them to answer specific questions about the manuscript. This structured approach helps the editorial staff in their decision-making process and ensures a comprehensive review.

Our commitment to a robust peer review process, open access publishing, and an esteemed editorial board makes us an ideal platform for researchers, scholars, and practitioners to share their insights and contribute to the advancement of knowledge in the fields of public policy and governance. We value the contributions of our authors and reviewers and strive to maintain the highest standards of quality and integrity in our journal.

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Scientific quality:	High, good, acceptable, poor
Research significance:	High, good, acceptable, poor
Priority:	High, acceptable, low
Style:	Clear and concise, acceptable, low
Length:	Appropriate, acceptable, too long, too short
Language:	Appropriate, acceptable, poor

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## Editorial Decision Making Process

Once the peer review process is complete, the editors of the journal make the initial decision on the manuscript based on the reviewers' comments and evaluation categories. The decision-making process follows the following options:

1. **Accept with or without Editorial Revisions:** If the manuscript is deemed to meet the required quality and standards and addresses the research objectives effectively, the editors may decide to accept it for publication. In some cases, minor editorial revisions may be suggested to enhance the clarity or presentation of the manuscript.
2. **Request Revision:** If the manuscript shows promise but requires specific improvements or clarifications, the editors may request the authors to revise their manuscript to address

these concerns. The revised manuscript will be reevaluated to ensure that the suggested changes have been adequately incorporated.

3. **Reject:** Manuscripts that do not meet the established criteria in terms of scientific merit, adherence to formatting guidelines, or overall quality may be rejected by the editors. Rejection may also occur if the manuscript does not align with the scope and objectives of the journal.

The decision-making process is conducted in a fair and objective manner, taking into consideration the input provided by the peer reviewers. The aim is to maintain high standards of research quality and publication ethics while ensuring that valuable contributions to the field of public policy and governance are recognized and disseminated. Authors receive clear feedback and guidance at each stage of the review process to facilitate the improvement of their work.

## **Author Guidelines**

### **Information for Authors**

The Journal of Public Policy and Governance (JPG) aim is to facilitate the exchange of scholarly knowledge and insights related to public policy. This journal serves as a platform for both academics and practitioners to share their research findings, experiences, and expertise in the field of public policy. Its overarching goal is to bridge the gap between theory and practice by providing a forum where ideas, analyses, and recommendations can be discussed and disseminated to a wider audience.

One of the specific objectives of JPG is to shed light on the policy landscape in Nepal. Nepal, like any other developing countries, faces a range of complex and evolving challenges that require well-informed and effective public policies. These challenges could include issues such as economic development, social welfare, environmental sustainability, political stability, and more. Understanding, analyzing, and improving public policies in Nepal is crucial for the country's development and well-being.

Similarly, JPG plays a pivotal role in contributing to policy discourses, particularly focusing on the policy diaspora of Nepal. It serves as a repository of research articles, case studies, policy analyses, and best practices related to public policy, particularly those that have relevance to Nepal. By doing so, JPG helps to create a comprehensive trajectory or historical record of the evolution of public policy in Nepal.

## Originality

Manuscripts sent for assessment and potential publication in JPG must consist of original content that has not been previously published or presented for evaluation or publication in any other place.

### Publishing Previously Distributed Content

- All article must uphold a strong standard of scholarly excellence, refrain from plagiarizing, be both unique and not previously published, and make a meaningful contribution to the public policy domain. Articles that have been previously published or are currently being assessed by another peer-reviewed journal or scholarly publisher are not qualified for inclusion in JPG.
- Articles that have been disseminated as conference proceedings or have been independently published on blogs or institutional repositories should undergo significant revisions before being submitted. In regards to the article based on a thesis or dissertation, please provide the name of the institution where it was submitted, the submission date, the author(s), and the supervisor's name. (*JPG will request a thorough examination of the publication and distribution history of the work to make this assessment*).

## Preparing a Manuscript

**General:** Manuscripts should be no longer than **6000 words**, including abstract, tables, and references, in 12-point font and with double spacing.

**Title:** The title should be clear and concise.

**Author(s) Identity:** Please ensure that the manuscript remains anonymous by excluding your name and funding details. Additionally, when citing your own work, please use “Deleted for Peer Review”, treating it as you would any other source.

**Abstract:** An abstract should consist of **150 to 250 words** summarizing the following aspects: the objective of the study, the methodology employed along with data sources, the key findings, conclusions drawn from the findings, and any recommendations derived from the study. Similarly, the abstract should include 3 to 5 keywords.

**Introduction and Literature Review:** Establish the problem or research question under investigation, offering context to significance and relevance within the research topic. This includes identifying gaps in existing knowledge or unresolved issues related to the problem. Besides, introduction of any theoretical frameworks or theories that will inform the study's approach and analysis. These theory should provide a structured perspective through which the

research problem will be examined and assisting to guide the study's hypotheses or research questions. In essence, the introduction part should define the problem and, if relevant, introduce the theory underpinning the study direction and interpretation.

**Methodology:** Clearly explain the research method and/or theory used outlining the methodologies or theoretical frameworks employed in the research. This should provide the insight into how the study was conducted. If the study involves experiments or testing clearly describe the respondents along with the criteria and methods used for the selection.

**Data Analysis:** Detail the interpretation of the research findings involving quantitative or qualitative analysis. It should discuss the implications of the results, both in terms of advancing or challenging existing theories and its practical relevance. This section essentially connects the research process to its theoretical underpinnings and practical applications, shedding light on the study's broader significance.

**Conclusion and Recommendation:** Summarize the main findings and their implications, highlighting the significance of the research. Provide recommendations to policymakers, practitioners, or anyone interested in applying the research's insights. Ensure that the recommendations are grounded in the research findings and aim to offer practical solutions or steps for addressing the issues or challenges identified in the study.

**Plagiarism:** JPG has a strict plagiarism policy to maintain the integrity of submitted manuscripts. It utilizes the Turnitin plagiarism detection system to assess the originality of submissions. The journal's criteria require that the **overall similarity index for a manuscript should be below 20%, with no individual reference contributing more than 5%** to this index. Additionally, the manuscript should have a **detection index below 20% from the AI (artificial intelligence) plagiarism detection system**. These specific values are determined based on the report generated by the plagiarism system.

## **Formatting a Manuscript**

Authors submitting manuscripts to the journal are required to adhere to the APA 7th edition standards for both referencing and writing style. It is expected that authors consult the "Publication Manual of the American Psychological Association" (7th edition; 2020) as a comprehensive guide for formatting their manuscripts. Following these guidelines ensures consistency, clarity, and uniformity in the presentation of research papers, making it easier for readers and reviewers to understand and evaluate the content effectively. APA style provides specific rules for citation, references, headings, and other aspects of manuscript preparation, contributing to the quality and professionalism of the published work.

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Language:	English (British/ American)- consistent
Font:	Time New Roman, 14 pts for Title, 12 pts for headings, sub-headings and body.
Alignment:	align text left
Spacing:	1.5
Margin:	1" at the top, bottom, left, right
Submission format:	.docx

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### Section Headings

Section headings, for example “**1. Introduction**” should be bold, capitalized, centered at the beginning of the section, and double spaced from the lines above and below. Do not underline the section heading OR put a colon at the end.

### Subheadings

Subheadings should be capitalized (first letter in each word), left justified, and either bold or italics. Do not put a colon at end.

### Headings Format

Level	Format
<b>Section Headings</b>	<b>Centered, Bold, Title Case Heading</b> Text begins as a new paragraph.
<b>Subheadings</b>	<b>Flush left, Bold, Title Case Heading</b> Text begins as a new paragraph.
<b>First Subheadings</b>	<b><i>Flush Left, Bold Italic, Title Case Heading</i></b> Text begins as a new paragraph.

### Figures and Tables

In APA 7th edition formatting, whether a paper includes tables and figures or not, both tables and figures share similar formatting elements to ensure consistency and clarity in presentation. These shared elements include:

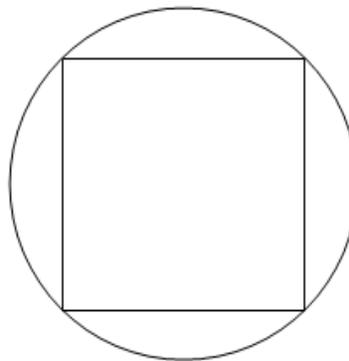
1. **Numbering:** Both tables and figures are numbered consecutively throughout the paper. Tables are assigned Arabic numerals (e.g., Table 1, Table 2), while figures are assigned Arabic numerals as well (e.g., Figure 1, Figure 2).
2. **Titles and Captions:** Each table and figure must have a clear and descriptive title placed above the table or figure. Below the table or figure, include a brief but informative caption that provides context and explains the content.
3. **Placement:** Tables are typically placed above their titles, while figures are placed below their titles.

### **Example of Figure**

Figures included in the manuscript must be in a format supported by Microsoft Word. Commonly used formats such as jpg is recommended options. These formats are widely supported and compatible with Microsoft Word, making it easier for authors to integrate it seamlessly into their documents. By adhering to these format guidelines, authors can ensure that the figures display correctly and clearly in the Word documents, enhancing the overall presentation and readability of the manuscripts.

### **Figure 1**

*Figure Title*



### **Example of Table**

Tables included in the manuscript can typically be in any format that is supported by the word processor such as Microsoft Word. Word processors often offer a range of table formats and options, allowing authors to create and format tables in a way that best suits their needs. This flexibility in

table formatting can be particularly helpful for presenting data and information effectively in research papers, as it allows authors to choose the most suitable style for their specific content. However, it's essential to ensure that the chosen table format aligns with the overall formatting and style guidelines of the research paper, including font, spacing, and alignment, to maintain consistency and readability.

### Table 1

*Table Title*

	Column 1	Column 2
Item 1	Text 1 Example of text	Number 1 Number 2
Item 2	Text 2 Example of text	Number 3 Number 4

### References

The authors are advised to use APA 7<sup>th</sup> Edition format for referencing. By following APA 7th Edition guidelines for referencing, authors ensure that their work is well-documented, credible, and conforms to widely accepted standards in academic writing. This not only enhances the clarity and professionalism of the research but also helps readers locate and verify the sources used in the paper.

### Types of citations

There are two basic ways to cite someone's work in text:

In narrative citations	In parenthetical citations
The authors are part of the sentence - you are referring to them by name	The authors are not mentioned in the sentence, just the content of their work. Place the citation at the end of the sentence or clause where you have used their information. The author's names are placed in the brackets (parentheses) with the rest of the citation details.
<b>For Example:</b>	<b>For example:</b>

<p><b>Becker (2013)</b> defined gamification as giving the mechanics of principles of a game to other activities.</p>	<p>Gamification involves giving the mechanics or principles of a game to another activity <b>(Becker, 2013)</b>.</p>
<p><b>Cho and Castañeda (2019)</b> noted that game-like activities are frequently used in language classes that adopt mobile and computer technologies.</p>	<p>Increasingly, game-like activities are frequently used in language classes that adopt mobile and computer technologies <b>(Cho &amp; Castañeda, 2019)</b>.</p>

### Book

Author, A. A., & Author, B. B. (Date). *Title in sentence case: Subtitle* (edition, if not the first). Publisher. URL or DOI (if electronic)

### Example

Bach, S., & Grant, A. (2015). *Communication and interpersonal skills in nursing* (3rd ed.). Learning Matters.

Fenton-Smith, B., Humphreys, P., & Walkinshaw, I. (2017). *English medium instruction in higher education in Asia-Pacific: From policy to pedagogy*. Springer International Publishing.

McIlwraith, C. W., Nixon, A. J., & Wright, I. M. (2015). *Diagnostic and surgical arthroscopy in the horse* (4th ed.). Mosby. <https://doi.org/10.1016/B978-0-7234-3693-5.01001-8>

### Edited Book

Surname, A.A. (year). Title of book. In Editor first initial, Editor last name (Ed.), *Title of book* (pp. xx-xx). Publisher. DOI or link if available.

### Example

Ally, M. (2008). Foundations of educational theory for online learning. In T. Anderson (Ed.), *The theory and practice of online learning* (pp. 15-44). AU Press. <https://www.aupress.ca/books/120146-the-theory-and-practice-of-online-learning/>

## Journal Article

Author, A. A., & Author, B. B. (Date). Title of article: Subtitle. *Title of Journal*, volume number(issue number), page numbers of the whole article. <https://doi.org/xx.xxx/xxxx>

## Example

Alam, K., & Imran, S. (2015). The digital divide and social inclusion among refugee migrants: A case in regional Australia. *Information Technology & People*, 28(2), 344-365. <https://doi.org/10.1108/ITP-04-2014-0083>

Smith, R. P., Easson, C., Lyle, S. M., Kapoor, R., Donnelly, C. P., Davidson, E. J., Parikh, E., Lopez, J. V., & Tartar, J. L. (2019). Gut microbiome diversity is associated with sleep physiology in humans. *PLOS ONE*, 14(10), Article e0222394. <https://doi.org/10.1371/journal.pone.0222394>

## Conference Proceeding

### *Paper published in conference proceedings, book form*

Author, A. A. (Date). Title of paper. In A. Editor & B. Editor (Eds.), *Title of proceedings* (page numbers). Publisher. DOI OR URL if relevant.

## Example

Morgan, R., Meldrum, K., Bryan, S., Mathiesen, B., Yakob, N., Esa, N., & Ziden, A. A. (2017). Embedding digital literacies in curricula: Australian and Malaysian experiences. In G. B. Teh & S. C. Choy (Eds.), *Empowering 21st century learners through holistic and enterprising learning: Selected papers from Tunku Abdul Rahman University College International Conference 2016* (pp. 11-19). Springer. [https://doi.org/10.1007/978-981-10-4241-6\\_2](https://doi.org/10.1007/978-981-10-4241-6_2)

### *Paper published in conference proceedings, journal form*

Author, A. A., & Author, B. B. (Date). Title of article: Subtitle. *Title of Journal*, volume number(issue number), page numbers of the whole article. <https://doi.org/xx.xxx/xxxx>

## Example

Chaudhuri, S., & Biswas, A. (2017). External terms-of-trade and labor market imperfections in developing countries: Theory and evidence. *Proceedings of the Academy of Economics and Economic Education*, 20(1), 11-16. <https://search-proquest-com.elibrary.jcu.edu.au/docview/1928612180?accountid=16285>

***Paper or session presented at conference, not formally published in proceedings (also used for Poster Presentations)***

Author, A. A. (Date). *Title of Contribution* [Type of contribution]. Conference Name, Location. DOI or URL if applicable

**Example**

Bland, A. (2017, November). *The implementation of a junior Samoan language programme in a South Island, New Zealand secondary school context* [Paper presentation]. Australian Association for Research in Education (AARE) Conference 2017, Canberra, Australia. <https://bit.ly/37DvrHR>

McDonald, E., Manassis, R., & Blanksby, T. (2019, July 7-10). *Peer mentoring in nursing - improving retention, enhancing education* [Poster presentation]. STARS 2019 Conference, Melbourne, Australia. <https://unistars.org/papers/STARS2019/P30-POSTER.pdf>

**Dissertation**

Author, A. (year). *Title of doctoral dissertation or master's thesis* (Publication No xx) [Doctoral dissertation or Master's thesis, awarding institution]. Publisher. DOI of link if available.

**Example**

KC, P. (2019). *Examining the Determinants of Citizens Continued Intention to Use E-grievances Service in Nepal* (Publication No. 1804:11046-000000521580) [Doctoral dissertation, Yonsei University]. dcollection Yonsei Library. <http://www.dcollection.net/handler/yonsei/000000521580>

**Multiple sources in One Parenthesis (Citing Multiple Works)**

When citing multiple works within the same set of parentheses in APA 7th Edition, it's important to maintain clarity and organization. To achieve this, the citations should be presented in alphabetical order by the authors' last names, with each citation separated by semicolons. This practice helps readers easily locate and cross-reference the sources that support the information presented in the text. Additionally, when referencing multiple works by the same author, you should list the publication years in chronological order, separated by commas. This approach ensures that the reader can discern the different works and their respective publication dates, allowing for proper attribution and acknowledgment of the sources used to support your statements in scholarly writing.

**Example**

While other positive psychology constructs (e.g., resilience, hope, core self-evaluations, social support) have been studied in people with MS (Alschuler et al., 2018; Arewasikporn et al., 2018;

Farber et al., 2015; Lee et al., 2020; Lynch et al., 2001; Madan & Pakenham, 2014), there is a dearth of research examining grit in this population.

Several studies have replicated these results (Brown, 2009; Porter, 2004; Smith, 2015, 2017).

### Abbreviations and units

Abbreviations should be minimum and not allowed in title, running head, keywords, and beginning of the sentences. Units of measurement should be in the International System of Units (SI).

### Citations

Author Type	Narrative	Parenthetical
<b>Single Author</b>	Smith (2020)	(Smith, 2020)
<b>Two Authors</b>	Johnson and Lee (2019)	(Johnson & Lee, 2020)
<b>Three or More Authors</b>	Anderson et al. (2018)	(Anderson et al., 2018)
<b>Author of a chapter in an edited book</b> If a chapter is cited, cite the chapter author/s, not the editor/s  (chapter author/s, 2020)	Smith (2020) suggested...	(Smith, 2020)
<b>Several works with the exact same author(s) and same date</b>  Add a, b, etc. to the year in the in-text citation and reference list.	In his papers Nepali (2020a, 2020b) described	(Nepali, 2020a, 2020b)
<b>Group (Organisation) author with abbreviation</b>  <i>Note: In the first citation use the full form and for subsequent referencing afterwards abbreviation is used.</i>	First citation - full name, introduce abbreviation:  National Institute of Water and Atmospheric Research (NIWA, 2020) reported ...  Centers for Disease Control and Prevention (CDC, 2020)  Subsequent citations, just use abbreviation:	First citation - full name, introduce abbreviation in square brackets:  (National Institute of Water and Atmospheric Research [NIWA], 2020)  (Centers for Disease Control and Prevention [CDC], 2020)

	NIWA (2020) provided ... CDC (2020)	Subsequent citations, just use abbreviation:  (NIWA, 2020) (CDC, 2020)
<b>Group (Organisation) author without abbreviation</b>	Ports of Auckland (2020) reported ...	(Ports of Auckland, 2020)

## Guidelines for Authors

1. **Originality and Anti-Plagiarism Policy:** Authors are required to maintain the originality of their work. The KUSOM Policy Lab enforces a strict anti-plagiarism policy, emphasizing the seriousness of this matter. Any instances of plagiarism will be dealt with seriously. The journal's criteria require that the **overall similarity index for a manuscript should be below 20%, with no individual reference contributing more than 5%** to this index. Additionally, the manuscript should have a **detection index below 20% from the AI (artificial intelligence) plagiarism detection system**. These specific values are determined based on the report generated by the plagiarism system.
2. **Manuscript Requirements:** Authors should submit manuscripts in English, following either British or American English style. The suggested word count for articles is around 6000 words, and each article should include an abstract of approximately 250 words along with 3 to 5 keywords.
3. **Research-Based Articles:** Articles should be research-based and include a scientific review of the relevant literature. Proper citation and referencing should be done in accordance with the APA format. The editorial board will conduct an online examination of citations, and articles failing to meet the minimum standards will not be accepted.
4. **APA 7th Edition Style:** Authors are expected to acknowledge and cite content obtained from various sources following the guidelines of the APA 7th edition style. For detailed information on APA style, authors are encouraged to refer to resources link [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/apa\\_tables\\_and\\_figures.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_tables_and_figures.html).
5. **Technical Term Definitions:** It is required that all technical terms used in the article be defined in detail in the endnotes. This ensures clarity and comprehension for readers.
6. **Exclusive Publication:** Once an article has been accepted for publication in the KUSOM Policy Lab journal, authors are not permitted to publish the same research in any other journal. Simultaneous submission of the same manuscript to multiple journals is also prohibited.

7. **No Publication Fees:** Notably, the journal does not charge any publication fees to authors for publishing their articles. This policy promotes accessibility and the dissemination of knowledge without financial barriers.

## Guidelines for Editors

1. **Editorial Decision-Making:** Editors hold the responsibility of making decisions about which articles submitted to the journal should be published. This involves assessing the quality, relevance, and suitability of submitted manuscripts for publication.
2. **Non-Discrimination:** Editors are obligated to evaluate manuscripts based solely on their content and academic merit, without regard to factors such as gender, race, sexual orientation, religious belief, ethnic origin, or any other personal characteristics of the authors. This commitment to non-discrimination ensures fairness and equal opportunity for all authors.
3. **Fair and Unbiased Evaluation:** Editors must conduct evaluations of manuscripts in a fair and unbiased manner. This includes avoiding any form of favoritism, prejudice, or conflicts of interest that could compromise the integrity of the evaluation process.
4. **Ethical Guidelines:** Editors are expected to adhere to ethical guidelines established by the journal and the broader academic community. This involves upholding standards of honesty, transparency, and professionalism in their interactions with authors, reviewers, and other stakeholders.
5. **Quality Assurance:** Editors play a crucial role in ensuring the quality of materials published in the journal. They are responsible for maintaining high academic standards, promoting rigorous peer review processes, and upholding the journal's reputation for scholarly excellence.
6. **Confidentiality:** Editors must maintain the confidentiality of all materials submitted to the journal. This includes not disclosing any information about submitted manuscripts to anyone other than the corresponding author or individuals involved in the peer review process. Ensuring confidentiality helps protect the intellectual property and ideas of authors and maintains trust in the journal's review process.

## Submission Guidelines

Authors will be invited to send the abstract of the article. All the abstracts will be evaluated by our key editors basing on the criteria of accuracy of the content. After the acceptance of the abstract, the editorial team will ask the author to send the complete article by a new deadline.

The articles that will be selected are pursuant to follow these rules:

- The paper should be sent via email
- Format the paper in (.doc) instead of pdf
- The article must be new and have not been published before
- The abstract should be no longer than 250 words. The preferred length of the full paper is 6000 words. In general, please confine your paper between **18 pages** including everything.
- Authors' autobiographical details should appear as the first footnote of each contribution, including the name, academics, professional qualification, current title and position of each author.
- Full paper must be written in British/American English, typed using Times New Roman (normal style and font size 12) and in MS-Word. Page size should be A4, single column with 2.5 margins on both sides with single line spacing. All the pages of the manuscript including Tables and Figures should be numbered.
- It is author's responsibility to ensure that all the references and citations are correct and the contribution does not infringe copyright.
- The paper submitted after due date is subject to be rejected
- The paper should be complete, clear and concise
- The article can be submitted in either Nepali or in English

## Selection Process

The process of submitting and reviewing articles for publication in KUSOM Policy Lab follows several key steps:

1. **Submission of Articles:** Authors are initially asked to submit their articles to the email address [policylab@ku.edu.np](mailto:policylab@ku.edu.np) within a specified deadline.
2. **Editorial Assessment:** Upon receiving the articles, the editor assesses them for several criteria, including whether their content and writing style align with the journal's editorial focus (research field), the quality of writing, and their academic reliability. Additionally, the editor checks if the articles meet the journal's basic standards, such as making an original contribution, adhering to the specified word count, and maintaining appropriate language standards.

3. **Forwarding to Expert Reviewers:** If the submitted articles meet the initial requirements and standards, the editor proceeds to the next step. The articles are then sent to expert reviewers who have expertise in the relevant field. These reviewers evaluate the articles for their scholarly content, methodology, and overall quality.
4. **Review by Professors:** If the expert reviewers provide positive assessments, the articles are further reviewed by professors who possess expertise in the specific topic or subject matter addressed in the call for papers. Their insights help ensure the highest quality of accepted articles.
5. **Acceptance/Rejection Notification:** Following the comprehensive review process, the KUSOM Policy Lab team contacts the authors to inform them about the acceptance or rejection of their articles. If an article is accepted, authors are typically asked to make revisions based on reviewer comments and submit the final version by a specified deadline.
6. **Publication:** Once the final version of an accepted article has been submitted and any necessary revisions have been made, it is prepared for publication in the journal.

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