

## **1. Introduction**

Kotebe Journal of Education (KJE) is a biannual open-access journal published by Kotebe University of Education (KUE). KJE publishes peer-reviewed articles online and in printed formats after a careful selection through a blind peer review process. KJE is devoted to studying and promoting education and allied disciplines in national and international context.

The aims of the journal are to:

- serve as a platform for researchers internationally to present and discuss common concerns, problems and challenges in local, national, international and transnational issues in education;
- publish research articles that are of national/international significance across educational contexts;

KJE seeks to serve as a forum for researchers who generate evidence-based theories or who improve available methods of research and broaden the understandings of diverse educational contexts. KJE is concerned with education, including formal and non-formal modes, from preschool to higher education as well as lifelong education. Its particular focus is on understanding how education and development are embedded in other activities and how individuals and collective practices can be transformed through education.

Though the journal's focus is education, it addresses issues directly or indirectly related to education. Thus, the University invites scholars from relevant disciplines, including psychology, anthropology, linguistics, sociology, communication studies, social and natural sciences and other areas of educational research.

The journal welcomes researchers that aim to:

- contribute new or improved instructional methods to enhance students' learning and performance;
- describe educational systems, processes and outcomes;
- help in the development of educational institutions at all levels and practices in various parts of the country and elsewhere;

- establish knowledge about education that is valid throughout the world;
- present curriculum designs, studies and development;
- reveal the role of the indigenous knowledge system in the modern education.

The journal serves as a platform for researchers who make efforts to bring research and knowledge to the broadest possible audience in both developed and developing countries.

Each research is guided by a particular research philosophy. Philosophy provides the general principles of theoretical thinking, a method of understanding reality, perspective, all of which are used to obtain knowledge of reality, analyze and interpret research. Hence, this journal accepts all types of philosophical and methodological approaches to research. Philosophical perspectives are the underlined assumptions researchers make on the purpose, design and methodology of the data, and analysis and interpretation. Positivist, constructivist and pragmatics research philosophies will be included provided that their focus is on education. Kotebe Journal of Education accepts researches done with approaches of qualitative, quantitative and mixed methods.

## **2. Scope and Focus of the Journal**

KJE is a peer-reviewed, open-access publication of original research, critical reviews, short communications, and policy brief that are relevant to improve the education sector. The focus of the journal is on all levels, stages, and processes of education (e.g. formal, informal, non-formal, early childhood, lifelong, schooling, adult education, technical and vocational education and training, higher education, indigenous education, values and attitude about education, teacher education, learning vs schooling etc.).

The journal aims to publish articles that show high levels of theoretical insight and /or analytic empirical work and gives preference to articles that demonstrate engagement on the key issues that the education system faces. Generally, the journal publishes papers in the fields (but not limited to) such as:

- Curriculum, academic programs and internationalization
- Diversity, Equity and Inclusion in Education
- Early Grade Education and Child Care

- Ethics, philosophies and theories in education
- Educational Policy, Leadership and Administration
- Educational psychology, learning and schooling
- Engineering and Technology Education
- Environmental Education and Management
- Arts and Music Education
- Business Education and the economics of education
- Higher Education
- Instructional approaches, designs and practices
- Primary and Secondary Education
- Professional development and professional identity
- Standards in and quality of education
- Science and Mathematics education
- Social Science Education
- Teacher education and mentorship
- Technical and Vocational Education
- Wellbeing, Health and Physical Fitness education

KJE publishes original research articles, book reviews, policy briefs, and short communications bi-annually in June and December.

### **3. Peer Review Process**

KJE uses an online submission and review system. The editorial board is responsible to ensure that the review process is fair and timely. The manuscript shall be reviewed by a minimum of two independent reviewers. When necessary, the Editor-in-Chief may seek an additional opinion from associate editors or other scholars in the field based on the editorial board decision. The peer reviewers should be experts in the respective fields. The best possible practices and guidelines should be used in selecting genuine peer reviewers. The Editorial board assesses all disclosures of potential conflicts of interest made by reviewers to determine whether there is any potential for

bias. The selection of papers should be based on the scientific quality of the contents that are within the focus of the journal. Final decisions have to be guaranteed by the editorial board members.

#### **4. Ethical Issues**

Authors of manuscripts submitted to KJE are fully responsible for ensuring any ethical issues related to their research. They are responsible to abide by the publication's ethical rules. KJE may request the authors to submit ethical approval documents when needed. The research manuscript submitted to the journal is also expected to be free of conflict of interest to be considered for publication.

Ethical Review Committee (ERC) in KUE shall review all manuscripts that are accepted for publication in KJE. All research manuscripts involving human participants need to be submitted to the ERC. Documents to be submitted include but not limited to:

- Research protocol
- Informed consent forms
- Associated study instruments, such as interview guides, questionnaires, etc.
- Data collection forms, case report forms, etc.
- Recruitment materials
- Final approval by the scientific/technical review committee or peer reviewers
- Comments made by the scientific peer review group
- Author's point-by-point response to the peer review
- A letter from the ERC acknowledging receipt of submission for review or an approval from them.

#### **5. Plagiarism**

The journal accepts original work. The editorial process should check for the plagiarism of the submitted manuscripts using Plagiarism Checker Software.

## **6. Rigor and Quality Control Procedure**

Quality control is an essential component of research. Rigorous quality control processes help ensure high quality. The journal employs standard quality control procedures for qualitative and quantitative researches. Standard evaluative criteria for scientific research will be employed. Methodological rigor in quantitative research in terms of the soundness or precision of a study in terms of planning, data collection, analysis, and reporting will be considered.

## **7. Correction and Retraction**

The KJE Editor-in-Chief or Associate editors shall request authors for author correction to correct important error(s) made by the author(s) that affects the scientific integrity of the published article, the publication record, or the reputation of the authors. A correction statement will be included when a small portion of otherwise reliable publication proves to be misleading (especially because of honest error) and/or the author list is incorrect (i.e., a deserving author has been omitted or somebody who does not meet authorship criteria has been included). The error (s) made by the editors shall also be communicated for correction.

On the other hand, an article may be retracted when the integrity of the published work is substantially undermined owing to errors in the conduct, analysis and/or reporting of the study. Retraction shall be issued by the Editor in chief and Managing editor upon conditions of severe plagiarism, redundant publications, data fabrication, unreliable or faulty findings, and other unethical research practices. In this case, retraction notice will be published. This notice will include the title and authors of the article, the reason for the retraction and who is retracting the article. It will be published online with a link to the online version of the article.

## **8. Open Access Policy**

KJE provides immediate open access to the contents on the principle of making research freely available to the public and supports a greater global exchange of knowledge.

## 9. Journal Management Structure

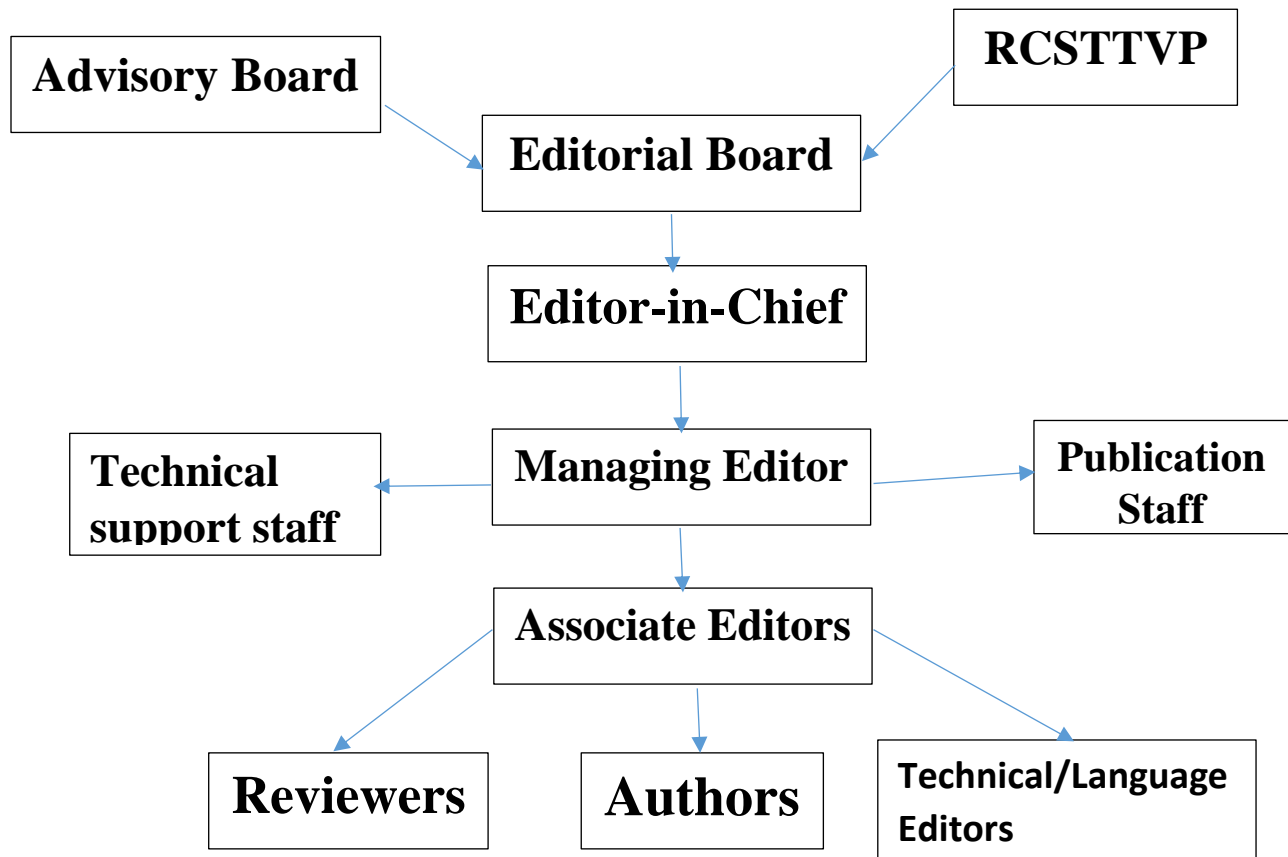


Figure 1. Journal management structure

## 10. Editorial Board

The editorial board of KJE comprises the Editor-in-Chief, Managing Editor and Associate Editors and technical editor (layout and graphic designer). Language editors can also be included in the editorial board if deemed necessary.

A journal's editorial board can affect its quality, editors should consider (a) the location of board members not to affect the reach of the journal, (b) Board members' expertise aligned with the journal's scope, and (c) the representation of key research institutes and (d) top reviewers in the field.

The roles of the Editorial Board members are to:

- offer expertise in their specialist area;
- make a preliminary review of the submitted manuscripts;
- advise on journal policy and scope;
- work to ensure the continuity and consistency of the journal publication of the journal;
- identify topics for “special issues of the journal or recommend a conference that would promote the journal, which they might also help to organize and/or suggest guest edit;
- attract new and established authors and article submissions;
- submit their work for consideration, ensuring that they adhere to it;
- work based on conflict of interest rules with stating their relationship to the journal during submission. This is very important as the journal should not publish only papers from members of the Editorial Board.

The Editorial Board shall have a regular meeting (every three months), either in person or communicating through teleconference or zoom. However, a meeting can be called at any time by the Editor-in Chief if it deemed necessary.

#### **a. Editor-in-Chief**

The Editor-in-Chief is responsible for driving the strategic direction of the journal in collaboration with the Editorial Board and respective professional associations. He/she is the figurehead of the journal and is responsible for raising the journal’s profile within the community, and ensuring that the content published meets the editorial strategy and policies of the journal, as stated in the journal’s aim and scope.

#### **Responsibilities of the Editor-in-Chief**

The Editor-in-Chief has the following responsibilities:

- drives the evolution of the journal, executing the goals of the journal;
- works collaboratively with other journal editors;

- implements strategies for increasing the number of high-quality manuscript submissions, usage, citations, and other measures of success for the journal;
- raises the profile of the journal through active promotion and soliciting high-quality papers for publication;
- acts as the senior authority on all matters of editorial policy, decisions, and scope, acting with impartiality, confidentiality, and fairness;
- attends and chairs all Editorial Board meetings and organizes associated papers;
- selects and invites qualified scientists/experts to serve as Editors and Section Editors, ensuring there is the adequate subject representation and geographical spread;
- writes reports or provide updates on journal matters as required;
- deals with issues concerning research and publication misconduct;
- supervises the peer review of papers; selects appropriate reviewers and decides on the acceptability of the paper for publication based on the received reviews and their own opinion.

#### **b. Managing Editor**

Managing Editor coordinates many aspects to make sure the journal is run according to the schedule. He/she carries multiple duties to ensure a publication is released on time for readers. He/she plays a crucial role right from receiving a manuscript to its publication in the journal, being a communication media to all the members of the publishing house. The Managing Editor should adhere to the following roles and responsibilities to ensure the proper functioning of the journal:

**Manage Operations:** Managing a publication's day-to-day operations is the Managing Editor's main responsibility. He/she helps to determine and manage the processes to keep all the moving parts going toward their goal of producing a publication. The person plans to avoid possible crashes, and when things go twisted, it's the Managing Editor's role to get things fixed. To manage all of these aspects, a Managing Editor's planning skills are very much needed and the person needs to be able to think clearly no matter how stressful the situation is.



**Manage Schedules:** The Managing Editor coordinates the schedule for the publication, and coordinating with all the key persons (authors, advisory board members, reviewers, associate editors and editor-in-chief) to produce the publication on time.

**Manage Assignments:** The Managing Editor helps to determine content for each volume of a publication, conducting meetings and determining which articles will go in each issue. The person makes assignments for manuscripts, communicates the assignment parameters, and deadlines and serving as a resource for questions along the way. The Managing Editor oversees and manages the coordination of the content and the editing process with the help of Editors and Reviewers who have roles in editing the assignments; the person is also responsible for editing each piece for adherence to the assignment and established style, correcting any errors in the writing mechanics.

**Impartiality and editorial independence:** Editors shall evaluate submitted manuscripts exclusively based on their academic merit (importance, originality, study's methodology, clarity) and relevance to the journal's scope, without regard to the author's race, gender, ethnic origin, citizenship, religious belief, political philosophy or institutional affiliation. Decisions to edit and publish are not determined by the policies of governments or any other agencies outside of the journal itself. The Editorial Board has full authority over the entire editorial contents of the journal and the timing of publication of the contents.

**Disclosure:** Editors and editorial staff will not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate. Editors and editorial board members will not use unpublished information disclosed in a submitted manuscript for their own research purposes without the authors' explicit written consent. Privileged information or ideas obtained by editors as a result of handling the manuscript will be kept confidential and not used for their personal advantage. The managing editor shall control such disclosure issues.

**Plagiarism:** The managing editor/Editor-in-Chief should check for the plagiarism in the submitted manuscripts using reliable Software.

**Conflict of interest:** the managing editor constantly informs that editors should distance themselves from considering manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships/connections with any of the authors, companies, or institutions connected to manuscript submitted to the editors; instead, they will ask another member of the editorial board to handle the manuscript.

**Publication decisions:** The editors ensure that all submitted manuscripts being considered for publication undergo peer-review by at least two reviewers who are experts in the field. The Editorial Board is responsible for deciding which of the manuscripts submitted to the journal will be published, based on the validation of the work in question, its importance to researchers, and readers, the reviewers' comments, and such legal requirements as are currently in force regarding libel, copyright infringement and plagiarism. The Editor-in-Chief may confer with other editors or reviewers in making this decision. The managing editor shall monitor the decision process.

**Dealing with unethical behavior:** Editors will take responsive measures when ethical concerns are raised with regard to a submitted manuscript or published paper. Every reported act of unethical publishing behavior will be looked into, even if it is discovered years after publication. If, on investigation, the ethical concern is well-founded, a correction, retraction, expression of concern or other note as may be relevant will be published in the journal. The managing editor along with Ethical Review Board shall also evaluate compliance on ethical issues before publishing a specified volume/issue.

### **c. Associate Editors**

The associate editors shall make recommendations of decision which will be endorsed by the Editorial Board just based on the reports of the reviewers. They shall also coordinate the refereeing of manuscripts. They involve in reviewing text written on a technical topic and identifying errors related to the use of language in general, copy editing, communicate to reviewers, check the quality of manuscripts, and check adherence to guideline of the journal.

## **11. Advisory Board**

Advisory Board members are the one with an important responsibility towards policy, management and development. Each and every contribution on behalf of Advisory Board member

has a prime role for maintaining the journal integrity. The Advisory Board Members will support the Editorial Board to maintain the journal's quality, standard, and uniformity in all horizons. In person or virtual meetings of the advisory board members shall be arranged once a year in May and November (a month before releasing a new issue).

**Roles of Advisory Board members:**

- express their view regarding whether the manuscripts meet the desired publication criteria or not;
- guide the journal to improve the aim, scope, direction and performance in the proposed field;
- provide subject-specific support;
- may suggest to the Editorial Board a “special issue” with specific purpose when critical attention is sought in the area,
- play active role in journal development;
- promote the journal wherever possible;
- assist with the strategic development plan for consistent publication of the journal;
- Advise on journal's policy and contents, and create awareness of the journal.