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ST.ANN'S COGNITIVE CHRONICLES

A Multidisciplinary Journal

2024
JOURNAL POLICY



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ST. ANN'S COGNITIVE CHRONICLES

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Journal Ethics

St. Cognitive Chronicles , ISSN3049-0790 , is committed to upholding the highest standards of publication ethics and malpractice. We follow the guidelines set by the Committee on Publication Ethics (COPE) and adhere to the following principles:

Editorial Ethics

- 1. Editorial Independence:** The Editor-in-Chief and editorial board members have full authority over the editorial content of the journal, and are not influenced by external or commercial pressures.
- 2. Peer Review:** All manuscripts submitted to [Journal Name] undergo rigorous peer review to ensure the quality and validity of the research. Peer reviewers are selected based on their expertise and are required to provide constructive feedback to authors.
- 3. Confidentiality:** Manuscripts and correspondence related to the editorial process are treated as confidential, and are only shared with authorized personnel.
- 4. Plagiarism and Duplicate Publication:** St. Cognitive Chronicles uses plagiarism detection software to ensure the originality of submissions. Duplicate publication is not tolerated, and authors must disclose any previous publication of their work.
- 5. Authorship and Contributor ship:** Authors must accurately report their contributions to the work, and must obtain permission from all co-authors before submitting their work for publication.
- 6. Conflict of Interest:** Authors, reviewers, and editorial board members must disclose any conflicts of interest, including financial, personal, or professional relationships that could influence the editorial process.

7. **Human and Animal Rights:** Research involving human or animal subjects must comply with international standards and regulations, including obtaining informed consent and approval from institutional review boards (IRBs) or animal care committees.

Publishers Ethics

1. Journal Management: The publisher is responsible for the overall management of the journal, including editorial, production, and distribution processes.

2. Financial Transparency: The publisher ensures that all financial transactions related to the journal are transparent and accountable, including disclosure of funding sources and conflicts of interest.

3. Marketing and Promotion: The publisher promotes the journal in a responsible and professional manner, avoiding misleading or deceptive practices.

4. Copyright and Licensing: The publisher respects the intellectual property rights of authors and adheres to copyright and licensing agreements.

5. Archiving and Preservation: The publisher ensures that the journal's content is preserved and archived for long-term accessibility, including depositing content in reputable digital repositories.

Author Responsibilities

1. Originality and Plagiarism: Authors must ensure that their work is original and has not been published elsewhere, and must properly cite and reference all sources.

2. Accuracy and Truthfulness: Authors must provide accurate and complete information about their research, including methodology, data, and results.

3. Confidentiality: Authors must maintain confidentiality and not disclose any information about the editorial process.

4. Conflict of Interest: Authors must disclose any conflicts of interest, including financial, personal, or professional relationships that could influence the editorial process.

Reviewer Responsibilities

1. Confidentiality: Reviewers must maintain confidentiality and not disclose any information about the editorial process.

2. Objectivity and Impartiality: Reviewers must provide objective and impartial feedback to authors, avoiding personal biases and conflicts of interest.

3. Conflict of Interest: Reviewers must disclose any conflicts of interest, including financial, personal, or professional relationships that could influence the editorial process.

ISSN Standards

St. ANN'S Cognitive Chronicles adheres to the International Standard Serial Number (ISSN) standards, including:

1. Unique Identification: Each issue of St.Cognitive Chronicles is assigned a unique identifier, including the ISSN number and volume/issue numbers.

2. Metadata Standards: St. Cognitive Chronicles uses standardized metadata, including Dublin Core and MODS, to describe and contextualize its content.

3. Digital Preservation: St. Cognitive Chronicles ensures that its digital content is preserved and archived for long-term accessibility, including depositing content in reputable digital repositories.

Complaints and Appeals

St. Cognitive Chronicles has a clear procedure for handling complaints and appeals. Authors, reviewers, and readers may submit complaints or appeals to the Editor-in-Chief or Executive Editor who will investigate and respond promptly.

Retraction and Correction

In cases of errors or misconduct, St. Cognitive Chronicles will retract or correct the publication. Retractions and corrections will be published promptly and will include a clear explanation of the reasons for the retraction or correction.

By submitting a manuscript to St. Cognitive Chronicles authors acknowledge that they have read and agree to abide by these ethics and malpractice guidelines.

Contact Information

Mail ID: stannsmldspjournal8@gmail.com

Executive Editor : Akkaraboyina Roja,

Ph. No: 8341145429



Manuscript Review Policy

1. Confidentiality

- The manuscript is confidential. Do not share it or discuss it outside your review.
- Disclose any potential conflicts of interest.

2. Review Objectives

- **Originality:** Is the research novel and impactful?
- **Validity:** Are methods sound and conclusions supported?
- **Relevance:** Does the research address a significant, interdisciplinary problem?

3. Review Criteria

- **Significance:** Is the research important and relevant across fields?
- **Methodology:** Are the design and methods appropriate and well-described?
- **Data Analysis:** Are the analysis and results clearly presented and valid?
- **Writing Style:** Is the manuscript clear, organized, and free of errors?
- **Adherence to Guidelines:** Does it follow the journal's formatting and referencing r

4. Recommendations

- **Accept:** Ready for publication.
- **Minor Revisions:** Small changes needed.
- **Major Revisions:** Significant changes needed.
- **Reject:** Not suitable for publication.

5. Timeline

- Submit your review by **[Insert Date]**.

6. Submission

- Please provide detailed, specific feedback using the review template.

We appreciate your time and effort in ensuring the quality of “ST. ANN’S COGNATIVE CHRONICLES”. If you have any questions, feel free to reach out.

Best regards,

Editorial Board.

stannsmldspjournal8@gmail.com



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ST. ANN'S COGNITIVE CHRONICLES

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Editorial Calendar

[Annual Journal Publication Schedule]

Pre-Publication Phase

1. **Call for Papers:** April 15th
 - Notify authors, researchers, and academic institutions about the upcoming issue.
 - Post the call for papers on the journal's website, social media, and relevant academic platforms.
2. **Submission Deadline:** June 30th
 - Authors must submit their manuscripts through the journal's online submission system or via email.
3. **Peer Review and Revision:** July 1st - August 15th
 - Assign manuscripts to reviewers and manage the peer-review process.
 - Authors revise and resubmit their manuscripts based on reviewer feedback.

Production Phase

1. **Acceptance Notification:** August 16th - August 31st
 - Notify authors about the acceptance or rejection of their manuscripts.
2. **Proofreading and Editing:** September 1st - September 15th
 - Review and edit accepted manuscripts for grammar, punctuation, and formatting consistency.
3. **Final Proofreading:** September 16th - September 25th
 - Authors review and approve the final proofs of their manuscripts.
4. **Printing and Distribution:** September 26th - October 5th
 - Finalize the journal issue for printing and distribution.

- Send the final issue to the printer.
- Distribute the journal to subscribers, libraries, and other stakeholders.

Release and Post-Publication Phase

1. Release Date: October 15th

- Officially launch the journal issue on the website and make it available for download.
- Share the release announcement through social media, email newsletters, and academic networks.

2. Post-Publication Review: October 16th - November 30th

- Monitor and respond to reader feedback, comments, and citations.
- Gather insights to improve future journal issues.



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ST.ANN'S COGNITIVE CHRONICLES

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Call for Papers

(Author Guidelines)

We invite submissions for consideration in “ST. COGNATIVE CHRONICLES” Please review the guidelines below to ensure your manuscript aligns with our requirements.

Submission Guidelines

1. **Originality:** Submissions must be original, unpublished work.
2. **Format:** Microsoft Word (.docs) format.
3. **Language:** Manuscripts must be written in English.
4. **Font:** Times New Roman, 12-point.
5. **Page Setup:**
 - Top Margin: 1 inch
 - Left Margin: 1.5 inch
 - Bottom Margin: 1 inch
 - Right Margin: 1 inch
 - Paper Size: A4
6. **Line Spacing:** 1.5 line spacing. Provide two spaces after central headings.
7. **Headings:**
 - **Central Headings:** Capital letters, bold,- Font size 14
 - **Sub-headings:** Left-aligned, bold - Font size 14

Manuscript Structure

1. **Title Page:** Include title, authors, affiliations, and email addresses.
2. **Abstract:** 250-300 words summary of the research.
3. **Key words :** 4-6 words

4. **Introduction:** Provide background, objectives, and scope.
5. **Methodology:** Describe the research design, methods, and procedures.
6. **Results:** Present findings and data analysis.
7. **Discussion:** Interpret results and discuss implications.
8. **Conclusion:** Summarize findings and offer recommendations.
9. **References:** Follow MLA 9th Edition
10. **Appendices:** Include any supplementary materials (if necessary).

Submission Process

1. **Online Submission:** Submit your manuscript through stannsmldspjournal8@gmail.com
2. **Deadline:** Submissions are due by [submission deadline].
3. **Notification:** Authors will be notified upon receipt and review outcome.

Publication Ethics

1. **Plagiarism:** Submissions must be original with proper citations.

Originality Guidelines

- Plagiarism similarity: Less than 15%
 - AI-generated content: Less than 20%
2. **Authorship:** List authors accurately and ensure proper attribution.
 3. **Conflicts of Interest:** Authors must declare any conflicts of interest.

Contact

For inquiries, please contact us at

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Declaration of Authorship and Conflicts of Interest

I, [Author's Name], hereby declare that:

Authorship

1. I am the sole author of this manuscript titled [Manuscript Title].
2. I have made substantial contributions to the conception, design, methodology, and execution of the research presented.
3. I have drafted, revised, and approved the final manuscript for submission.

Conflicts of Interest

1. I confirm that I have no financial, professional, or personal relationships that could influence the integrity of this work.
2. I declare that there are no conflicts of interest related to the publication of this manuscript.
3. I have fully disclosed all funding sources and financial support for this research.

Plagiarism and Originality

1. I confirm that this manuscript is original and has not been published or submitted for publication elsewhere.
2. I affirm that all sources used in the research have been appropriately cited.

By signing below, I acknowledge that I have read and understood the journal's policies on authorship, conflicts of interest, and plagiarism.

Signature: _____

Date: _____

ST. ANN'S COGNITIVE CHRONICLES

A Multidisciplinary Journal

Editorial Board Appointment Order

Dear _____,

We are pleased to appoint you as an Editorial Board Member [_____] for St. Cognitive Chronicles, effective date _____. Your expertise and experience will be invaluable in helping us maintain the highest standards of quality and excellence in our journal.

Responsibilities:

As an Editorial Board Member, your responsibilities will include:

- Reviewing manuscripts and providing feedback to authors
- Making recommendations for manuscript acceptance or rejection
- Participating in editorial board meetings and discussions
- Providing guidance and support to the Editor-in-Chief and editorial team

Terms:

- Appointment as Editorial Board Member may be terminated at any time, with or without Prior notice. If you (Member) wish to resign, must provide the Journal with 1 month prior written notice.
- Continued participation is contingent upon adherence to Journal's policies, procedures, and code of ethics.
- Upon termination, all responsibilities and privileges will cease

Editorial Board Ethics and Responsibilities

Preamble

As members of the Editorial Board of, ISSN [ISSN Number], we are committed to upholding the highest standards of ethics, integrity, and professionalism in our editorial practices.

I. Confidentiality and Data Protection

- Protect unpublished manuscripts and data from unauthorized access or disclosure.
- Maintain confidentiality of authors' and reviewers' identities.
- Ensure secure storage and transmission of sensitive information.

II. Conflict of Interest and Bias

- Disclose any personal or financial conflicts of interest.
- Avoid making decisions that could benefit oneself or immediate family.
- Recuses oneself from decisions where a conflict of interest may exist.

III. Editorial Integrity

- Make editorial decisions based on manuscript quality, relevance, and merit.
- Ensure transparency in editorial processes and decisions.
- Provide clear and concise instructions to authors and reviewers.

IV. Intellectual Property and Plagiarism

- Verify originality of submitted manuscripts using plagiarism detection tools.
- Ensure proper citation and referencing of sources.
- Obtain necessary permissions for republication or reuse.

V. Honesty and Accountability

- Uphold the highest standards of honesty, integrity, and ethics.
- Be accountable for actions and decisions.
- Take responsibility for correcting errors or omissions.

VI. Communication and Responsiveness

- Respond promptly to author and reviewer inquiries.
- Provide clear and concise communication about editorial decisions.
- Continuously evaluate and improve editorial processes.

VII. Consequences of Non-Compliance

Failure to comply with these ethics may result in disciplinary action, including removal from the Editorial Board.

Acknowledgement

By serving on the Editorial Board of [Journal Name], ISSN [ISSN Number], I acknowledge that I have read, understood, and will uphold these Editorial Board Ethics and Responsibilities.

Editorial Board Member Acceptance

I, _____ hereby accept the appointment as _____ for St. Ann's Cognitive Chronicles as outlined above.

I understand that my responsibilities as Editorial Board Member will include reviewing manuscripts, making recommendations for manuscript acceptance or rejection, and participating in editorial board meetings and discussions.

I confirm that I have read and understood the Journal Ethics and Malpractice Statement, and I agree to uphold the highest standards of publication ethics and malpractice.

I also confirm that I have read and understood the Ethics of Editorial Board Members, and I agree to comply with these ethics and maintain the highest standards of integrity and professionalism.

Signature: _____

Date: _____

Please return a signed copy of this appointment order to:

Dr. Sr. Prema Kumari

Editor- in-Chief

stannsmldspjournal8@gmail.com

- If yes, please describe:

CERTIFICATION

I certify that the information provided is accurate and complete. I understand that providing false or misleading information may result in my application being rejected.

Signature: _____

Date: _____

Please return the completed application form to:

Dr. Sr. Prema Kumari

Editor- in-Chief

stannsmldspjournal8@gmail.com



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Reviewer Appointment Order

Date:

[Peer Reviewer's Name]

[Peer Reviewer's Title]

[Peer Reviewer's Institution]

[Peer Reviewer's Address]

Dear _____,

This letter serves as formal notice of your appointment as a Peer Reviewer for effective **St. Cognitive Chronicles**, Start Date : _____

Thank you for agreeing to review a manuscript for “ST. ANN'S COGNITIVE CHRONICLES”. Your expertise and feedback are invaluable to ensuring the quality and rigor of the research published in our journal. Please take the time to evaluate the manuscript based on the criteria outlined below. We greatly appreciate your constructive feedback and your commitment to confidentiality.

Term Of Appointment

- This appointment may be terminated by the journal at any time, without notice. If you wish to resign, you must provide the journal with 1 month prior written notice.
- By accepting this appointment, you agree to the terms and conditions outlined above.
- Please sign and return one copy of this appointment order to indicate your acceptance.

Responsibilities

1. Confidentiality

- The manuscript is confidential. Do not share it or discuss it outside your review.
- Disclose any potential conflicts of interest.

2. Review Objectives

- **Originality:** Is the research novel and impactful?
- **Validity:** Are methods sound and conclusions supported?
- **Relevance:** Does the research address a significant, interdisciplinary problem?

3. Review Criteria

- **Significance:** Is the research important and relevant across fields?
- **Methodology:** Are the design and methods appropriate and well-described?
- **Data Analysis:** Are the analysis and results clearly presented and valid?
- **Writing Style:** Is the manuscript clear, organized, and free of errors?
- **Adherence to Guidelines:** Does it follow the journal's formatting and referencing r

4. Recommendations

- **Accept:** Ready for publication.
- **Minor Revisions:** Small changes needed.
- **Major Revisions:** Significant changes needed.
- **Reject:** Not suitable for publication.

5. Timeline

- Submit your review by with in 15 working days.

6. Submission

- Please provide detailed, specific feedback using the review template.

We appreciate your time and effort in ensuring the quality of **ST. ANN'S COGNATIVE CHRONICLES**

Dr. Sr. Prema Kumari

Editor- in-Chief

stannsmldspjournal8@gmail.com

Acceptance:

I, _____, hereby accept the appointment as a Peer Reviewer for **St. Ann's Cognitive Chronicles**, as outlined above.

Signature: _____

Date: _____

