

# JSALT

*Journal of South Asian Logistics and Transport*

## EDITORIAL POLICIES

*Revised on 3<sup>rd</sup> April 2024*



Sri Lanka Society of  
**Transport and Logistics**

International Journal of the  
**SRI LANKA SOCIETY OF TRANSPORT AND LOGISTICS**  
Moratuwa, Sri Lanka

## TABLE OF CONTENTS

1	GENERAL PROCEDURE AND POLICIES .....	1
2	ORGANISATIONAL AND PROCEDURAL FRAMEWORK .....	2
	ANNEXURE – I: GUIDELINES FOR PRELIMINARY SCREENING.....	5
	ANNEXURE – II: DOUBLE-BLIND PEER-REVIEW PROCESS .....	6
	ANNEXURE – III: GUIDELINES FOR REVIEWERS OF MANUSCRIPTS .....	7
	ANNEXURE – IV: DECLARATION BY AUTHORS .....	10
	ANNEXURE – V: COPYRIGHT STATEMENT .....	11

## 1 GENERAL PROCEDURE AND POLICIES

The Journal of South Asian Logistics and Transport (JSALT) adopts a two-staged evaluation of manuscript submissions, namely, a Preliminary Screening and a **Double-Blind Peer Review**. All manuscripts received are first screened by the Editorial Board to assess their conformity to the objects, [submission guidelines](#) and scope of the Journal, and suitability for submitting it to the review process. During the initial screening process, a manuscript may be rejected without it being submitted for peer review if the Board of Editors decides it as inappropriate for publication in the Journal for its poor quality or unsuitability. Those submissions that successfully go through this preliminary screening process (adequacy test) are submitted to the double-blind peer review which involves a minimum of two independent peer reviewers to whom the manuscripts are sent anonymously.

The Board of Editors considers all manuscripts submitted together with corresponding review reports. It makes the final decision, obtaining advice from the Editorial Advisory Board whenever necessary, regarding their publication. The average time duration for reviewing a manuscript depends on the content but generally takes between two to three months.

***Members of the Board of Editors and the Editorial Advisory Board are not allowed to publish their research papers in the JSALT during their term of office.***

## **2 ORGANISATIONAL AND PROCEDURAL FRAMEWORK**

- 2.1 Editor-in-Chief will be the Head of the Editorial Board.
- 2.2 The entire editorial process will be coordinated by Editor-in-chief in consultation with the Editors. There will also be Associate Editors appointed to assist the Editor-in Chief for coordinating Special Editions and for the review of manuscripts falling within their respective fields of expertise.
- 2.3 The Editor-in-Chief will hold the final authority regarding the quality, frequency and punctuality of publications.
- 2.4 There will be one or more Assistant Editors to support the Editors, in (a) managing the process of calling for manuscripts, (b) preliminary screening for adequacy, (c) peer-review process, and (d) compilation of the Journal.
- 2.5 Language and Format Editing will be undertaken by the Assistant Editors when the papers are ready after completing the peer-review process and accepted for publication.
- 2.6 The following will be the practice that will be adopted:
  - (a) Editors shall receive unsolicited manuscripts or by issuing a “Call for Papers” from time to time during a year.
  - (b) All manuscripts submitted for publication in JSALT shall subscribe to the [JSALT Template](#) and the directions provided in the [Guidelines for Manuscript Submission](#). Manuscripts that are not in compliance will be rejected.
  - (c) All manuscript submissions to JSALT should carry detailed information pertaining to the corresponding author, including his or her contact details (telephone numbers and email addresses, etc.) and affiliation if any. All correspondences will be made with the Corresponding Author until the peer-review process is completed, and the paper is accepted for publication.
  - (d) All manuscripts submitted undergo a process of Preliminary Review by the Editors and the Associate Editors for adequacy. This preliminary screening process includes adequacy check for their adherence to the [submission guidelines](#), their originality considerations, adequacy of language and content similarity and substance. The format used for "Preliminary Review" is given in Annexure I. Only those manuscripts that are found to adhere to the pre-determined standards would be recommended to proceed to the next phase of double-blinded peer-reviewing. The Editor in Chief with the concurrence of the Editors are responsible for the assignment of peer-reviewers for papers; the progress of the peer-review process; recommendations made by the

reviewers; and the status pertaining to resubmission of the revised papers by the authors, accommodating the corrections and/or improvements recommended by the reviewers. The full editorial process is captured in Annexure II.

- (e) The papers that do not meet the Preliminary screening criteria, shall be declined for publication in JSALT and the authors will be notified together with the reason(s). They will however be invited to address such issues and resubmit as a fresh manuscript.
- (f) The journal also has a facility to help authors through a Panel that will be available to assist any such authors to improve their submissions. This Panel would not include the Editor-in-Chief or the Editors involved in the Peer Review process.
- (g) All manuscripts are reviewed by at least two independent expert reviewers. In cases of disagreement between review results, the editors may invite opinion from a third Reviewer before making the final decision. This peer-review process is a continuous confidential activity administered by the Editors assisted by the Editorial Assistants.
- (h) The Reviewers are responsible for certifying the validity and accuracy of the publication of manuscripts and advising authors to improve their work. They will ensure that (a) the manuscript contains a body of work carried out within the norms of scientific inquiry and ethical considerations, and (b) the conclusions are arrived at through a valid and logical interpretation in keeping with established knowledge. In performing their task, the Reviewers should (i) maintain confidentiality about the content and authorship of the manuscripts made available for review, (ii) refrain from disclosing own identity to the authors, (iii) deliver the review in a timely and thorough manner, (iv) provide detail comments that are constructive for further improvement, (v) be fair and consistent and should avoid any bias by personal views, and (vi) refrain from reviewing a paper that may construe a potential conflict of interest.
- (i) Regarding any manuscript that has been developed from an already published Abstract/Extended Abstract at a Conference, or a Thesis/Dissertation of an author, a maximum similarity index of 20% as against those original work of the authors may be tolerated. Regarding work by third parties, not more than 15% of the similarity may be tolerated.
- (j) Only the authors of those papers which are selected through the peer-review process will be requested to address the comments of the reviewers as per format given in Annexure III. The authors may also be sent any additional comments of the Editors from the Preliminary Review Process under separate listing. Authors will be given a timeline for attending to such comments. On receipt of such responses from the authors, the Chief-Editor will determine the adequacy of the changes as recommended by the Peer

Reviewers. If they are deemed to be questionable, the responses would be sent to the respective Peer Reviewers for a second round of comments, which if received, shall be forwarded again to the authors.

- (k) All manuscripts that are deemed to be unacceptable for publication in JSALT will be declined in writing with the comments of the Peer Reviewers. They will also be aided improve their manuscripts for resubmission through the aforementioned Panel.
- (l) The articles that are earmarked for publication in a particular journal issue, after having successfully gone through the peer-review process and after having obtained clearance of Editors, have to be presented by the Editors to the Editor-in-Chief, on or before 1<sup>st</sup> March (for March issue) and 1<sup>st</sup> September (for September issue). The final decision pertaining to the acceptance of papers for publication in the JSALT has to be made at a formal meeting of the Board of Editors.
- (m) Manuscripts that complete all steps of the review and editorial process, ahead of such publication deadline, may be considered for Early Publication. In such a case, they will appear as individual papers on the publication platform and be compounded together by the respective publication dates mentioned above.
- (n) Prior to publication of an article in any issue of JSALT, all authors will be notified by the Editors regarding the intended inclusion of their paper in the impending issue, and written consent obtained from all the authors (not only the main author's or corresponding author's). All authors should sign the Declaration Form and submit it together with the "print-ready" version of the paper (Refer to Annexure IV for the Declaration Form). The final "print-ready" version in which consent has been obtained should be used in the journal.
- (o) Each Journal issue will carry a minimum of six articles and a maximum of eight, comprising Research Articles and Strategic Perspective Article.
- (p) Editorial Advisory Board meeting may be convened whenever necessary by the Editor-in-Chief, or upon request by the Editors, to make any decision issues related to publishing the Journal.

Prior to submitting the approved papers to upload on Sri Lanka Journal Online (SLJOL) and SLSTL website, the Board of Editors will obtain the DoI references for each paper intended to be carried by that issue of JSALT. Only after uploading the Journal issue to the SLSTL and SLJOL websites that any printing of hard copies will be pursued.

## ANNEXURE – I: GUIDELINES FOR PRELIMINARY SCREENING

All submissions will be preliminarily screened by the Editorial Board for conformity to [Guidelines](#) using the following format. Once a submission is successful through this screening process, it will go through a double-blinded peer review process.

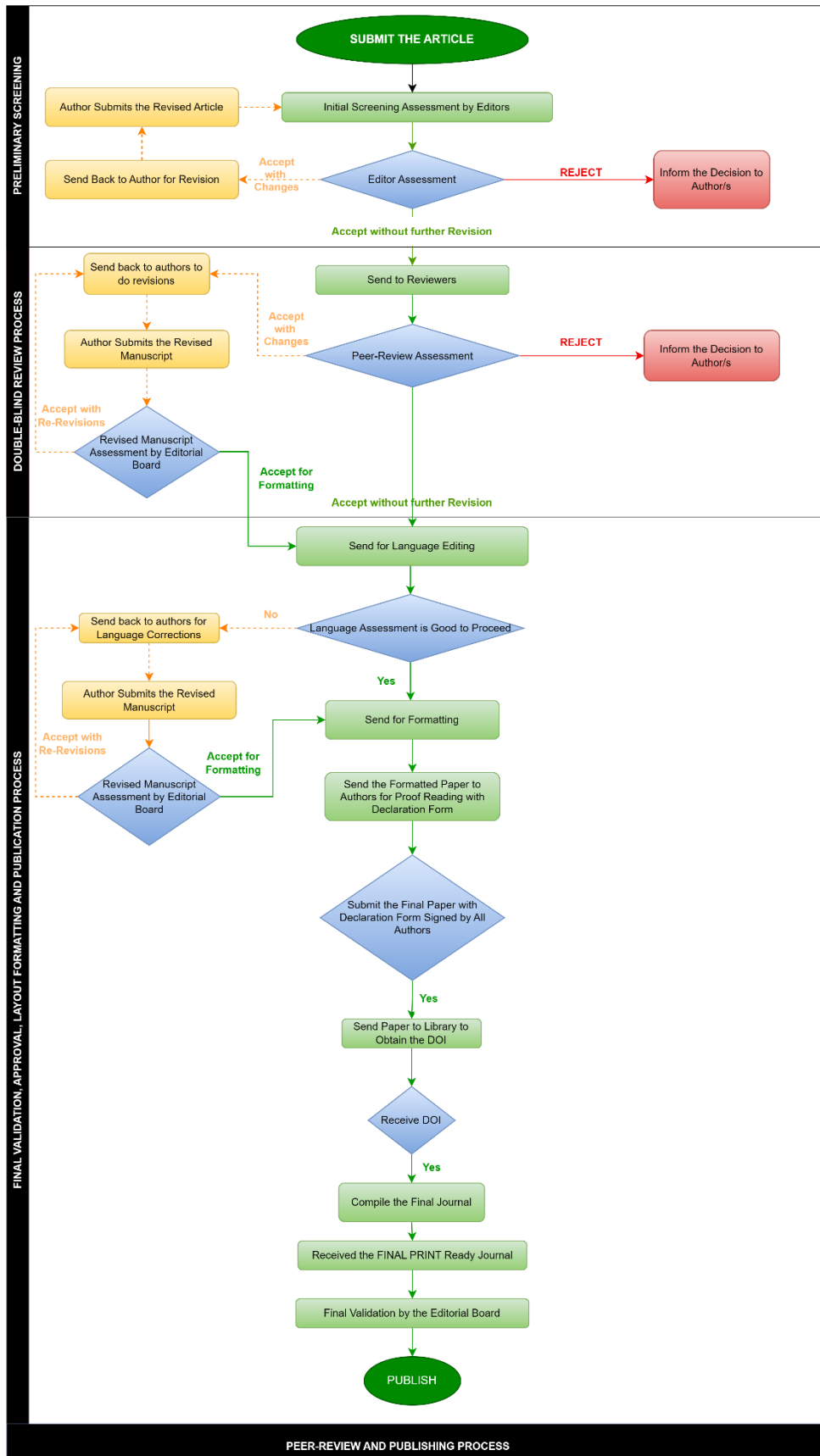
Paper Title			
Paper Submission Number			
Criteria	Assigned	Adequacy	Comment
1. Conformity to <a href="#">Guidelines</a>		Yes/No	
a. Use of <a href="#">Template</a>		Yes/No	
b. Referencing Style		Yes/No	
c. Tables and Figures		Yes/No	
d. Length < 6,000 words		Yes/No	
2. Relevance to Journal Scope		Yes/No	
3. Problem Identification & Research Gap		Yes/No	
4. Depth & Relevance of Literature Review		Yes/No	
5. Methodological Framework		Yes/No	
6. Analytical Rigor		Yes/No	
7. Depth of Subject Content & Discussion		Yes/No	
8. Contribution to Knowledge		Yes/No	
9. Originality (Turnitin test)			
10. Adequacy of Language			

If the Editors find “No” as an answer for any of the above questions, the manuscript will be returned to the authors for due amendment and re-submission.

If answer “Yes” is found for ALL questions, the manuscript will be submitted to peer-review process, after a joint meeting of the Board of Editors.

## ANNEXURE – II: DOUBLE-BLIND PEER-REVIEW PROCESS

The Editorial process is schematically depicted in the diagram below.



## ANNEXURE – III: GUIDELINES FOR REVIEWERS OF MANUSCRIPTS

### Responsibilities of Reviewers of Manuscripts

- Reviewers are requested to ensure transparency and integrity of the peer review process, which is an essential ingredient of an effective and just review process. For this purpose, reviewers are expected to be professional and ethically responsible in their conduct.
- Reviewers should declare any conflict of interest that may arise from personal, competitive, collaborative or other connections with any of the authors, institutions associated, or research projects involved with manuscripts they are expected to review.
- Selected reviewers who, for any reason, are unable to review the received manuscript must report to the Editor-in-Chief /Editorial Board without delay.
- All reviews must be conducted objectively. Constructive and clear comments relevant to manuscript must be made by the reviewers and they should be supported by appropriate arguments. Reviewers also are expected to provide feedback to the authors to improve manuscripts.
- Reviewers must refrain from making personal comments, references or criticisms of authors.
- The reviewers must keep all knowledge gained from the review completely confidential.

All reviewers must assist the Editor-in-Chief and the Editorial Board to make necessary decisions regarding manuscripts submitted for publication.

- The Review form to be used by the reviewers is given below.

### EXTERNAL REVIEWER’S REPORT

To be filled by the JSALT admin	
<b>A). Research paper details</b>	
<b>1. Title of the paper</b>	
<b>2. Full paper ID</b>	
To be filled by the reviewer	
<b>B). Reviewer feedback for research paper (scores)</b>	
<b>ORIGINALITY</b> <i>Please comment whether this paper contains new and significant information adequate to justify publication and fill research and/or practical gaps in the field of research.</i>	<input type="checkbox"/> 5 – Excellent, <input type="checkbox"/> 4 – Good, <input type="checkbox"/> 3 – Satisfactory, <input type="checkbox"/> 2 – Weak, <input type="checkbox"/> 1 – Unsatisfactory
	<b>Comments to Author(s)</b>



<p><b>ABSTRACT</b></p>	<p><input type="checkbox"/> 5 – Well summarized the content    <input type="checkbox"/> 4 – Explains well,  <input type="checkbox"/> 3 – Satisfactory    <input type="checkbox"/> 2 – Weak  <input type="checkbox"/> 1 – Not adequately summarized</p> <p><b>Comments to Author(s)</b></p>
<p><b>LITERATURE REVIEW</b>  <i>Review whether this paper comprehensively reviewed the theory and literature related to the research topic and critically analysed the literature on developing the research gap, hypotheses, research questions and objectives.</i></p>	<p><input type="checkbox"/> 5 – Highly Appropriate, <input type="checkbox"/> 4 – Fits enough, <input type="checkbox"/> 3 – Satisfactory,  <input type="checkbox"/> 2 – Can be improved, <input type="checkbox"/> 1 – Not appropriate</p> <p><b>Comments to Author(s)</b></p>
<p><b>METHODOLOGY:</b>  <i>Review whether the paper's argument built on an appropriate base of theory, concepts, or other ideas, and/or whether the research or equivalent intellectual work on which the paper is based been well designed, and/or whether the methods employed appropriate to achieve the research objectives and to answer the research questions.</i></p>	<p><input type="checkbox"/> 5 – Highly Appropriate  <input type="checkbox"/> 4 – Fits enough  <input type="checkbox"/> 3 – Satisfactory  <input type="checkbox"/> 2 – Can be improved,  <input type="checkbox"/> 1 – Not appropriate</p> <p><b>Comments to Author(s)</b></p>
<p><b>ANALYSIS</b>  <i>Review whether the appropriate analytical techniques are used, and/or whether the techniques are appropriate to answer the research questions and test the hypotheses developed in the research.</i></p>	<p><input type="checkbox"/> 5 – Excellent    <input type="checkbox"/> 4 – Good    <input type="checkbox"/> 3 – Satisfactory,  <input type="checkbox"/> 2 – Weak    <input type="checkbox"/> 1 – Unsatisfactory</p> <p><b>Comments to Author(s)</b></p>
<p><b>PRESENTATION AND INTERPRETATION OF THE FINDINGS</b>  <i>Review whether results are presented clearly and analysed appropriately, also review the conclusions adequately tie together the other elements of the paper and discussed and justified the results adequately.</i></p>	<p><input type="checkbox"/> 5 – Well presented,  <input type="checkbox"/> 4 – Adequately presented,  <input type="checkbox"/> 3 – Satisfactory,  <input type="checkbox"/> 2 – Weakly presented  <input type="checkbox"/> 1 – Unsatisfactory</p> <p><b>Comments to Author(s)</b></p>
<p><b>IMPLICATIONS FOR RESEARCH, PRACTICE AND/OR SOCIETY</b>  <i>Review whether the paper clearly identify any implications for research, practice and/or society, the paper bridges the gap between theory and practice, this research can be used in practice (economic and commercial impact), in teaching, to influence public policy, in</i></p>	<p><input type="checkbox"/> 5 – Excellent,  <input type="checkbox"/> 4 – Good,  <input type="checkbox"/> 3 – Serves the purpose,  <input type="checkbox"/> 2 – Weak,</p>

<i>research (contributing to the body of knowledge)</i>	<input type="checkbox"/> 1 – Need improvements <b>Comments to Author(s)</b>
<b>QUALITY OF COMMUNICATION</b> <i>Review whether this paper clearly expresses its arguments clearly, measured against the technical language of the fields and the expected knowledge of the journal's readership.</i>	<input type="checkbox"/> 5 – Excellent, <input type="checkbox"/> 4 – Good, <input type="checkbox"/> 3 – Serves the purpose, <input type="checkbox"/> 2 – Weak, <input type="checkbox"/> 1 – Need improvements <b>Comments to Author(s)</b>
<b>C). Reviewer feedback for research paper in detail</b>	
<b>Final decision</b>	<input type="checkbox"/> 7 – Strong Accept, <input type="checkbox"/> 6 – Accept, <input type="checkbox"/> 5 – Weak Accept, <input type="checkbox"/> 4 – Borderline Paper, <input type="checkbox"/> 3 – Weak Reject, <input type="checkbox"/> 2 - Reject, <input type="checkbox"/> 1 - Strong Reject
<b>Any other comments to the Author(s)</b>	
<b>D). Reviewer's details</b>	
<b>I. Reviewer's confidence in reviewing the paper</b>	<input type="checkbox"/> 4 – Very confident, <input type="checkbox"/> 3 – Confident, <input type="checkbox"/> 2 – Somewhat, <input type="checkbox"/> 1 – Not Confident
<b>II. Title of the Reviewer</b>	<input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Eng. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Other .....
<b>III. Name of the Reviewer</b> (as preferred to appear in the JSALT website)	
<b>IV. Affiliated Institution</b>	
<b>E). Other remarks to author/ editorial committee</b>	

Please return the completed report by the deadline stipulated by the editorial board.

**ANNEXURE – IV: DECLARATION BY AUTHORS**

<b>Paper Title:</b>	
<b>Author Names and Affiliations:</b>	
<b>Paper Reference Number:</b>	

We, the Authors of the above-mentioned paper submitted for publication in the Journal of South Asian Logistics and Transport, declare and affirm as follows:

- (a) We are the true Authors of the above-mentioned manuscript submitted for publication in the Journal of South Asian Logistics and Transport.
- (b) We have carefully gone through the “print ready” version of our paper, sent to us by the Editors, and hereby attest its accuracy and grant our consent for publication in the Volume ..... Issue ..... of JSALT.
- (c) We also accept and declare that we, and only ourselves, are responsible for the accuracy and professionalism of the contents of our paper and absolve the Board of Editors of the JSALT as well as its publisher, SLSTL, from any errors, mistakes, or inaccuracies in regard to the contents, methodologies and analyses in our paper.

	Author 1	Author 2	Author 3
Author Names:			
Affiliated Institute			
Signatures:			
Date:			

## **ANNEXURE – V: COPYRIGHT STATEMENT**

**JOURNAL OF SOUTH ASIAN LOGISTICS AND TRANSPORT**

*The International Journal, by the Sri Lanka Society of Transport and Logistics*

Bi-annually published.

**All rights reserved.**

**© SRI LANKA SOCIETY OF TRANSPORT AND LOGISTICS**

Editor-in-Chief: Professor Amal S. Kumarage (email: amalk@uom.lk)

This is an open-access journal distributed under the terms of the [Creative Commons Attribution 4.0 International License](#), which permits unrestricted use, distribution and reproduction in any medium provided the original author and source are credited.

<p>Facts and opinions published herein are solely personal statements made by the respective authors. Authors are responsible for the contents of their research papers including the accuracy of facts and statements and citations of resources. SLSTL and its Editorial Committee disclaim any liability for violations of other parties' rights, or any damages incurred as a consequence of the research published herein.</p>
---