Information For Authors

GLOBAL REVIEW, ASSESSMENT & DETERMINATION OF EMPLOYABILITY

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Terms for publishing

1. All submitted articles are considered for both, online and print publication, subject to a page limit of 20 pages, or unless otherwise stated by the author.

2. All submitted articles must be Open Access, with a relevant Creative Commons 4.0 license.

3. In cases of multiple authors, papers should be submitted by only one of the authors, with permissions from all other co-authors.

4. The possibility of publication of a submitted paper is subject to the paper being intended for the relevant journal, and with confirmation from the author that the paper has not been published or submitted under review elsewhere.

5. The paper should represent unique, original and accurate information concerning the theme.

6. The submitted paper will be subject to a double blind peer-review by two independent experts, who reserve the decision to recommend the paper for the publication. Recommendation, and the subsequent publication, does not indicate endorsement of the author's viewpoints by the reviewers or the publication. Additionally, the right to correct the information provided in the paper is reserved by the editorial board.

7. At present, only papers written in English are accepted. The authors are free to choose between British or American English, however, should use only one style throughout their paper.

8. The paper must be submitted in '.doc' or '.docx' format. For online publication, the document is not bound by a page limit, however, for print publication, the document should range between 5 to 20 pages.

9. The paper should be submitted with consistent formatting, as mentioned in the formatting guidelines, with APA style referencing.

10. By submitting the paper, the author agrees to indemnify the publisher, editorial board and reviewers from any conflict or liability arising from the contents of the paper or the consequences of its disclosure. Papers that contain errors and misinformation, violate copyright law and publishing ethics, and do not comply with publishing requirements shall be retracted or removed without any liability of the publisher, editorial board, and reviewers.

Guidelines for publication

The GRADE Journal welcomes papers, articles, dialogues, notes, book reviews, as well as commentary on topics and areas that are indicatively listed below:

1. Education and employment

2. Industry-academia skill gap

3. Impact of technology

4. Industry expectations

5. Quality of and access to behavioural skill development

6. Examination of graduate employability and jobreadiness

7. Outcomes of education and training

8. Career development of graduate students

9. Case studies, frameworks, and best practices

10. Approach towards skill development in education and training

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Guidelines for submission of intent

Conflict of Interest

All submissions must include a 'Conflict of Interest' paragraph before the 'Acknowledgements', to indicate any potential or actual conflict of interest with other individuals or organisations that could inappropriately influence or be perceived to influence their research. In the event that the authors have nothing to declare, please mention: "No known conflict of interest could have influenced this research."

Abstract

The abstract should in 100-150 words, outline the primary objectives and results of the research, and should be able to provide a clear understanding of the purpose of the paper. The abstract should be followed by a maximum of 5 keywords.

Author biography

Author biographies should contain information about one or all the authors' educational background, updated professional information, field of research, and previously published papers, if any. The biographies are to be appended at the end of the document and should not exceed 150 words for each author.

Table of Contents for submission

1. Title Page – Title of the article, full name(s) of the author(s), along with the designation and organisation, year and country
2. Conflict of Interest Declaration
3. Acknowledgements
4. Abstract
5. Table of Contents
6. Executive Summary
7. Introduction
8. Literature Review
9. Data Collection & Analysis, if any
10. Results, if any
11. Conclusion
12. Bibliography

Formatting Guidelines

1. Font:
   ◦ Paragraph: Arial, 10
   ◦ Heading 1: Arial, 14, Bold, UPPERCASE
   ◦ Heading 2: Arial, 12, Bold
   ◦ Heading 3: Arial, 10, Italics
2. Page Margins: 2.54 cm
3. Line Spacing: 1.15
4. Page Numbers: Bottom Right of the Page
5. Headers and Footers (if any): Arial, 8

Additional Information

1. Creative Commons 4.0 License Information
2. Author contact details
3. Reference links for illustrations, graphs, figures and images used
4. Referencing guidelines: APA 7th Edition

Editorial Process

Initial Vetting

Submitted papers are vetted by the Editorial Board to ensure that they comply with the publishing ethics and requirements of the journal. If the paper is in violation of this, the intent for publication will be rejected by the Board. If the paper complies with the publishing ethics and requirements, the Board will proceed to review the congruency of the research with the scope of the journal.

Peer-Review

Once the paper passes the initial vetting process, two independent experts are assigned for peer-review. In line with a double-blind review process, the authors' identities are not disclosed to the reviewers and vice versa. The comments made by the reviewers are kept confidential and anonymous. Reviewers may invite academic experts, with due intimation and consent of the Editorial Board, to check for and confirm the information provided in the paper.

Decision and Review

All the submissions, post the double-blind review, are submitted to the Editorial Board with the following decisions:

- *Accepted after Minor Revisions:* The paper is accepted in principle, and reviewer comments are shared with the author(s), upon incorporation of which, the paper is accepted for publication.

- *Reconsider after Major Revisions:* The paper is accepted subject to the revisions made by the author(s) once the reviewer comments are shared. Author(s) are given a timeline within which the major revisions in the paper are to be made, and resubmitted for review. Reconsideration after major revisions is done only once, and the decision for acceptance or rejection is only made after the revised paper is submitted.

- *Reject and Encourage Resubmission:* The paper is rejected, however, reviewer comments are shared with the author(s). Author(s) are encouraged to revisit the study or research, and resubmit after identified gaps in the research are filled.

- *Rejected:* If the research has any fundamental or principle flaws, the paper is rejected and reviewer comments are not shared with the author.

All reviewer comments should be responded to in a point-by-point fashion. Where the authors disagree with a reviewer, they must provide a clear response.

Production and Publication

Once accepted, the paper undergoes professional copy-editing, English editing, proofreading, final corrections, pagination, and, publication on the www.gradejournal.com website.

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