

BA ISAGO University Journal Editorial Board Policy

There shall be an Editorial Board constituted as shown below.

1.0 Composition

- 1.1 The Editor, who will serve as the chair, elected by the Research Committee
- 1.2 A representative from each of the Faculties of BA ISAGO University elected by the Faculties
- 1.3 The Manager, BA ISAGO University Library
- 1.4 Manager, Research and Innovation, School of Graduate Studies and Research (Secretariat)
- 1.5 Two senior scholars with a track record in research and publications from outside BA ISAGO University

2.0 Term of Office

Except for the Secretariat, the term of each member of the Editorial Board will be two years. Editorial Board members will be eligible for re-election but may not normally serve more than four years.

3.0 Discipline / Geographical Coverage

Contributions must fall within the disciplines that are offered by BA ISAGO University. Currently, these are the disciplines in the broad fields of

- 3.1 the Built Environment, Architecture and Science;
- 3.2 Commerce;
- 3.3 Education; and
- 3.4 Law and Paralegal Studies.

The region covered embraces Botswana and the rest of Southern Africa. However, works that cross reference their material with other regions are also welcome as a way of internationalizing the journal.

4.0 Assessment of manuscripts / Frequency of Issues

Each manuscript submitted for consideration by the Journal will be blind reviewed by two readers in the discipline, and will meet the requirements for publication if it receives a rating of 4 out of a maximum of 5 from both readers. This will ensure the high quality of the manuscripts.

The journal shall be published online, initially once every year, with the frequency determined by the demand and the logistics.

5.0 Plagiarism / Ethics

The manuscripts shall be original and shall not exceed 20 per cent plagiarism level and shall uphold international ethical standards.

6.0 Ownership Rights

The journal shall own all its publications but authors will be free to re-publish their articles following first publication by BA ISAGO University Journal of Multidisciplinary Studies.

7.0 ISSN / Indexing

The journal shall operate with an ISSN from the Botswana National Library Services and will be indexed by an internationally recognised indexing bodies.