Economic Research Advisory Network (ERAN): Editorial Policy

1   Economic Research Advisory Network

ERAN is dedicated to promoting high-quality research in the field of economic development which contributes to the sustainable development and competitiveness of the South African economy.

1.1   Aim

To provide a platform for a diverse community of researchers to publicise and share their findings on existing and new debates and initiatives surrounding economic development and competitiveness in relation to South Africa.

1.2   Objectives

ERAN's objectives are to:

- Promote quality research on key economic development themes which will have a positive impact on equity in economic, environmental and natural resource management areas.
- Provide the space for collaborative thinking and leadership among diverse development research actors – government departments, research institutions, universities and others.
- Provide a platform for collaborative thinking on the natural links between economic development research and policy formulation and implementation.
- Facilitate the formation of working groups that focus on different economic and competitiveness research thematic areas.
- Disseminate research findings on economic development and competitiveness issues to government, and international and national organisations.
- Encourage closer contacts among the ERAN membership by disseminating information on research in progress.
- Encourage junior researchers' participation in seminars/conferences where they can present their research papers, proposals and fieldwork results.

2   The conference

ERAN hosts an annual conference. This is the second annual ERAN conference and the focus is on "Driving South Africa's Industrial Development Agenda, although other relevant economic research can also be presented.

2.1   Publication of conference proceedings

Conference proceedings will be published and will be managed by an editorial board that consists of:

- Editor-in-chief (Chief Economist of the dti);
- Managing editor (Director: Strategic Research Projects at the Department of Trade and Industry's Economic Research Policy Coordination (ERPC) Chief Directorate);
- Sub-editors (ERAN work stream leaders).

2.2 Aims of the conference

ERAN is committed to free and open intellectual enquiry reflecting diverse economic perspectives, but with the specific aim of exploring policy implications. ERAN welcomes papers that are methodological and philosophical as well as empirical and theoretical. However, policy implications must be emphasised.

Policy implications (and recommendations derived from the research findings), readability and general interest are major factors in the acceptance of a manuscript.

Papers that have been published or are being considered for other publications will NOT be considered for publication in the ERAN conference proceedings, although they may be presented at the conference.

When writing a paper, it is important for authors to define the paper's incremental contribution by building on other relevant work. In other words, authors are expected to search for and reference the related work of others.

Authors are specifically responsible for informing the managing editor about:

- The status of their work;
- Whether it is published;
- Whether it is in a working paper form; or
- Whether it is under review.

Work without adequate referencing will be returned to the author. Referees may not suggest any of their own papers to be included.

3 Peer review, confidentiality, and editorial handling

3.1 Introduction

A paper must be submitted online to the managing editor who will acknowledge receipt and then forward it to the relevant sub-editor. The sub-editor will in turn refer it to at least two referees who are recognised experts in the particular field. A referee is generally not assigned a manuscript authored by an individual with whom he or she has a close relationship. This includes but is not limited to the following circumstances:

- The author works at the referee's institution;
- The author and referee have co-authored a publication;
- There is a close professional or personal relationship between the author and the referee; or
- The author is/was the referee's student.

In such a case, a paper must be handled by the sub-editor and allocated to a different referee, with appropriate procedures being followed for confidentiality of refereeing.

Where there is a close relationship between the author and the alternative referee, the sub-editor must send the paper back to the managing editor who will identify another suitable referee. Where a paper is written and submitted by a sub-editor, it will be handled by the managing editor who will then identify suitable referees.

3.2 Double-blind review

Papers are reviewed in a double-blind fashion. All papers submitted for this conference will be double-blind peer reviewed by at least two referees. The names of the authors are known only to the managing editor and the relevant sub-editors, and must remain confidential at all times. Therefore, the name of the author is not revealed to the referee(s), while the referee(s) also remain(s) anonymous to the author. Reviewers are expected to provide comments and critiques in a:

- Confidential,
- Constructive,
- Prompt, and
- Unbiased manner, appropriate to their position and level of responsibility.

Referees must sign a non-disclosure agreement.

Collegiality, respect for the author's dignity, and the search for ways to improve the quality of the manuscript should characterise the review process. The managing editor's decision regarding the acceptance or rejection of any paper is final.

Conflict of interest

To encourage transparency without impeding publication, all authors, referees and editors must declare any association that poses a conflict of interest with regard to the manuscript. No contractual relations or proprietary considerations that would affect the content of the publication should exist.

The sub-editors must consider whether there are any conflicts of interest relevant to them. Where a sub-editor has a conflict, he or she should decline to handle the manuscript. Referees must disclose any actual or potential conflict of interest or problematic relationship to the sub-editor as soon as they become aware of it. If they feel that they are unable to review a paper objectively because of any actual or potential interest, they should immediately notify the managing editor or the editor-in-chief.

3.3   Format for submission

All papers submitted for publication must be prepared in MS Word following the template instructions provided on the ERAN website (http://eranconference.thedti.gov.za/). The editorial committee maintains the right to return a paper not prepared according to the prescribed template for reworking before the paper is sent out for review.

3.4   Author misconduct policy and procedures

The submission of a paper is taken as an implicit agreement that it is an original work by the author(s), free of fabrication or falsification. Authors declare that they fully referenced and described all relevant related work that they were aware of. All co-authors share joint responsibility for the researched content and the submitted manuscript. Other significant contributors to the research must be acknowledged as such in the manuscript.

It is the exclusive responsibility of the author(s) submitting a paper to ERAN conference proceedings to ensure that the accustomed acknowledgment of authors' rights is adhered to and/or copyright of material used vests in the contributing author(s). The editor, editorial committee, and reviewers of these conference proceedings cannot accept responsibility for the infringement of an author's rights and copyright.

As a publisher of peer-reviewed conference proceedings, ERAN requires all paper submissions to adhere to the highest ethical standards and best practices in publishing. All writing and research submitted to ERAN conference proceedings are expected to convey accurate information and to properly cite all content referenced from other materials.

Overlap

The value of a publication depends on its incremental contribution. Therefore, it is inappropriate to submit papers with substantial overlap. The editor will make a binding decision as to whether a manuscript submitted to ERAN conference proceedings is too similar to a paper already published there or elsewhere. Submitting a

paper that is substantially the same as a previously published paper is considered a serious breach of professional ethics.

Disclosure[1]

When submitting a paper, the author should prepare a separate page entitled "Disclosure Statement" which will be uploaded using the online submission form. If the paper has several co-authors, each co-author should submit a separate disclosure statement. The disclosure statement should be included even if the authors have nothing to disclose; in such a case, the latter should be explicitly stated. The disclosure statement will be made available to referees. Failure to disclose relevant information at the submission stage may result in reversal of acceptance decisions. If the paper is found to have been published already, the journal reserves the right to post a note on the journal's website and in its printed version notifying readers that the authors of the paper violated ERAN's disclosure policy. Such violation will be reported to the author's institution(s) and any other institution deemed appropriate.

Disclosure may take two forms:

1. If the disclosure statement is brief, it will be included in the "acknowledgments" footnote.
2. If the disclosure statement is longer, then it will have two parts: (i) a brief statement summarising potential conflicts of interest which will be included in the "acknowledgments" footnote; (ii) a more detailed description of the activities and relationships that are the source of potential conflicts of interest. This more detailed account will be available to the public, but only electronically, on ERAN's website. The "acknowledgments" footnote will include a pointer/link to the detailed electronic version of the disclosure statement which will be archived on the website.

Ethics

Authors must comply with all ethical requirements of their respective institutions and should obtain approval from such institutions (and provide proof to ERAN) if this is required.

Data availability policy

It is ERAN's policy to publish papers only if the data used in the analysis are clearly and precisely documented and are readily available to any researcher for purposes of replication. Details of the computations must be such that they permit replication. The editor should be notified at the time of submission if the data used in a paper are proprietary, or if, for some other reason, the above requirements cannot be met.

Authors of accepted papers that contain empirical work, simulations, or experimental work must provide ERAN, prior to publication, with the data, programs, and other details of the computations that are sufficient to permit replication. These will be posted on the ERAN website. [2]

Plagiarism

Each sub-editor, along with the editorial board and referees, must endeavour to ensure that there is no plagiarism. When a sub-editor suspects plagiarism (or is informed by a reviewer who suspects plagiarism), he/she will make a judgment as to whether the claim has any merit. If the managing editor determines that there has been potential misconduct, he/she will provide a detailed account of the possible violation or misconduct to the author's institution and any other institution deemed appropriate.

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[1] Disclosure Policy - American Economic Association, https://www.aeaweb.org/journals/policies/disclosure-policy (accessed October 27, 2016).
[2] Disclosure Policy - American Economic Association, https://www.aeaweb.org/journals/policies/disclosure-policy (accessed October 27, 2016).

ERAN expects all submissions to include data that are honestly and accurately reported according to the accepted best practices of scholarly publishing. In instances where falsified or grossly misreported data are suspected, the process of plagiarism will be activated.

Authors' opinions

All opinions expressed in papers presented at the ERAN conference are those of the authors or co-authors, and are not necessarily subscribed to by the editorial committee of ERAN or the dti.

4   Review criteria

The referees should use the criteria listed below or consult with the sub-editor if necessary.

4.1.1   Review results

Once all the reviews from the respective reviewers have been collected, an average overall rating will be calculated.

- Accept – Good paper of relevance and quality;
- Accept with minor modifications – A few minor adjustments must be made;
- Accept with major modifications – Paper needs attention and possible restructuring;
- Reject – Paper is not of a sufficient quality and/or not well researched and/or written.

4.2   Key facts to be considered in the review process:[3]

Purpose of paper	Are the title and the purpose of the paper clear? Does the abstract cover the essence of the paper?
Relevance and significance	How relevant is the paper in terms of current theory, application or practice? Would readers benefit from reading it?
Research question	Is the research question clear and concise?
Originality and complexity	How original is the topic of the paper? Is there anything new? Does it cover only the basics or is there more to it?
Underlying theory	Is the terminology used clear and accurate? Is the theoretical background sufficient? Is the material well integrated?
Research method	Is the research method appropriate to address the research question?
Quality of arguments	Are the arguments clear and consistent? Is the sequence of arguments and subsections logical?
Scientific contribution	Is there a sufficient contribution to the knowledge base of the field in question?
Presentation	Is the quality of the paper acceptable (layout, graphs, diagrams, legibility, etc.)? Are there any grammatical errors?
Policy relevance and implications	Is the paper of value to policymakers? How will it influence their perspectives?
ISI accreditation	Is this paper suitable for publication in an ISI-accredited journal?
References and bibliography	Are sufficient references made in the paper to reliable

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[3] Journal of Contemporary Management - Sabinet Reference,
http://reference.sabinet.co.za/documents/journal_documents/editorial_information (accessed October 27, 2016).

	sources? Are the sources well-balanced, representative and recent? **References to Wikipedia should not be used.**

4.3 Additional feedback

Referees and sub-editors should elaborate by providing feedback on the following points:

1. If the paper is not suitable, are the necessary adjustments extensive or minor? What are those adjustments?
2. If adjustments are necessary, do you have any further suggestions for improvement or shortening? What are these suggestions?

4.3.1 In summary

The paper must meet contemporary publishing requirements:

- The paper should not be published elsewhere.
- The paper should be proofread and language edited.
- The paper should be written in British English (e.g. organisation and not organization).
- The abstract must be between 100 and 200 words.
- The text (excluding the reference list) must be between 4000 and 6000 words and not exceeding 25 pages, as per the paper submission instructions supplied on the journal's website.
- Only high-quality figures and tables should be used.
- All figures should be embedded in the paper and should be in JPG format.
- References should be recent (current and previous two calendar years) and complete, with a balance between books, journals and internet sources.

REVIEW REPORT

Second ERAN Conference: 2017

PAPER TITLE	
REFERENCE NUMBER	999

This paper falls into the following category or categories:

Trade and Investment	
Industrial Development	
Corporate and Consumer Regulations	
Inclusive Growth	

This paper falls into the following category:

Empirical study, using any acceptable research strategy (such as survey, case study, experiment, archival analysis or history)	
Theoretical study aimed at advancing current theory or adapting theory to local conditions	
Theoretical study aimed at reviewing and/or synthesising existing theory	
Policy relevant study	

1. This paper represents a definite new contribution in the study area	N /A	YES	NO
Comments:			

2. The purpose and objectives of the paper are clearly stated	N /A	YES	NO
Comments:			

3. The study proceeds from a sound theoretical foundation	N /A	YES	NO

Comments:

4. Literature references are adequate and the discussion of the literature is of a high standard	N /A	YES	NO

Comments:

5. Quantitative research methods are adequate and applicable	N /A	YES	NO

Comments:

6. Qualitative research is well planned and executed	N /A	YES	NO

Comments:

7. Results are interpreted correctly and linked to the literature discussed	N /A	YES	NO

Comments:

8. The title is appropriate and the presentation is logical and systematic	N /A	YES	NO

Comments:

9. The writing style, grammar, and use of language meet the required standards	N /A	YES	NO
Comments:			

RECOMMENDATION   (Choose one of the following):

The paper: -

1. Deserves publication (without revision)	
2. Is acceptable with minor revisions	
3. Is not acceptable, but could be resubmitted after extensive revisions (a re-evaluation will need to be conducted)	
4. Is not acceptable	

FURTHER COMMENTS: