

DETAILED SUBMISSION GUIDELINES

How to submit?

1. All submissions must have a concise title with a maximum of 70 characters.
2. Submissions made under the category of articles must contain an abstract 250-350 words along with a maximum of 5 keywords.

Formatting Guidelines

1. The paper should be free from all grammatical and spelling errors.
2. The submission must be word-processed and in Times New Roman. The main text should be in font size 12 and footnotes in font size 10, line spacing 1.5 and the text should be justified.
3. A one-line gap must be maintained between all paragraphs and headings.
4. All hyperlinks must be in black colour and must not be underlined.
5. Heading levels should be clearly indicated.
6. Citations should appear as footnotes that are numbered consecutively. The Journal does not accept in-text citations and endnotes.
7. Tables, if included should be self-explanatory, numbered serially and accompanied by concise titles and sources.
8. Figures and images if included should be submitted in a separate file along with the manuscript in word format (.doc). Images and figures taken from external sources should be adequately captioned; sources acknowledged and should be of high resolution.
9. The manuscript must not contain the name of the author(s) or his/her institutional affiliation or any other information. A separate cover letter containing the name of the author(s), professional information, contact details, and other relevant information must be provided.
10. Only articles in English will be considered for publication.
11. Manuscripts submitted shall be understood as final versions, subject to subsequent corrections suggested by the Editor.
12. Manuscripts should be submitted electronically, in Word format, via e-mail to **cipra@nls.ac.in**.
13. Manuscripts submitted to this Journal must not have been published elsewhere

previously. If during the review process, the manuscript is accepted for publication in any other Journal; Book; any other format, including electronically, the responsibility shall solely lie on the author to immediately inform the Editor and withdraw the manuscript from the review process.

14. On acceptance of any manuscript for publication, the author would be required to sign a ‘Consent to Publish and Grant of Exclusive Licence’ form.

15. Non-conformity with the submission guidelines will be a ground for rejection.

Confidentiality

Editor, Editorial Board and the Advisory Board shall ensure that the manuscript submitted for review shall remain confidential while under review. Unpublished manuscripts undergoing review and the ones rejected would not be used by the Editor, Editorial Board, Reviewers, or the Advisory Board in any way for the personal advantage of the Editorial Team without the written consent of the author. Privileged information or ideas obtained through peer review would be kept confidential and not used for personal advantage.

DUTIES OF AUTHORS

Authorship

Authorship should be limited to those who have made a significant contribution to the manuscript submitted.

Originality, acknowledgement of sources and plagiarism

1. Manuscripts submitted should be original work of the author(s). Any work or words of others including tables, images and figures used in the manuscript must be appropriately cited or quoted, acknowledged and captioned with permission, where necessary.

2. All citations, references and quotations must be verified before submission of the manuscript. All references should be carefully checked for completeness, accuracy and consistency. The accuracy of references is the responsibility of the author. Incorrect references and citations may be a ground for rejection of the manuscript.

3. Verbatim copying, paraphrasing without attribution, self-plagiarism of the author’s previous work without due acknowledgement would be deemed as misconduct and dealt with

accordingly

Notification of errors and competing interests –

1. All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work or that may be construed to influence the interpretation of their submissions. Authors must disclose any interests in the title page file of the manuscript. If there are no interests to declare then the authors must state: “Declarations of interest: None”.
2. All sources of financial support, received if any in the conception, design or conduct of the research and/or preparation of the article should be disclosed.
3. Authors shall be obliged to provide retractions or corrections of mistakes or any significant inaccuracy in their published work or manuscript under review, in case of detection as soon as they come to their notice or are informed of the same. Such corrections shall be promptly notified to the journal Editor.

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