Saint Claret College, Ziro INTERVIEWS: AN INTERDISCIPLINARY JOURNAL IN SOCIAL SCIENCES (ISSN: 2349-400X)

INSTRUCTIONS FOR AUTHORS

A. Instructions Regarding Submission

1. **Submission**: Manuscript submissions and general correspondence should be via e-mail only to the Executive Editor at **interviews.scc@gmail.com**. The manuscript shall be submitted in .doc or .docx file. Authors should preserve a copy of the manuscript to guard against loss. Please provide complete contact information on a separate page — author's name, designation, address, mobile number, e-mail ID, fax number (if any), institutional affiliation, and a brief bio-note.

InterViews: An Interdisciplinary Journal in Social Sciences welcomes scholarly and original manuscripts that explore interdisciplinary ideas in social sciences. The Journal invites empirical, theoretical, clinical, and historical articles, short notes, review articles, and book and film reviews that facilitate constructive reflection, critique, and dialogue at the service of contributing to knowledge that graduates to wisdom. English translation of scholarly and relevant articles previously published in another language is acceptable. Previously unpublished extended versions of social science conference proceedings are acceptable as well. A full-length article, inclusive of reference listing and all appendices, shall not be longer than 25 pages (A4 size, doublespaced except for the Style specifications mentioned in No. 3 below). A short note as well as a review article could be of 7-10 pages. Book/film review must be of 2,000 words or less. The Journal is international in scope and every submission will be subject to double blind review by peers. Authors will be notified of decision on acceptance for publication within three months from the date of submission of the manuscript.

2. **No Simultaneous Submission** of the same article to multiple journals at the same time is permitted as per our policy. We solicit only those articles that are original, unpublished, and not submitted elsewhere simultaneously while it is being considered by *InterViews*.

- 3. Submissions are accepted round the year. As a general policy, the deadline for submission of manuscripts for publication in a given year will be **March 1** of the same year.
- 4. **Style Requirements:** *InterViews:* An Interdisciplinary Journal in Social Sciences follows the APA Manual of Style (6th Edition) with a few adaptations. Those interested in submitting articles to InterViews must make sure that their article complies with the APA Style along with the SCCZ adaptations mentioned below:
 - a. The block quotes shall be single-spaced.
 - b. Each reference under the section "References" shall be single-spaced. However, skip a line between references.
 - c. Since gender-neutral language is difficult to apply to writing and gender-inclusive use such as "he or she," "him or her," etc., is not reader-friendly, the authors shall adopt the pronouns that match their own gender to denote a human being in general. Thus, a female author shall use the pronoun "she" and its derivatives to refer to a generic human being, and a male author shall use "he" and its derivatives. In case of more than one author, the first author's gender shall be preferred.

Authors may download a Style Checklist from here. The Checklist is meant to help authors verify if their article complies with the APA Style requirements with SCCZ adaptations. However, please note that the Checklist is not exhaustive of every APA Style requirement. Nor does everything mentioned in the Checklist apply to every kind of article. Authors are directed to the APA Manual (6th Edition) for comprehensive information on the writing style.

- 5. Book and FilmReviews: Correspondenceregarding a book/filmof potential interest to the journal as well as books/films for review shall be sent to the Review Editor, *InterViews*, Saint Claret College, Post Box 22, Ziro 791 120, Arunachal Pradesh, India. One may also choose to send the PDF copy of the book or the online link of the film to be reviewed via email.
- 6. Declaration of Authenticity: The author must submit, along with the submission of manuscript, a Declaration of Authenticity wherein the author provides an undertaking as to the originality of the research and article, exclusive authorship, and ethical compliance in research and writing. In case of multiple authors, all of them shall sign the Declaration. However, if it is physically difficult to procure the signatures of every author due to valid reasons such as geographical distance, it is enough that the primary author signs the Declaration on behalf of all authors, having shared the content of the Declaration with them and obtained their permission, and having mentioned their names, designations, and

institutional affiliations in the Declaration. The secondary authors who are unable to sign the Declaration physically shall communicate their acceptance of the terms of Declaration by an email to the Executive Editor. The Template of the Declaration can be downloadedhere.

- 7. **Plagiarism Check:** Every submission will be subject to plagiarism check failing which, the submission will be rejected. On passing the check, all full length articles will be forwarded for double blind peer review.
- 8. **Double-blind Peer Review**: All articles, except brief book and film reviews, are subject to double-blind peer review. Neither the reviewer nor the author(s) will be made aware of the identify of the other. Book and film reviews will follow open review by the Review Editor of the Journal. The decisions made based on peer review will be final and binding. The detailed parameters on which a submission will be reviewed can be accessed here.
- 9. **Notification of Decision:** Authors will be notified of decision on acceptance for publication within three months from the date of submission of the manuscript.
- **10. Permissions:** On acceptance of the manuscript, it is the responsibility of the authors to obtain and submit to the Executive Editor all necessary permissions to reproduce in print any copyrighted work, including photographs of individuals.
- 11. Copyright: Once an article is accepted for publication by *InterViews*, the copyright of the article belongs to the respective author (in case of multiple authors, with the first author), with the first right of publication belonging to *InterViews*. An author, who wishes to republish the article in any form later, shall acknowledge its having been published previously in the *InterViews* with complete citation of its publication details. The author shall also intimate in writing the Executive Editor of *InterViews* of the republication of the article in any form.
- 12. *InterViews* does not charge any fees from the authors for publication, nor does it offer any financial remuneration to invited authors for the articles. Authors whose articles, short notes, and review articles are published in the *InterViews* shall receive a complimentary copy of the issue in which their article appears and a standalone pdf softcopy extract of their article. The authors of book or film reviews shall receive only a standalone pdf softcopy extract of their review.
- 13. *InterViews* is guided by its own **comprehensive ethics policy, publication & management policies**, review policy, and guidelines for reviewers, which can be accessed on this website, at specified sections as well as in the *Downloads* section.

InterViews also subscribes to the detailed ethical parameters advocated by the Committee on Publication Ethics (COPE) and strives to adopt, to the extent feasible, the best practices recommended by COPE. Links to COPE resources and flowcharts can be accessed **here**.

14. **Any dispute arising** out of or in connection with the publication will be settled within the exclusive jurisdiction of the court in Ziro, Arunachal Pradesh.

B. Instructions Regarding Research and Publication

- 15. The article submitted should have originality and contribute significantly to advance and enrich the existing fund of knowledge in the field of social sciences.
- 16. The research that forms the core of the article should have been conducted following sound methodology and scientific rigor as well as the ethical demands of researchwith special care for fulfilling the specific research standards and procedures adopted by the respective professional social science research associations of the institution or country where the research was conducted. Such compliance must be so attested to, by means of the Declaration of Authenticity.
- 17. Research involving human beings and/or animals should have fulfilled "Do No Harm" (DNH) principle. The same should be reported and acknowledged in the Declaration of Authenticity.
- 18. The authors must present the methodology in clear, unambiguous, and complete manner so that any other scholar interested in following the methodology to replicate the research should be able to do so understanding and following the methodology in toto.
- 19. The researchers should have used methods of data analysis and presentation, which are appropriate and adequate to analyze the data and report the results.
- 20. All findings shall be presented with honesty and fidelity to truth. Authors shall not engage in any fabrication, falsification, or inappropriate data manipulation. No modification that may misrepresent data shall be done to images except for the sole purpose of providing adequate clarity. Authors must address and mention the limitations and delimitations of their study.
- 21. Citations and quotations shall be complete in its reference details and must have been verified for accuracy. Authors shall not copy references from other

publications if they have not consulted the cited work directly in person. Any weblink listed in the references must be double-checked for its availability and accuracy on the internet at the time of the final submission (after any revisions, if asked for), and if moved or not available on the internet, must be deleted and citation corrected accordingly.

- 22. If the paper is a translation of an article already published elsewhere, copy of the necessary permissions must be submitted to the Journal Editor.
- 23. If the paper is a full-text version of conference proceedings, the authors must submit a copy of the permission from the conference officials, as well as an undertaking that the text has not been published nor is under consideration for publication elsewhere.
- 24. *InterViews* may request, for purposes of verification, the field data of the research. The authors must oblige to submit the same promptly, without compromising the required confidentiality of the participants of the study.
- 25. *InterViews* expects the authors to make their data available for any other researcher interested in verifying the underlying data, unless such request compromises the integrity and stated purpose of the research. However, the authors shall be the final authority in discerning the genuineness of the request and the viability of the compliance and decide on the same.
- 26. Authors shall take collective and total responsibility for their work and for the content of the article. They shall verify all tables, figures, and data entries, and typescripts for ensuring accuracy. No article shall be submitted before submitting it to a language-edit and style-edit by those having the skills for the same.
- 27. Authors shall disclose sources of direct or indirect research funding, supply of equipment or materials used for research, any other form of significant support in terms of statistical assistance, writing assistance, linguistic assistance, survey of literature assistance, etc.
- 28. The editorial decision made on the article, based on the peer review report, is final. However, if the authors think that they have genuine grievance of substantial merit, they may appeal the editorial decision. The *InterViews* will initiate a review of the initial decision by constituting an Appeals Committee and the subsequent decision of the Committee shall be final and binding.

29. Authors shall cooperate with the Editor with regards the needed revisions, style corrections, supply of missing details that are requested. They shall respond promptly at all stages to ensure the editing and publication process goes smoothly and without delay. The decision to publish the article may be revoked if the author(s) do not respond in time even after a maximum of two written (email) reminders by the Editor.

C. Instructions Regarding Authorship, Contributionship, & Conflict of Interest

- 30. The authorship of a research paper shall reflect accurately individual's contribution to the research, reporting, and presentation.
- 31. There shall be no guest authorship or gift authorship or ghost authorship. [Guest authorship refers to authorship granted to someone who has not made substantial and significant contribution to the paper or research, but purely based on their seniority, standing in the academia, or influence and relationship with the researcher. Gift authorship is authorship granted as a personal favor or in return for a payment, when he or she has not made substantial and significant contribution to research or paper. Ghost authorship is the non-granting of authorship to someone who has substantially and significantly contributed to the research or paper.]
- 32. If there are contributors who made less than substantial contribution or purely technical or editorial contribution to the research or its reporting, they may be listed using an acknowledgement section or as a footnote or endnote, specifically recognizing their contribution.
- 33. The sequencing of authorship [in case of multiple authors] shall be decided based on the proportion of contribution to research and by mutual consultation and agreement among the authors.
- 34. The authors must hold themselves collectively responsible and accountable for their work, content, and presentation of the publication.
- 35. *InterViews* requires that the *Declaration by Authors* be signed, preferably by all authors. In case it is physically impossible to reach any of the authors, the latter's consent shall be communicated via email to the Journal Editor. However, the signature of the primary author is absolutely mandatory on the Declaration.
- 36. *InterViews* requires the authors to ensure that there is no conflict of interest related to any parties involved in the research, including funding agencies and

institutions that offer material support for the research. In case of any conflict of interest or competing interest exists, the authors are required to state the same with transparency and honesty, detailing how steps were taken to ensure that such conflicts did not affect the objectivity of the research and its reporting.

37. Authors shall report the findings of the research with honesty and authenticity, even when the results are against the expectations/products/position of the funding agency.

D. Compliance with Editorial and Peer Review Policies

- 38. The authors shall submit the manuscript as per the declared policies and conventions demanded by the Journal, as detailed above. In case of doubt or lack of clarity on any matter, they shall contact the Executive Editor promptly.
- 39. The authors shall respond to the suggestions and directives of the peer review report promptly and within the mutually agreed upon time frame.
- 40. The authors must respect and respond to all editorial requests with regards revision, resubmission, submission of additional documents, etc., promptly and professionally.
- 41. The authors shall inform the Editor promptly if they discover any error in the manuscript submitted, accepted, or published. They shall cooperate and comply with the editorial policies regarding the mode of issuing corrections or retractions.
- 42. If the authors wish to withdraw their paper for whatever reason, they must inform the Editor immediately and definitely before the Journal is typeset for publication.

©2019

InterViews: An Interdisciplinary Journal in Social Sciences
Saint Claret College, Post Box 22, Ziro—791 120, Arunachal Pradesh, India.
e-mail: interviews.scc@gmail.com website: www.interviewsjournal.com