

***INTERVIEWS'* PUBLICATION & MANAGEMENT POLICY**

1. *InterViews: An Interdisciplinary Journal in Social Sciences* [hereinafter referred to as “the Journal” or *InterViews*] is owned by Saint Claret College, Ziro – 791 120, Arunachal Pradesh, India. Saint Claret College, Ziro is an undergraduate school permanently affiliated to Rajiv Gandhi University, Doimukh (Arunachal Pradesh); is recognized by the University Grants Commission (UGC), the apex body of higher education in India; and is accredited with Grade “A” by the National Assessment and Accreditation Council (NAAC), Bengaluru, India.
2. The journal was initially launched in 2014, and has had a history of unbroken, on-time sequence of publication. Since 2015, the Journal has been part-funded by Indian Council of Social Science Research (ICSSR), Delhi.
3. The periodicity of publication is one issue per year, to be released every July.
4. *InterViews* welcomes scholarly and original manuscripts that explore interdisciplinary ideas in social sciences. The Journal publishes empirical, theoretical, clinical, and historical articles, short notes, review articles, translations of original articles, conference proceedings, and book and film reviews that facilitate constructive reflection, critique, and dialogue in the service of contributing to knowledge that graduates to wisdom.
5. *InterViews* is international in scope, and articles related to any theme under social sciences are welcome. However, it actively encourages and specially welcomes research focused on the Northeast region of India, as part of the commitment of Saint Claret College, Ziro, towards furthering the quality of life in the tribal belt of Northeast India.

6. *InterViews* follows the APA Manual of Style (6th Edition) for its articles, as published by the American Psychological Association. However, a couple of modifications to the APA Style have been adopted by *InterViews* in preparation of the manuscripts. The prospective authors may access the APA-SCCZ Style Checklist from the website, www.interviewsjournal.com
7. 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.
8. Every submission will be subject to plagiarism-check and double-blind review by peers.
9. Authors will be notified of the decision on acceptance for publication within three months from the date of submission of the manuscript.
10. Once an article is accepted for publication by *InterViews*, the copyright of the article belongs to the respective author(s), 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 *InterViews* with complete citation of its publication details. The author shall also intimate the Editor of *InterViews* in writing of the republication of the article in any form.
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12. *InterViews* is guided by its own publication policy and ethics policy; and has in place guidelines for reviewers and prospective authors. It also subscribes to the detailed ethical parameters advocated by the Committee on Publication Ethics (COPE) and strives to adopt, to the extent feasible in its given context, the best practices recommended by COPE. The COPE resources can be accessed at: <https://publicationethics.org>

13. 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.
14. *InterViews* has the following Management Bodies: Chief Editor, Executive Editor, Managing Editor, Review Editor, Advisory Board, and Editorial Board.
15. The Principal of Saint Claret College, Ziro (hereinafter referred to as SCCZ), is the *ex-officio* Chief Editor [CE] of the Journal and holds the legal rights and duties related to the Journal. The Administrator of SCCZ is the *ex-officio* Managing Editor (ME).
16. The Executive Editor [EE] is appointed by the Chief Editor in consultation with the Governing Council of SCCZ, for a term of five years, renewable every five years. The Executive Editor is responsible for the day to day responsibilities associated with the reception, peer review, editorial decisions, and acceptance decision of the manuscripts submitted as well as the timely publication of the journal.
17. The Review Editor [RE] is appointed by the Chief Editor in consultation with the Management Council of SCCZ, for a term of five years, renewable for another term. The Review Editor is responsible for book and film reviews. The Review Editor identifies and assigns a reviewer who has the goodness of fit to review the books and films received for review or review articles. He / She is also responsible for inviting and editing book and film reviews as well as review articles.
18. The Advisory Board (AB) consists of ten (10) outstanding scholars from various disciplines under Social Sciences or field of publication, drawn from regional, national, and international institutes of higher education and research. The AB is invited to review every issue of the Journal and suggest ideas for improving the quality of the Journal. The AB is consulted on policy matters before the policies are adopted/ updated for the Journal. The AB is formally requested once a year to contribute their written observations on the journal issue(s) of the year and suggest ideas for further improvement. The AB members are also invited to make the Journal known within their circle of influence and encourage contribution from outstanding researchers worldwide. The AB members may be called upon to be part of a Higher Appeals

Committee to examine and advice on any complaint or appeal related to editorial decisions or publication.

19. The Editorial Board (EB) consists of ten (10) committed scholars from various disciplines under social sciences or field of publication, drawn from regional, national, and international institutes of higher education and research. Of the ten members, a maximum of three members may be chosen from within the SCCZ faculty. The EB is expected to make the Journal known among their circle of influence as well as invite scholarly contributions to the Journal from outstanding researchers. Whereas the EB members from within SCCZ are primarily responsible for the editing of the manuscripts accepted for publication, the other EB members are consulted on the suitability, content relevance, and if required, peer review of a submitted manuscript. The EB is consulted on policy matters before the policies are adopted/updated for the Journal. The EB members may be called upon to be part of an Appeals Committee to examine and advice on any complaint or appeal related to editorial decisions or publication. The EB is formally requested once a year to contribute their written observations on the journal issue(s) of the year and suggest ideas for further improvement.
20. Both the AB and the EB are constituted for a period of five (5) years, on completion of which, they could be extended for another five years on mutual consent or could be reconstituted with 30-40% of the members being newly inducted.
21. Every effort is taken to keep the male to female ratio of combined AB and EB at 1:1.
22. The local members of the AB and EB, along with the Chief Editor, Executive Editor, Managing Editor, and Review Editor meet as and when necessary to discuss matters related to the Journal. The outstation members are consulted over email for their input.
23. The membership in AB and EB is honorary and *pro bono*. Any member is free to leave the AB or EB, with a written communication to the Executive Editor.
24. The names, designations, institutional affiliations, and contact details of the CE, EE, ME, RE, and AB & EB members are listed on the Journal website.