1

**AUTHOR’S GUIDELINES**

**NAVACHAR**

# SUBMISSION PREPARATION

As part of the submission process, authors are required to check all of the following items, as submissions may be returned to authors that do not adhere to these guidelines.

Please read the **Author Guide** before you submit a manuscript.

* The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
* The submission file is in Microsoft Word file format.
* The text adheres to the stylistic and bibliographic requirements outlined in the **Author Guide**.
* Add DOIs and persistent links to those references that have DOIs.
* If the paper is accepted for publication, its **free of any charges**.
* Copyrights for articles published in this journal are retained by the authors, with first publication rights granted to the journal.
* The journal/publisher is not responsible for subsequent uses of the work. It is the author's responsibility to bring an infringement action if so desired by the author.
* We do not provide authors printed copy of the published issue. However, we may serve the assistance to deliver printed issue only upon request and agreement of the author.

## REVIEW PROCESS

Prior to review by the board of editor, each paper is screened by the Member of the Editorial Board to check its suitability for favour of publication. If it can be considered for publication than the Corresponding Author will receive a notification of peer-review process. All manuscripts are reviewed by an editor and members of the Editorial Board or qualified outside reviewers. This is done within the shortest given time. The journal strives to return reviewers’ comments to authors within 3 weeks. The editorial board re-review manuscripts that are accepted until they are revised. Papers will be published one to two months after acceptance.

Upon the completion of the review process, an article will receive an evaluation result as follows:

* Accepted
* Accepted with minor revision
* Accepted with major revision
* Rejected or declined

2

**Manuscript Selection**

# Step 1: Basic Check

The editor or editorial assistant checks a received manuscript to determine whether it fits the journal’s aim and scope. Manuscripts out of the journal’s scope are rejected. Articles published fully or partly in other publications/websites are not reviewed or accepted.

# Step 2: Similarity Check

Please be aware that we check all submitted manuscripts for plagiarism. We use Cross Check (powered by checkforplagiarism.net, the plagiarism-detection system by Google) to check for similarity to previously published documents. All manuscripts containing plagiarism, including self-plagiarism, and dishonesty are rejected.

# Step 3: Peer Review

We use a double-blind system for peer review; both reviewers’ and authors' identities remain anonymous. The submitted manuscript will be reviewed by at least two experts: one editorial staff member as well as one to three external reviewers. The review process may take two to four weeks. In some rare cases, according to the recommendations from editors and reviewers, a second round of peer review may be initiated.

# Step 4: Acceptance/Rejection Decision

The decision to accept an article is based on the average score given by reviewers. The reviewers grade a submitted manuscript on a scale of 1 to 5. To be accepted for publication, the manuscript must obtain an average score not less than 2.5. However, we may reject a manuscript with a score higher than 2.5 when an editor or reviewer thinks it is not suitable for publication.

# Charges and Fees

Free of cost.

# After Acceptance

Corresponding authors will receive an e-mail notifying proofs allowing you to correct and eliminate potential introduction of errors in your manuscript.

Please use this proof only for checking the typesetting, editing, completeness and correctness of the text, tables and figures. Significant changes to the article as accepted for publication will only be considered with permission from the Editor.

Please ensure that all corrections are sent back to us in one communication. Please check carefully before replying, as inclusion of any subsequent corrections cannot be

guaranteed. Proofreading is solely your responsibility. Once the article has been proofed by the author, it will be published immediately on the website of the journal, thus making it available to subscribers to read and cite.

# Ethics Statement

This is the statement of ethics adapted from the principles of the **Committee on Publication Ethics (COPE)** and covers the code of ethics for chief editor, editorial board members, reviewers and authors.

## DUTIES OF AUTHORS

* Have the responsibility of ensuring only new and original work is submitted.
* Must not reproduce work that has been previously published in other journals.
* Must not submit any articles that are being reviewed or considered by the journal to other journals simultaneously.
* Are only allowed to publish their work elsewhere after receiving a formal rejection from the journal or if their request to withdraw their work is officially accepted by the journal.
* Must inform the Chief Editor or the publisher of any inaccuracy of data in their published work so that correction or retraction of article can be done.
* Should make significant contributions and be held accountable for any shortcoming in their work.

## DUTIES OF REVIEWERS

* Must disclose any competing interest before agreeing to review a submission.
* Can refuse to review any submission due to a conflict of interest or inadequate knowledge.
* Review all submissions objectively, fairly and professionally.
* Reveal any ethical misconduct encountered while reviewing to the Chief Editor for further action.
* Should ensure the originality of a submission and be alert to any plagiarism and redundant publication.
* Must not discuss the content of the submission without permission.
* Adhere to the time allocated for the review process. Requests for extension to review the submission is at the discretion of the Chief Editor.

## DUTIES OF EDITORIAL BOARD MEMBERS

* Actively contribute to the development and the greater good of the journal.
* Act as ambassadors for the journal.
* Continuously support and promote the journal.
* Review any work assigned to them.

## DUTIES OF CHIEF EDITOR

* Evaluate manuscripts fairly and solely on their intellectual merit.
* Ensure confidentiality of manuscripts and not disclose any information regarding manuscripts to anyone other than the people involved in the publishing process.
* Has the responsibility to decide when and which articles are to be published.
* Actively seek the views of board members, reviewers and authors on how to improve/ increase the image and visibility of the journal.
* Give clear instructions to potential contributors on the submission process and what is expected of the authors.
* Ensure appropriate reviewers are selected/ identified for the reviewing process.

## PLAGIARISM

Authors should submit only original work that is not plagiarized, and has not been published or being considered elsewhere. Appropriate softwares may be used by the editorial office to check for similarities of submitted manuscripts with existing literature. Inclusion of fraudulent or knowingly inaccurate statements are unacceptable. Work and/or words from other publications must be appropriately cited or quoted. It should be less than 15%.

## REPORTING

Authors should state their results clearly, honestly, and without fabrication, falsification or inappropriate data manipulation. The methods used in the work should be clearly and unambiguously described so that the findings can be repeated and confirmed by other researchers.

## CONFLICTS OF INTEREST

A statement on conflict of interest must be included in the manuscript if authors receive any support that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

## AUTHORSHIP AND COLLABORATION

Name of authors listed in a paper should be limited to those who have made a significant contribution to the report. Only those who have made significant contributions should be listed as co-authors. Others who have participated in certain substantive aspects of the work must be acknowledged or listed as contributors. It is the duty of the corresponding author to ensure that all appropriate co-authors and no inappropriate co- authors are included on the paper. All co-authors must approve the final version of the paper and agree to the version of the paper before submission.

## MULTIPLE OR REDUNDANT

Authors should not publish manuscripts describing essentially the same research output in more than one journal or primary publication. A similar manuscript should not be submitted to more than one journal concurrently as this constitutes as unethical publishing behavior and is unacceptable.

## General guide to manuscript writing

* Manuscripts **should not be at least 3.500 words and not more than 6,000 words** including references and appendix. Manuscripts that do not adhere to this rule will not be considered for review. Each manuscript must have an abstract **between** **100-150 words** and **5 key words.**
* Authors are required to send manuscript in word.docx and PDF format.
* To facilitate the blind review process, please ensure that the authors’ names do not appear anywhere in the manuscript or in the filename. Authors’ names, designations and institutional addresses should be in a separate file.
* Authors are to check manuscripts for accuracy of language before submitting to the journal. The Editorial Board will not edit submitted manuscripts for style or language.
* Papers submitted must not be under consideration for publication elsewhere, either in electronic or printed form. The corresponding author should declare this when submitting the paper to the Chief Editor.
* Upon submission of a paper, the author/authors are to provide the editorial board with names of three reviewers from different institutions, complete with their addresses, designations and email addresses.
* We do not encourage multiple submissions. An author must publish ONLY in alternate issues to other journals. The rule remains in case of coauthorship.
* The Editorial Board reserves the right to make editorial changes to any manuscript accepted for publication to enhance clarity and style.

**KINDLY REFER TO PAPER TEMPLATE NAVACHAR FOR SAMPLE.**