

Submission Guidelines

All manuscripts must be submitted electronically through the e-mail to the editor at editor @

Authors are advised to follow the [Author Guidelines](#) in preparing the manuscript before submission.

NUJ welcomes high-quality, original research submissions from scholars worldwide. Please carefully review the following guidelines before submitting your manuscript.

Submission Preparation Checklist

Before submitting the manuscript, author(s) should check the following list.

- The submission has not been previously published, nor is it before another journal for consideration.
- Manuscript has been made in the light of Journal's author guidelines.
Author(s) has read all the terms and conditions of the journal.

Manuscript Format

- File format: Microsoft Word (.docx)
- Font: Times New Roman, 12-point and all Heading Bold
- Line spacing: Single-spaced throughout (1.5)
- Margins: 1 inch (2.54 cm) on all sides
- Page numbering: Consecutive, starting from title page
- Language: English (American or British, but consistent throughout)
- The paper should not be longer than 20 pages

Manuscript Structure

- a) **Title:** Keep it **short and informative**. Avoid using abbreviations or formulas if possible.
- b) **Author's names and affiliations**

Authors are requested to indicate the given name and family name clearly. Present the authors' affiliation addresses (where the actual work was done) below the names.

Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name, and the e-mail address, and mobile number of

each author.

c) **Corresponding Author:**

Mention who will handle all communication before and after the paper is published. Provide their email, mobile number (with country/area code), and postal address.

d) **Sponsorship Info:**

If your research was funded or supported by any organization, mention it here.

Abstract

A concise and factual abstract is required (maximum length of (200 to 300 words). The abstract should state briefly the purpose of the research.

Keywords

Right after the abstract, list up to 3 to 6 important words or phrases that describe your paper..

Subdivision of the article

Now divide your article into clearly defined and numbered sections. Subsections should be numbered 1, 2. (then 1.1, 1.1.1, etc.). The abstract is not included in section numbering.

Table and Figures

Place all tables and figures at the suitable place of your article.

Remember, the journal will publish them in black and white only.

References

Author(s) should follow the latest edition of APA style in referencing. You can learn more at www.apastyle.org

Citations in the text

- Every source you mention in the text must be listed in the reference list, and vice versa.
- Don't include citations in the abstract.
- Personal conversations or unpublished work can be mentioned in the text but not in the reference list.
- If something is listed as "in press", it means it has already been accepted for publication.

Reference List

References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Examples:

Reference to a journal publication:

Van der Geer, J., Hanraads, J. A. J., & Lupton R. A. (2000). The art of writing a scientific article. *Journal of Scientific Communications*, 163, 51-59.

Reference to a book:

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). Strunk, W., Jr., & White, E. B. (1979). *The elements of style*. (3rd ed.). New York: Macmillan, (Chapter 4).

Reference to a chapter in an edited book:

Mettam, G. R., & Adams, L. B. (1994). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281-304). New York: E-Publishing Inc.

Reference to a web source:

Smith, Joe, (1999), One of Volvo's core values. [Online] Available: <http://www.volvo.com/environment/index.htm> (July 7, 1999)

Review and Publication Process

A full double-blind refereeing process is used that comprises of the following steps.

- Paper is sent to 2 reviewers for review. The reviewers' recommendations determine whether a paper will be accepted / accepted subject to change / subject to resubmission with significant changes / rejected.
- For papers which require changes, the same reviewers will be used to ensure that the quality of the revised paper is acceptable.
- If the paper is accepted by the reviewers, author(s) will be notified to pay the author fee.
- Acceptance letter will be provided after the payment has been made.
- Author/Corresponding Author will be notified about the possible date of publication (online).
- No hard copy of the published journal article will be sent to the author/corresponding author. The review process takes maximum one week.

Submission Process**Step 1: Prepare Manuscript**

Ensure your manuscript follows all formatting guidelines and includes all required sections.

Step 2: Submit via Email

Email: editor@nujournal.in

Subject: Manuscript Submission - [Your Title]

Step 3: Confirmation

You will receive an acknowledgment within 24 hours with a manuscript ID.

Step 4: Peer Review

Your manuscript will undergo double-blind peer review (2-6 days).

Peer Review Process

NUJ employs a rigorous double-blind peer review process to ensure the quality and integrity of published research.

Review Timeline:

- **Initial Review:** 48 hours (Editorial assessment)
- **Peer Review:** 2-6 days (External reviewer evaluation)
- **Revision Period:** 2-4 days (Author revisions, if required)
- **Final Decision:** 2 weeks (Editorial decision)

Publication Ethics & Policies

Plagiarism Policy

- All submissions are checked using plagiarism detection software
- Similarity index should not exceed 10% (excluding references)
- Self-plagiarism and duplicate publication are strictly prohibited
- Proper attribution of all sources is mandatory

Ethical Standards

- Research involving human subjects must have ethics approval
- Informed consent must be obtained where applicable
- Data fabrication or falsification will result in immediate rejection

- Conflicts of interest must be declared

Publication Fees : Indian Rupees 2500

Foreign Nationals \$ 50

Contact Information

For submission inquiries or technical support, please contact:

Editorial Office: editor@nujournal.in

Editor-in-Chief: Dr. N.M Shah (editor@nujournal.in)

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