

# NATIONAL RESEARCH & JOURNAL PUBLICATION

## **Publishing Guidelines**

### **Paper submission**

These steps are to be followed by authors during paper submission in NRJP Journals.

1. Before submission: Please ensure you have read author guidelines and journal's policy for publication. The research paper should adhere to publication guidelines and standard paper layout.
2. During submission: The corresponding author submits research paper on behalf of co-authors and handles all correspondence. The research paper should be submitted online in website for review and publication or you may send the final word copy of the manuscript directly to [info@nrjp.co.in](mailto:info@nrjp.co.in) where our publication team will upload your paper on your behalf.
3. After submission: After successful submission confirmation message is displayed with *article id* and email is sent to corresponding author. Please use the article id for any future communication with us.

### **1. Guidelines for Suggesting Reviewer:**

- This is an additional benefit for authors to suggest reviewer name during paper submission.
- Author should ensure the suggested reviewer has experience in research area of paper and the reviewer can be your colleague, friends or any other researchers. However, the reviewer should not be co-author, family members of co-authors or anyone having conflict of interest with research topic.
- The journal will send research paper to suggested reviewer with a link to online review form and the reviewer needs to submit review report by filling form within 3 to 4 days. This review report will only be used for internal use by editors.

### **2. Publication Process**

The three step simple publication process ensures rapid publication and author satisfaction.

1. Preliminary checking: In this stage paper is judged based on following criteria: research topic suitability, content quality, paper layout, author details and similarity percentage. The manuscript editor assigns any of the following status to research paper:

Success – Forwarded to journal editor

Resubmit – Resubmit email sent to author

Reject – Rejection email sent to author only in case when paper is already published anywhere

2. Editorial decision: In this stage journal editor sends research paper to reviewer suggested by author. In case reviewer is not suggested paper will be reviewed by internal editors called editorial review. The journal editor assigns any of the following status to research paper:

Accept – Acceptance email with publication & payment details sent to author

Modify – Modification email sent to author

Reject – Rejection email sent to author only in case when paper is already published anywhere

3. Article publication: After author completes all the process the paper is scheduled for publication in current issue or next issue of journal. Finally the paper is published online on publication date and email is sent to corresponding author with link to download paper and author certificates.

### **3. Paper layout**

The paper should have following layout while submitting for publication:

1. Language: English
2. Words: Within 6000 words
3. Title: Within 3 lines
4. Abstract: Within 200 words
5. Keywords: Within 8 keywords
6. Headings & sub-headings: Properly defined
7. Tables & figures: Numbered in order with description above body and source below body
8. References: Vancouver style arranged in sequence with cited in text
9. File format: .Doc or .Docx
10. Page layout: Normal margin, Letter page size, Portrait, One column
11. Font type & size: Times New Roman, 12 pt.
12. Paragraphs: Spacing, Justify alignment
13. Author details: Name, designation, organization, department, address, country, email and contact number of all authors in successive levels .

### **4. Publication Yardsticks**

These guidelines must be followed by author while submitting paper and for more details visit website.

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4. Lawful content: The research paper is free from any unlawful and libelous material that could cause harm to any individual or society.
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### **5. Loyalty Reward**

This benefit helps authors to publish Third research paper and get the journals copy free of cost and guidelines of loyalty reward as follows.

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- Your third research paper should be submitted within 4 months starting from submission of first research paper that was paid and published in our journals.
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## **7. Publication Policies**

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If the material forms part of a submission to a government body or public enquiry before publication, authors should notify the journal at the point of acceptance and ensure that recipients are aware that an embargo is in force.

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## **8. Academic Misconduct**

Academic misconduct in research publication means fabrication, falsification, plagiarism or other practices that deviates from commonly accepted practices within the scientific community for publication of academic research. The followings cases are few example of academic misconduct.

1. Redundant or duplicate publication
2. Multiple submissions
3. Image manipulation
4. Data fabrication
5. Misrepresentation of personal details
6. Plagiarism
7. Failure to abide by journal's policy
8. Submitting unethical or erroneous research paper

- In case academic misconduct is found in research paper before publication the author will be given a chance to make necessary correction as suggested by editor. However, if the editor decides it as a serious matter then the paper will not be considered further for publication.
- In case academic misconduct is reported after publication of research paper it will be removed from publication and also mentioned in website about the removal of paper from publication.

### **9. Plagiarism Policies**

The plagiarism policy ensures authors give due credit to other authors while referencing and it protects academic integrity of research community.

1. All submitted papers are checked with plagiarism detection software to verify originality and find similarity percentage. The papers failing to satisfy criteria are sent back to author for modification.
2. Technical complexities are involved in plagiarism detection by any software. In some cases even if plagiarism isn't detected in initial stage it may be found in later stage of research publication.
3. If plagiarism is detected in paper just before publication, the author will be given a chance to resubmit paper after necessary modification as suggested by editor. However, if the editor decides plagiarism is major issue in paper, it will not be considered further for publication.
4. If plagiarism is detected in paper after publication, the paper will be removed from website till verification is over. In case few paragraphs are plagiarized the author will be given a chance to modify published paper and final paper will be restored in website after editor's approval. However, if the editor decides plagiarism is major issue in published paper and seriously violates copyright of others then paper will remain removed from publication and author will be notified. It will be mentioned in website about removal from publication as well as indexing services will be notified about removal.
5. Authors republishing their earlier published work (self-plagiarism) will also be dealt in same procedure as mentioned above.

### **10. Withdrawal Policy**

The publication of an article in a peer-reviewed journal is the building block in the development of a coherent and respected network of knowledge. It is a direct reflection of the quality of the work of the authors and the institutions that support them.

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