

# AUTHOR SUBMISSION GUIDELINES

All submissions should be high quality academic and policy analysis papers with rigorous, substantive content, and focus. Papers should be written in a style accessible to readers in different disciplines. Papers should be written in a concise manner. The editorial team may contact authors whose papers could be trimmed without losing essential content. Authors may consult with the editor before their formal submission online.

## Types of Paper Submissions

### ***Research Articles***

Research papers should be between 5,000 to 8,000 words (this includes footnotes, and excludes bibliography, abstract, tables and figure captions).

### ***Critical Reviews***

Papers for this section should be between 3,000 to 4,000 words (this includes footnotes, and excludes bibliography, abstract, tables and figure captions). This section invites articles that provide critiques of recently published articles in J-CASTE and other journals.

### ***Forum***

Papers for this section should be between 2,500 and 4,000 words (this includes footnotes, and excludes bibliography, abstract, tables and figure captions). This section seeks to publish papers that employ current theoretical and or empirical analysis to generate debate and or dialogue among academics, practitioners, civil society groups, and independent scholarship beyond the academy. The section may include biographical accounts of leading scholars and historical figures in the field, autobiographical sketches, poems, and short stories.

### ***Policy Arena***

Papers for this section should be between 5,000 to 8,000 words (this includes footnotes, and excludes bibliography, abstract, tables and figure captions). The section will focus on policy related issues, themes, and topics.

### ***Book Reviews***

Book reviews should be a maximum 1,500 to 3,000 words however longer pieces will be considered in consultation with the Book Reviews Editor. Submissions for this section can be in the form of traditional book reviews or longer essays.

## Blind Review Process

All papers will be reviewed by members of the editorial team for suitability and quality.

Research Paper submissions will be sent out for external review. The journal employs a double blind review process for Research Papers, Critical Reviews and submissions for the Policy Arena and Forum. You should submit your manuscript as a single Word file to be used in the refereeing process. That single Word file should NOT include any identifying information about the author.

At the revision stage, you will be requested to put your paper into a 'correct format' for acceptance and provide the items required for the publication. Nonetheless, authors are encouraged to ensure that their manuscripts are well formatted and proofread for language and grammar.

# Structure

**Content structure:** Research Papers generally have the following sections; abstract, literature review, methodology, analysis/discussion, and conclusion. Please consult with the journal editor if your paper requires a different format.

Submitted manuscripts should be structured as follows:

- Submissions should have the following components uploaded separately:
  - a) Cover page, showing title of the paper, name(s) of author(s), author's affiliation, title (faculty title, professional title, student level of degree, other-please clarify), and institutional address with postal code, email address. In case there are two or more authors, then corresponding author's name and address details must be clearly specified on the cover page.
  - b) Abstract: 150–250 word abstract.
  - c) Main document or article text: The main document should not exceed the relevant word limit and should be anonymized. **Authors' names and references should not be used in the text in order to keep authors' anonymity (e.g., 'as the author has written elsewhere' should be avoided).**
- The contributors should also provide 6 –7 keywords for online searchability.
- Manuscript should be double spaced.
- References should come at the end of the manuscript.
- Tables and figures should be provided in editable format and should be referred to in the text by number separately (e.g., Table 1) not by placement (e.g., see Table below). They should each be submitted on a separate page following the article, numbered and arranged as per their references in the text. They will be inserted in the final text as indicated by the author. Source citations with tables and figures are required irrespective of whether or not they require permissions.
- Figures, including maps, graphs and drawings, should not be larger than page size. They should be numbered and arranged as per their references in the text. All photographs and scanned images should have a resolution of minimum 300 dpi and 1500 pixels and their format should be TIFF or JPEG. Permissions to reprint should be obtained for copyright protected photographs/images. Even for photographs/images available in the public domain, it should be clearly ascertained whether or not their reproduction requires permission for purposes of publishing. All photographs/scanned images should be provided separately in a folder along with the main article.
- Mathematical formulae, methodological details etc. should be given separately as an appendix, unless their mention in the main body of the text becomes essential.
- **Electronic artwork:**
  - General points
    - Make sure you use uniform lettering and sizing of your original artwork.
    - Preferred fonts: Arial (or Helvetica), Times New Roman (or Times), Symbol, Courier.

- Number the illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files.
- Indicate per figure if it is a single, 1.5 or 2-column fitting image.
- For Word submissions only, you may still provide figures and their captions, and tables within a single file at the revision stage.
- Please note that individual figure files larger than 10 MB must be provided in separate source files.

### ➤ Video

J-CASTE accepts video material and animation sequences to support your research. Authors who have video or animation files that they wish to submit with their article are strongly encouraged to include links to these within the body of the article. This can be done in the same way as a figure or table by referring to the video or animation content and noting in the body text where it should be placed. All submitted files should be properly labeled so that they directly relate to the video file's content. In order to ensure that your video or animation material is directly usable, please provide the file in one of our recommended file formats with a preferred maximum size of 150 MB per file, 1 GB in total. Video and animation files supplied will be published online in the J-CASTE Open Journal System. Please supply 'stills' with your files: you can choose any frame from the video or animation or make a separate image. These will be used instead of standard icons and will personalize the link to your video data.

## Language

**Linguistics:** The language and spellings used can be British English or American English. That spelling will be used for the published article. Authors should be consistent in their choice of format. For non-English and uncommon words and phrases, use italics only for the first time. Meaning of non-English words should be given in parenthesis just after the word when it is used for the first time.

**Spelling and grammar check:** All submitted manuscripts should be 'spell checked' and 'grammar checked.'

**Ethical language:** Articles should use non-sexist and non-racist language. The use of stereotypical phrases and terms as well as biased inferences should be avoided. Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Articles should contain nothing which might imply that one individual or group is superior to another on the grounds of race, sex, culture or any other characteristic. Authors should ensure that writing is free from bias and by making use of job titles that are free of stereotyping (e.g. 'chairperson' instead of 'chairman' and 'flight attendant' instead of 'stewardess') except in cases where it is part of an individual's official title.

**Numbers:** Spell out numbers from one to ninety nine, 100 and above to remain in figures. However, for exact measurement (e.g., *China's GDP growth rate 9.8 per cent*) use numbers. Very large round numbers, especially sums of money, may be expressed by a mixture of numerals and spelled-out numbers (*India's population 1.2 billion*). Follow thousand, million, billion number metric system instead of *lakhs* and *crores*. In cases where *lakhs* and *crores* are used a metric conversion should be provided. Local currency conversions should be provided only once in parentheses and/or in footnotes.

**Quotations:** Either the American English or British English use of quotation marks may be used. The American English style uses double quotes with single quote marks used within double quotes. The British style is the reverse. Spellings of words in quotations should not be changed. Quotations of 45 words or more should be separated from the text.

**Footnotes:** Footnotes should be used instead of endnotes and numbered serially.

**Ibid:** *Ibid* should be used for sources cited in preceding text.

**Percentages:** Use 'percent' instead of % in the text. In tables, graphs etc., % can be used.

**Initials:** Use initials with period (full stops/full points).

**Capitalization:** The journal does not encourage frequent use of capital letters. They should be used selectively and consistently. Only the first word of title and subtitle should start with capitals. Although proper names are capitalized, many words derived from or associated with proper names, as well as the names of significant offices are lowercased. While the names of ethnic, religious and national groups are capitalized (*the Muslims, the Gurkhas, the Germans*), designations based loosely on color (*black people*) and terms denoting socio-economic classes or groups (*the middle class*) are lowercased. All caste, tribe and community names (*the Santhals, the Jatavs*) are to be capitalized but generic terms (*the kayasthas*) are to be lowercased. Civil, military, religious, and professional titles (*the president*) and institutions (*the parliament,*) are to be put in lower case, but names of organizations (*the House of Parliament, the United Nations, the Labour Party, the Students Federation of India*) are to be capitalized. The names of political tendencies (*the marxists, the socialists*) should remain in lower case.

**Native names/words:** Authors should ensure that native names and words with accent marks should retain accent marks (Española, Cézanne, Hélder Câmara).

**Abbreviations:** Abbreviations are spelled out at first occurrence. Very common ones (*US, GDP, BBC*) need not be spelled out. Other commonly used abbreviations (*am, pm, cm, kg, ha*) can be used in lower case, without spaces.

## Citations and References

Guidelines specified in American Psychological Association (7<sup>th</sup> Edition, 2019) **must** be followed.

**References:** A consolidated listing of all books, articles, essays, theses and documents referred to (including any referred to in the tables, graphs and maps) should be provided at the end of the article.

- **Arrangement of references:** Reference list entries should be alphabetized by the last name of the first author of each work. In each reference, authors' names are inverted (last name first) for all authors (first, second or subsequent ones); give the last name and initials for all authors of a particular work unless the work has more than six authors. If the work has more than six authors, list the first six authors and then use et al. after the sixth author's name.

- **Chronological listing:** If more than one work by the same author(s) is cited, they should be listed in order by the year of publication, starting with the earliest.
- **Sentence case:** In references, sentence case (only the first word and any proper noun are capitalized – e.g., “The software industry in India”) is to be followed for the titles of papers, books, articles, etc.
- **Title case:** In references, Journal titles are put in title case (first letter of all words except articles and conjunctions are capitalized – e.g., Journal of Business Ethics).
- **Italicize:** Book and Journal titles are to be italicized.

Citations and References should adhere to the guidelines below (based on the American Psychological Association (7th Edition, 2019)). Some examples are given below:

#### **In-text citations:**

- One work by one author: ‘Kessler (2003) found that among the epidemiological samples...’ or (Kessler, 2003, p. 50).
- One work by two authors: ‘Joreskog and Sorborn (2007) found that...’ or (Joreskog & Sorborn, 2007, pp. 50–66).
- One work by three or more authors: (Basu, Banerji & Chatterjee, 2007) [first instance]; Basu et al. (2007) [Second instance onwards].
- Groups or organizations or universities: University of Pittsburgh (2007); or (University of Pittsburgh, 2007).
- Authors with same surname: Include the initials in all the in-text citations even if the year of publication differs, e.g., (I. Light, 2006; M.A. Light, 2008).
- Works with no identified author or anonymous author: Cite the first few words of the reference entry (title) and then the year, e.g., (‘Study finds’, 2007); (Anonymous, 1998).
- If abbreviations are provided, then the style to be followed is: (National Institute of Mental Health [NIMH], 2003) in the first citation and (NIMH, 2003) in subsequent citations.
- Two or more works by same author: (Gogel, 1990, 2006, in press)
- Two or more works with different authors: (Gogel, 1996; Miller, 1999)
- Secondary sources: Allport's diary (as cited in Nicholson, 2003).
- Films: (Name of the Director, Year of release)

**Books:**

Patnaik, U. (2007). *The republic of hunger*. New Delhi: Three Essays Collective.

**Edited Books:**

Amanor, K. S., & Moyo, S. (Eds.) (2008). *Land and sustainable development in Africa*. London/New York: Zed Books.

**Translated books:**

Amin, S. (1976). *Unequal development* (trans. B. Pearce). London and New York: Monthly Review Press.

**Book chapters:**

Chachra, S. (2011). The national question in India. In S. Moyo and P. Yeros (Eds.), *Reclaiming the nation* (pp. 67–78). London and New York: Pluto Press.

**Journal articles:**

Foster, J.B. (2010). The financialization of accumulation. *Monthly Review*, 62(5), 1–17.

**Newsletter article, no author:**

Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). *OOJDP News @ a Glance*. Retrieved from <http://www.ncrjs.gov/html>  
[Please do not place a period at the end of an online reference.]

**Newspaper article:**

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

**In-press article:**

Briscoe, R. (in press). Egocentric spatial representation in action and perception. *Philosophy and Phenomenological Research*. Retrieved from <http://cogprints.org/5780/1/ECSRAP.F07.pdf>

**Non-English reference book, title translated into English:**

Real Academia Espanola. (2001). *Diccionario de la lengua espanola* [Dictionary of the Spanish Language] (22nd ed.). Madrid, Spain: Author.

**Special issue or section in a journal:**

Haney, C., & Wiener, R.L. (eds.) (2004). Capital punishment in the United States [Special issue]. *Psychology, Public Policy, and Law*, 10(4), 1–17.

# Submission

## Submission of papers

All paper submissions should be made through the journal's submission portal. Submission instructions are detailed there. Submissions for themed issues should be clearly indicated on the paper cover page. Themed issue editors are responsible for liaising with authors to ensure that papers are all submitted on time and of high quality following J-CASTE guidelines.

## Decisions on papers

The J-CASTE Issue Editor(s) make the decision on whether individual research papers are moved along the approval process based on Reviewers' Reports and recommendations. Decisions and copies of the reports will be sent to the author and also the themed issue editor(s) if any. The editor will recommend a timeline by which revisions should be completed and returned. Revised papers will be sent to reviewers for a second review before a decision is made. J-CASTE Editors-in-Chief are consulted during the review process and accept or decline the final versions of all papers. Themed issue editors will be expected to coordinate with authors regarding revisions and should also ensure that all authors are working towards submitting final versions of their papers by an agreed deadline. Themed issue editors provide an introductory editorial to the collection. This should be provided by the agreed deadline and submitted electronically through the Online Journal System (OJS). Themed issue editors should recommend the order in which the accepted papers should be published by informing the J-CASTE Editor.

## Declaration of Interest

Authors will be prompted during the Submission Process to complete a Competing Interests Form, even if there are no competing interests to declare. All competing interests must be declared by the Corresponding Author on behalf of all authors of the paper. Competing interests including financial and personal relationships with other people or organizations that could inappropriately influence or bias their work must be disclosed. Examples of potential competing interests include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding.

## Submission Declaration and Justification

Submission of an article implies that the work described has not been published previously (except in the form of an abstract, a published lecture or academic thesis). Authors agree that accepted papers will not be published elsewhere in the same form, in English or in any other language, including electronically. To verify originality, your article may be checked by an originality detection service such as Turnitin.

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Authors should carefully consider the list and order of authors before submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only before the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the corresponding author: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal

or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed. Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors after the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.

### **Funding source**

Funding sources should be acknowledged and appreciated. The role of funding bodies beyond sponsorship should also be explained briefly if such activities had any bearing on the preparation of the manuscript. If the funding source(s) had no such involvement then this should be stated.

### **Research data**

This journal encourages and enables you to share data that supports your research publication where appropriate, and enables you to interlink the data with your published articles. Research data refers to the results of observations or experimentation that validate research findings. To facilitate reproducibility and data reuse, J-CASTE also encourages you to share your software, code, models, algorithms, protocols, methods and other useful materials related to the project.

### **Off-print**

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