

## **AKADEMOS**

### **Editorial Policies and Processes**

#### **Introduction**

*Akademios* (ISSN 2231-0584) is the bilingual, multi-disciplinary, peer-reviewed academic journal of Kamala Nehru College that has been published annually since 2006. Over the years we have evolved to become a publication that strives to publish research of the best quality and we invite papers from the humanities, commerce and mathematics. Manuscripts are accepted from scholars, researchers, and teachers from all institutions across the world.

#### ***Guidelines for submission:***

- All authors must read the guidelines carefully and adhere to the submission guidelines. Manuscripts should be prepared according to the style specifications of *Akademios*. Manuscripts that do not follow the guidelines will not be accepted.
- The editors release a call for papers every year with a submission deadline. Manuscripts received after the deadline will not be accepted, however they might be considered for the next issue of the journal with the author's permission.
- Manuscripts must be original and in English.
- All manuscripts should be typed and composed as a word document (MS Word 1997 and upwards) with the file name **aka-xii** (.doc and .docx are both acceptable)
- To maintain reasonable uniformity, kindly ensure that the word limit is between 4000-6000.
- Use **Times New Roman** font; font size for title is 14 points and for main body text 12 points and footnotes 10 points.
- The journal follows the conventions as per the Chicago Manual of Style. For example:
  - Author Date system for in-text citations. (Last name year) or (Last name year, page number). Example: (Townsend 1993, 12)

## **Bibliography:**

- For single author books:  
Author's last name, First name and Initial. Year. *Title italics*. Publication location:  
Publishing company.
- For edited volumes:  
Editor's last name, First name and Initial. ed. Year. *Title italics*. Publication  
location: Publishing Company.
- For journal articles:  
Author's last name, First name and Initial. Year. "Title of the Article." *Journal  
Title italics* Volume number: page numbers.

For more information on style guidelines:

<https://owl.english.purdue.edu/owl/resource/717/10/>

## *Ethics Policy*

In order to publish research of the highest quality we are committed to following international standards of ethical research and publication. All authors are required to read and adhere to these policies carefully.

- **Authorship** - The author is an individual who has contributed significantly to the development of a manuscript. Substantial contributions to the design, conception, research, analysis, collection and interpretation of data, drafting and revision of the work is the responsibility of the author. The author is also accountable for ensuring that any questions related to the truthfulness and reliability of the work are examined and resolved. A manuscript might have multiple authors and they are all credited equally for the work. All authors should approve the final version of the manuscript prior to submission. Once a manuscript is submitted, it is therefore assumed that all authors have read and given their approval for the submission of the manuscript. Contact information of all authors should be stated on the manuscript. Surname/Other names, affiliation, emails, and phone/fax numbers.
- **Acknowledgement**- Individuals who participated in the development of a manuscript but do not qualify as an author should be acknowledged. Organizations that provided support in terms of funding and/or other resources should also be acknowledged.
- **Confidentiality**- Submitted manuscripts are confidential material. Submitted manuscript are not disclosed to anyone except individuals who partake in the processing and preparation of the manuscript for publication (if accepted). These individuals include editorial staff, corresponding authors, potential reviewers, actual reviewers, and editors. However, in suspected cases of misconduct, a manuscript may be revealed for the resolution of the misconduct.
- **Duplicate Publication**- All articles must be unpublished. In case of simultaneous submission, the author is required to inform the journal if the submitted article is accepted for publication elsewhere. It is the responsibility of the author to ensure that no duplication of publication happens as it is an unethical practice.
- **Plagiarism**- The journal has a strict policy against plagiarism. Authors may use appropriate software to check for duplication before submission. If plagiarism is detected, either by editorial team or peer reviewers, at any stage during the process

of publication, the author will be asked to rewrite and cite resources with due diligence. The editorial team reserves the right to reject manuscripts with extensive plagiarism (25% or more). If plagiarism is detected after publication, the editors will retract the manuscript and no submissions will be accepted from the author(s) in the future. The author should also be cautious regarding duplication of their own material, or self-plagiarism.

- **Fabrication and falsification of data-** Fabrication, manipulation or falsification of data is a violation of the ethics of *Akademios*. If fabrication is detected during the process of publication, the manuscript will be rejected.
- **Citations manipulation-** Authors should only cite sources that are relevant to their manuscripts. Addition of references which are not relevant to the work is strongly discouraged. Irrelevant self-citation to increase one's citation is unethical along with unnecessary citation of articles for the sole purpose of "increasing" the articles' citation.

### ***Peer-review and publication policy***

The peer-review process is a very important part of the publication of *Akademios*. It ensures that the research is of the highest standards and that it adheres to the guidelines of the journal. *Akademios* follows international review standards and processes and it is imperative for authors and reviewers to participate with integrity. Reviewers are the unsung volunteers who put in a great amount of work to ensure the academic and scholarly integrity and record of the work and the journal acknowledges this contribution and regards the review process as sacrosanct.

- **Review process-** Each submission will undergo anonymous peer reviewing from academics from the respective discipline and area of work. In some cases, two or more reviews may be sought if the first review is found to be less acceptable. The comments and suggestions of the reviewer(s) would be made available to the author as soon as they are received. The author will be required to make the necessary changes and resubmit the article. The article may be sent for review again after resubmission, especially in case the changes are found to be unsatisfactory. The entire process follows a double blind review system, i.e. neither the author nor the reviewer is aware of the others identity.
- The review reports are sent to the authors but the identity of the reviewers is not revealed. The author will not be given information that will help them to uncover

the identity of the reviewer. Any attempt by the author to identify the reviewer and hamper the peer review process is unethical.

- The journal **does not** levy any submission or publication charges.
- The Editors and members of Team Akademos cannot submit their articles to *Akademos* during their tenure.
- The policies of the journal will be reviewed and updated regularly.
- All questions or clarifications may be directed to the editors on the journal's email address: **[knc.akademos@gmail.com](mailto:knc.akademos@gmail.com)**.

## **Editorial Board**

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