

Information for Authors

General Information

Manuscripts (Research Articles, Review Articles, Case Studies, Critiques, Perspectives, Book Reviews and Social Innovation) are accepted from academic research domain comprising of faculty members, students (UG and PG), doctoral and postdoctoral scholars. Manuscripts addressed to multidisciplinary readers can be written in any of the following categories and may include new contemporary broad subject fields.

1. Architecture and Design
2. Education
3. Engineering
4. Law
5. Management
6. Mathematics
7. Science
8. Social Sciences

Review Process

The manuscripts should be sent to the Chief Editor, at publications@nuv.ac.in

The review process is divided in two steps.

Step-I: Review of Fresh Manuscript

1. Establishing anonymity and appointment of referees (1-2 days)

- a. Editor removes all the information connected to identity – removal of author(s) and affiliations and gives a code for reference.
- b. Editor appoints three referees- one with disciplinary expertise, one from another discipline to assess general understanding of the paper and one from English background to assess language issues.

2. Review (2 weeks)

- a. Each reviewer suggests revisions to incorporate.
- b. Editor compiles revisions and communications with Accept, Revise, or Reject.
- c. If revision is requested, then again the manuscript is sent to the authors and they are given 2 weeks for re-submission.

Step- 2: Review of Revised Manuscript (1 week)

- a. Editor receives the revised paper and labels the manuscript with the same code.
- b. Editor sends the manuscript to the same referees involved in Step-I.
- c. Reviewers' evaluation implies ensuring that revisions have been incorporated.
- d. Editor communicates final decision of Acceptance or Rejection to the Authors.

Publishing Schedule

- Manuscript submission - always open
- Return to author with feedback - approximately after 3 weeks
- Manuscript resubmission - 1 week after returning the manuscript to authors with first referee feedback
- Publication decision informed - 5 weeks after original submission date
- (The time schedule for all the above steps is only approximate and may differ from manuscript to manuscript depending upon the referee availability.)
- Total time needed for publication - approximately 1.5-6 months

Manuscript Preparation

Manuscripts should be submitted as Word file and should be limited to pages 4-10 for a research article and 8-15 pages for a review article. Other detailed page layout options should be as follows. Guidelines for preparation of student articles based on Social Innovation related work from Khoj project are given at the end.

- Line spacing- 1.5
- Font- Times New Roman
- Font size (title- 18 pts bold, author names- 12 pts, affiliation and address- 10pts italics, titles of subtopics- 12 pts bold, main text- 12 pt)*
- *Authors should write just their names the way they would like to have on the paper and should NOT write their educational degree and designation with their name.
- Margin- 1 inch from all sides
- Images/Figures- 30 % Maximum
- The images/figures should be clearly visible.
- The graphs should have clear legends, labels and notes.
- Equations should be written in Microsoft equation editor.
- The references should be written in American Psychological Association (APA) style (APA style, 7th edition
- Direct link to APA Reference Examples : <https://apastyle.apa.org/style-grammar-guidelines/references/examples>
- Authors should note that although the references should be written in APA style, they (1) need not be arranged in alphabetical order in the reference list and (2) need to be cited in the text in order as superscripted numbers. For example, 'According to the earlier studies⁵...'

Types of manuscripts and the formats for each subject category

Research Articles

1. Architecture and Design

(a) Educational/Studio Projects (by Faculty Member)

Title

Author names and affiliation

Abstract

Keywords

Educational objectives

Precedents and Critique

Variety of projects presented pictorially and with small explanation for each project

Short analysis

Lessons learnt

(b) Educational/Studio Project (by Students)

Title

Author names and affiliation

Abstract

Keywords

Educational objectives
Precedents and Critique
Variety of concepts and developments
Short analysis
Lessons learnt

(c) *Exploratory Work*

Title
Author names and affiliation
Abstract
Keywords
Historical overview
Precedents and Critique of earlier work
Observation of existing and photographic documentation
Visual documentation (drawing) and small explanation (verbal)
Short reflections
Lessons learnt

2. Education/Engineering/Mathematics/Science/Social sciences

Title
Author names and affiliation
Abstract
Keywords
Introduction
Experimental/Materials and Methods
Results and Discussion/Analysis
Conclusion
Acknowledgements
References
Supporting Information

3. Management

(a) *Case Study*

Title
Author names and affiliation
Keywords
Introduction
Overview/Analysis
Status Report
Case Problem
Appendix

(b) *Teaching Notes (to be written after Case Study)*

Title
Author names and affiliation
Keywords
Synopsis
Educational objectives
Discussion outline/Question set
Tips for resolving the case problem

(c) *Article*

Title

Abstract

Keywords

Introduction

Literature review (background, conceptual development/framework)

Methods/Methodology (Sampling, Data collection, Measures)

Results/Findings

Discussion

Review Articles

Title

Author names and affiliation

Abstract

Keywords

Introduction

Major advancement in the subject

Significant gaps in the research

Current debates

Future Directions

Acknowledgements

References

Case Study

Title

Author names and affiliation

Abstract

Keywords

Introduction

Case

Analysis

Recommendation

Acknowledgements

References

Perspective

Title

Author names and affiliation

Abstract

Keywords

Introduction

Detailed Viewpoint

Conclusion

Acknowledgements

References



KHOJ Articles: Socially Relevant Community Projects

Figures and pictures are compulsory with each figure/table/picture to be captioned. The manuscript should be written in a continuous descriptive way and use of bullets is to be avoided. The word count in the manuscript is to be limited to 2000 to 3000 words.

Title

Author names (Name of students, Name of faculty, Name of Mentor from NGOs)

Affiliation (Mention Program for students, School for Faculty and NGO mentor)

Abstract (200-300 words)

Keywords

Introduction

Problem Analysis

Procedure followed to address the problem

Strategy/Solution suggested

Data Analysis/Presentation

Conclusion

Acknowledgements

References

