

# Instructions for Authors

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Authors

## Manuscript Submission

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

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Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

## Online Submission

Authors should submit their manuscripts online. Electronic submission substantially reduces the editorial processing and reviewing times and shortens overall publication times. Please follow the hyperlink “Submit online” on the right and upload all of your manuscript files following the instructions given on the screen.

### **The following information should be included for online submission:**

- Corresponding Author: full name
- Complete postal address where we can contact you while your article is being processed
- E-mail address, and phone and fax numbers where we can contact you
- Article title: the full title of your article
- Authors: full list of author and co-authors
- Article type: Letters, Regular Research Article, Review, etc
- Abstract of your article
- Status of article: new, revised, resubmitted or accepted
- Classification scheme: Name of particular field
- Keywords: a list of keywords for your article

- Permission to reproduce published material.
- Article file format: file format of your article text file i.e. only .pdf file prepared using Word, TeX, LaTeX, REVTeX etc.
- Number of figures/tables should be properly inserted in the .pdf file.

### **Instructions for a Special Issue**

Please take a look at these instructions if you are interested in proposing a special issue for **Journal on Today's Ideas - Tomorrow's Technologies**.

Please contact Editor-in-chief before you would like to submit your proposal for a special issue. Normally, a special issue contains six to eight articles.

When submitting your proposal for a special issue, please include the following information: 1) the names of the special issue editors with their short CV's; 2) the topic of the special issue (a 1-2 pages rationale for the topic); 3) the names of the authors of articles (with their short CV's), and 4) the abstracts (100-200 words) of the articles. We also invite you to suggest academics you think would be appropriate as reviewers for the special issue articles.

### **Contact for Permissions**

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### **Length of Paper**

Articles should normally be no longer than 7,000 words including tables, figures, notes and references.

### **Editorial Procedure**

Double-blind peer review

This journal follows a double-blind reviewing procedure. Authors are therefore requested to submit:

A blinded manuscript without any author names and affiliations in the text or on the title page. Self-identifying citations and references in the article text should be avoided.

A separate title page, containing title, all author names, affiliations, and the contact information of the corresponding author. Any acknowledgements, disclosures, or funding information should also be included on this page.

## **Title Page**

The title should be concise but informative and should be less than 30 words.

The title page should include:

The name(s) of the author(s)

A concise and informative title

The affiliation(s) and address(es) of the author(s)

The e-mail address, telephone and fax numbers of the corresponding author

## **Abstract**

Manuscripts should include a 100-300 word abstract. It should be informative and not only indicate the general scope of the article but also state the main results obtained and conclusions drawn. As the abstract is not part of the text it should be complete in itself.

## **Keywords**

Please provide 4 to 6 keywords which can be used for indexing purposes.

## **Text**

Text Formatting

Manuscripts should be submitted in Word.

Use a normal, plain font (e.g., 10-point Times Roman) for text. Use italics for emphasis.

Use the automatic page numbering function to number the pages. Do not use field functions.

Use tab stops or other commands for indents, not the space bar. Use the table function, not spreadsheets, to make tables.

Use the equation editor or MathType for equations.

Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).

**TeX and LaTeX:** The text of articles can be prepared in any common variant of TeX including LaTeX 2e, REVTeX, and plain TeX. A style file for preparing articles using LaTeX is also available for download.

## **Headings**

Please use no more than three levels of displayed headings.

## **Abbreviations**

Abbreviations should be defined at first mention and used consistently thereafter.

## **Footnotes**

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.

Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols.

Always use footnotes instead of endnotes.

## **Acknowledgments**

Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

## **References**

### **1. Citation**

Cite references in the text by name and year in parentheses. Some examples:

Negotiation research spans many disciplines Thompson (1990).

This result was later contradicted by Becker and Seligman (1996).

This effect has been widely studied Abbott (1991); Barakat et al. (1995); Kelso and Smith (1998); Medvec et al. (1999).

### **2. Reference List**

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

Reference list entries should be alphabetized by the last names of the first author of each work.

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### **3. Journal Article**

Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. (2001). Writing labs and the Hollywood connection. *Journal of Film Writing*, 44(3), 213–245.

### **4. Article by DOI**

Slifka, M. K., & Whitton, J. L. (2000) Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine*, doi:10.1007/ s001090000086

### **5. Book**

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

### **6. Book Chapter**

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107–123). New York: Chitkara.

### **7. Online Document**

Abou-Allaban, Y., Dell, M. L., Greenberg, W., Lomax, J., Peteet, J., Torres, M., & Cowell, V. (2006). Religious/spiritual commitments and psychiatric practice. Resource document. American Psychiatric Association. [http://www.psych.org/edu/other\\_res/lib\\_archives/archives/200604.pdf](http://www.psych.org/edu/other_res/lib_archives/archives/200604.pdf). Accessed 25 June 2007.

## **Tables**

All tables are to be numbered using Arabic numerals.

Tables should always be cited in text in consecutive numerical order.

For each table, please supply a table caption (title) explaining the components of the table.

Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.

Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

### **Artwork and Illustrations Guidelines**

For the best quality final product, it is highly recommended that you submit all of your artwork – photographs, line drawings, etc. – in an electronic format. Your art will then be produced to the highest standards with the greatest accuracy to detail. The published work will directly reflect the quality of the artwork provided.

#### **Electronic Figure Submission**

Supply all figures electronically.

Indicate what graphics program was used to create the artwork.

For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.

Vector graphics containing fonts must have the fonts embedded in the files.

Name your figure files with “Fig” and the figure number, e.g., Fig1.eps.

#### **Figure Lettering**

To add lettering, it is best to use Helvetica or Arial (sans serif fonts).

Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).

Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.

Avoid effects such as shading, outline letters, etc.

Do not include titles or captions within your illustrations.

#### **Figure Numbering**

All figures are to be numbered using Arabic numerals.

Figures should always be cited in text in consecutive numerical order.

Figure parts should be denoted by lowercase letters (a, b, c, etc.).

If an appendix appears in your article and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures, “A1, A2, A3, etc.” Figures in online appendices (Electronic Supplementary Material) should, however, be numbered separately.

## **Figure Captions**

Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.

Figure captions begin with the term **Fig.** in bold type, followed by the figure number, also in bold type.

No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.

Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.

Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

## **Figure Placement and Size**

When preparing your figures, size figures to fit in the column width.

For most journals the figures should be 39 mm, 84 mm, 129 mm, or 174 mm wide and not higher than 234 mm.

For books and book-sized journals, the figures should be 80 mm or 122 mm wide and not higher than 198 mm.

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## **Accessibility**

In order to give people of all abilities and disabilities access to the content of your figures, please make sure that

All figures have descriptive captions (blind users could then use text-to-speech software or a text-to-Braille hardware)

Patterns are used instead of or in addition to colors for conveying information (color-blind users would then be able to distinguish the visual elements)

Any figure lettering has a contrast ratio of at least 4.5:1

### **Electronic Supplementary Material**

Chitkara accepts electronic multimedia files (animations, movies, audio, etc.) and other supplementary files to be published online along with an article or a book chapter. This feature can add dimension to the author's article, as certain information cannot be printed or is more convenient in electronic form.

### **Submission**

Supply all supplementary material in standard file formats.

Please include in each file the following information: article title, journal name, author names; affiliation and e-mail address of the corresponding author.

To accommodate user downloads, please keep in mind that larger-sized files may require very long download times and that some users may experience other problems during downloading.

Audio, Video, and Animations

Always use MPEG-1 (.mpg) format.

### **Text and Presentations**

Submit your material in PDF format; .doc or .ppt files are not suitable for long-term viability.

A collection of figures may also be combined in a PDF file.

### **Spreadsheets**

Spreadsheets should be converted to PDF if no interaction with the data is intended.

If the readers should be encouraged to make their own calculations, spreadsheets should be submitted as .xls files (MS Excel).

### **Specialized Formats**

Specialized format such as .pdb (chemical), .wrl (VRML), .nb (Mathematica notebook), and .tex can also be supplied.

### **Collecting Multiple Files**

It is possible to collect multiple files in a .zip or .gz file.

## **Numbering**

If supplying any supplementary material, the text must make specific mention of the material as a citation, similar to that of figures and tables.

Refer to the supplementary files as “Online Resource”, e.g., “... as shown in the animation (Online Resource 3)”, “... additional data are given in Online Resource 4”.

Name the files consecutively, e.g. “ESM\_3.mpg”, “ESM\_4.pdf”.

## **Captions**

For each supplementary material, please supply a concise caption describing the content of the file.

Processing of supplementary files

Electronic supplementary material will be published as received from the author without any conversion, editing, or reformatting.

## **Accessibility**

In order to give people of all abilities and disabilities access to the content of your supplementary files, please make sure that

The manuscript contains a descriptive caption for each supplementary material

Video files do not contain anything that flashes more than three times per second (so that users prone to seizures caused by such effects are not put at risk)

## **After Acceptance**

Upon acceptance of your article you will receive a link to the special Author Query Application at Chitkara’s web page where you can sign the Copyright Transfer Statement online and indicate whether you wish to order OpenChoice and offprints.

Once the Author Query Application has been completed, your article will be processed and you will receive the proofs.

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### **Online First**

The article will be published online after receipt of the corrected proofs. This is the official first publication citable with the DOI. After release of the printed version, the paper can also be cited by issue and page numbers.

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The Research Paper must be in English language only.