



IJTAG Journal Publication Policy

Table of Contents

- ❖ **About IJTAG Journal**.....3
 - **THEME OF THE JOURNAL**.....3
 - **MODE OF SUBMISSION**.....3
 - **STIPULATIONS FOR PUBLICATION**4
- ❖ **Submission Guidelines details**4
 - **GENERAL**4
 - **FORMAT**5
- ❖ **Double-Blind Peer Review**.....6
- ❖ **Open Access Policy**8
- ❖ **Disclaimer**9
- ❖ **Editorial Review Process** 10
- ❖ **Undertakings** 12

About Centre for Transparency and Accountability in Governance

The National Law University Delhi has established the Centre for Transparency and Accountability in Governance to sustain the commitment to the rule of law and good governance. The Centre focuses on sensitising people about transparency and accountability in governance, empowering people like students, lawyers, and public officials to effectively contribute to ensuring transparency and accountability in governance, and developing and promoting quality research in the area of transparency and accountability in governance. The Centre also offers free RTI training, sensitization, and consultation services to the public. The Centre has hosted national and international conferences on problems of good governance.

In addition, the Centre provides free advice, training, sensitization, and promotion on themes such as the right to information, labour and industrial law governance, and other governance problems.

In 2012-2023, the CTAG hosted many international conferences on various elements of corruption and governance, as well as a national workshop on freedom of information/RTI. The Centre publishes the "International Journal of Transparency and Accountability in Governance" on a monthly basis, covering contemporary themes such as the mismanagement of public resources and the quality of governance.

To promote transparency and accountability in government, the CTAG has also signed formal Memorandums of Understanding (MOUs) with the Commonwealth Human Rights Initiative (CHRI) in India, the Association for Democratic Reforms (ADR) in New Delhi, and the National Campaign for People's Right to Information (NCPRI) in New Delhi. Since January 2012, the CTAG and openness International India (TII) have collaborated to increase transparency in government operations.

About IJTAG Journal

ISSN No.: 2395-4337

UGC CARE Listed Journal

The IJTAG Journal is the flagship journal of the CTAG, National Law University, Delhi. It is a peer-reviewed academic law journal, published biannually by the students of the University. The Law Review aims to promote a culture of scholarly research and academic writing by bringing to the forefront, articles on subjects of interest to the legal profession and academia.

CTAG Law Review is now accepting submissions of manuscripts for publication in Volume .., Issue .. of the journal.

Theme of the Journal

The IJTAG Journal does not restrict itself to any particular area of law and welcomes contributions from all branches of law, as long as the work is relevant, up to date and original.

Mode of Submission

- Submissions must be made only through the electronic form available on our website. Submissions made through any other medium, including by way of emails, shall not be considered for review by the Editorial Board.
- All the submissions must be in (.docx) format. They must be word processed and compatible with Microsoft Word 2007 or above.
- The manuscript should not contain any information that can be used to identify the author. All the relevant details must be mentioned only within the form attached.
- Submissions must be made on or before ...

Stipulations for Publication

- All submissions to the Journal must be original and should not be simultaneously submitted to any other publication for consideration.
- Upon submission, the manuscript shall become the property of the Centre for Transparency and Accountability in Governance, NLU Delhi. It will be presumed upon submission that the authors grant the Journal an irrevocable, transferable, non-exclusive, royalty-free licence to publish, reproduce and distribute their submission(s) in all media formats, including but not limited to print and electronic services.
- The licence is granted for the duration of the subsistence of the copyright including any extensions and/or renewals.
- Submissions are accepted for publication on the condition that they do not infringe upon the rights of any third party and that the work does not contain any obscene, offensive, or defamatory material.
- Any form of plagiarism will not be tolerated and lead to instant disqualification from the review process. The same will be assessed by way of an anti-plagiarism software.
- No withdrawal of manuscripts is permitted.
- After review, manuscripts will be returned to authors suggesting changes to content, style or structure. Acceptance of the piece for publication may be made contingent upon incorporating such suggestions.
- The Editorial Board may review the accuracy of citations. However, the final responsibility for accuracy of facts, quotations and citations in the submission rests with the author. The author may be asked to present copies of the materials cited in the paper.

Submission Guidelines details

General:

- The Journal is a biannual endeavour which accepts submissions on a rolling basis from external contributors.
- All submissions must be compulsorily accompanied with a covering letter indicating the name of the author, title of the submission and the email address of the author.

- The name of the author or institutional affiliation must not be mentioned anywhere in the manuscript or its properties in order to maintain the integrity of the blind review process.

Format:

The Journal accepts submissions in the following categories:

- **Research papers:** Between 5000 and 10000 words, including footnotes. Papers in this category are expected to engage with the theme comprehensively, examine the literature thoroughly, and offer an innovative reassessment of the current understanding of that theme. It is advisable, though not necessary, to choose a theme that is of contemporary importance. Purely theoretical pieces are also welcomed. (Ordinarily not more than 15 Pages)
 - **Experts Comments:** Between 2000 and 3000 words, including footnotes. This section should include a thought-provoking and innovative piece consisting chiefly of personal opinions and analysis (3 to 5 Pages)
 - **Judgment Analysis/Comments:** Between 2000 and 4000 words, including footnotes. This part should analyse contemporary Indian or International judicial pronouncements relevant to the themes. It must identify and examine the line of cases in which the decision in question came about and comment on implications for the evolution of that branch of law. (5-7 Pages)
 - **Book/Reports Review:** The word limit is 2000- 3000 for the review of a book relevant to the themes. The study should identify the author's relevant arguments and present a comprehensive analysis. (3-5 Pages)
-
- All word limits are *exclusive* of footnotes.
 - The journal is flexible on the word count depending on the quality of the submission.
 - Co-authorship is limited to a maximum of 2.
 - Submissions should be in Times New Roman font size 12 with 1.5 line spacing, justified text and 1-inch margins on all sides of an A4 sheet. (Page number)
 - Footnotes should be in Times New Roman font size 10 with 1.0 line spacing. Endnotes are not allowed.

- Graphics, Charts, Tables, and Diagrams should be numbered consecutively and included in the body of the work. Submission must be compatible with Microsoft Word.
- All submissions must be accompanied by an abstract of about 250 – 300 words stating the theme of the paper precisely, supplemented by keywords.
- Footnotes must conform to the Standard Indian Legal Citation (SILC).
- Headings should follow the following standard:

1. LEVEL 1 HEADING: All Capitals & Bold;

1.1. LEVEL 2 SUB-HEADING First Letter CAPITAL & BOLD;

1.1.1. Level 3 Sub-Sub-Heading: First Letter CAPITAL & BOLD & ITALIC;

1.1.1.1. Level 4 Sub-Sub-Sub-Heading: Normal

- Submissions must be emailed to ctag@nludelhi.ac.in with the subject heading, 'IJTAG – Submission (Vol. X)'

Double-Blind Peer Review

Double-blind peer review is a rigorous and essential process in the publication of academic research, including in law journals. This process helps ensure the quality, integrity, and validity of the research that gets published. The process will be undertaken by all 5 editors on the team. Here's a detailed explanation of how the double-blind peer review process typically works for a law journal:

1. *Submission:* The process begins when an author submits their manuscript to a law journal. This manuscript contains their original research, which may include legal analysis, case studies, or empirical studies related to legal issues.

2. *Editorial Screening:* Before manuscripts proceed to the double-blind peer review, they undergo a meticulous assessment by our Editor-in-Chief or Managing Editor. This initial step serves as a vital filter to ensure that submissions resonate with our core objectives. Manuscripts are evaluated based on their alignment with our mission to contribute effectively to governance transparency and accountability.

During this screening process, we meticulously assess the alignment of the submitted manuscripts with our core objectives. Manuscripts must convincingly demonstrate their capacity to contribute meaningfully to the discourse on transparency and accountability in governance. We assess the Scope and Relevance of each submission, ensuring it falls within the domain of governance transparency. Only those manuscripts that meet our stringent Quality Standards with respect to research depth, clarity, and scholarly rigor proceed to the peer review stage.

3. *Preparing for Review:* If the manuscript passes the initial screening, it is prepared for double-blind peer review. At this stage, all identifying information about the author(s) is removed from the manuscript to ensure anonymity. This typically includes the removal of author names, affiliations, and any acknowledgments that could reveal the authors' identities.

4. *Selecting Reviewers:* The editor-in-chief or an associate editor selects qualified and unbiased reviewers who are experts in the field relevant to the manuscript. These reviewers are typically scholars, researchers, or practitioners with expertise in the specific legal topic.

5. *Reviewer Assessment:* Reviewers are given access to the anonymized manuscript and asked to assess it based on various criteria, which may include:

- Originality of the research
- Clarity and coherence of the argument
- Methodological rigor (if applicable)
- Relevance to the field of law
- Proper use of citations and references
- Ethical considerations

6. *Peer Review Reports:* Reviewers provide detailed feedback and recommendations in a formal peer review report. This report typically includes an overall recommendation regarding publication, such as "accept as is," "accept with minor revisions," "accept with major revisions," or "reject." Reviewers may also provide comments and suggestions for improvement.

7. Editor's Decision: The editor-in-chief or an associate editor reviews the feedback from all reviewers and makes a decision on whether to accept, revise, or reject the manuscript. This decision is communicated to the author(s) along with the peer review reports.

8. Revision (if necessary): If revisions are required, the author(s) are given the opportunity to address the reviewers' comments and revise the manuscript accordingly. This process may go through several rounds until the manuscript meets the journal's standards.

9. Final Decision: Once the editor is satisfied with the revisions and believes the manuscript meets the journal's quality standards, a final decision is made regarding publication.

10. Publication: If the manuscript is accepted, it is prepared for publication, and the author(s) are notified. The paper is then published in the law journal, either in print or online, depending on the journal's format.

The double-blind peer review process is designed to maintain the integrity and objectivity of the peer review system. By removing author identities from the review process, it helps ensure that submissions are evaluated based solely on their academic merit and contribution to the field of law. This rigorous process is critical for maintaining the quality and credibility of law journals and academic research.

Open Access Policy

At the Centre for Transparency and Accountability in Governance (CTAG) Journal, our commitment to open access is unwavering. We firmly believe that the fruits of scholarly research should be freely accessible to all, as this fosters transparency and empowers individuals and communities with the knowledge needed to make informed decisions. In pursuit of this commitment, we have established a comprehensive Open Access Policy.

We encourage all contributors to CTAG Journal, including authors, researchers, and scholars, to embrace the principle of open access for their research outputs. This encompasses a wide array of materials, from journal articles and research papers to conference proceedings, datasets, theses, videos, and multimedia content. Authors submitting their work to CTAG

Journal are encouraged to provide their author accepted manuscripts to our dedicated Open Access team upon acceptance for publication.

Once received, our Open Access team takes the necessary steps to make these manuscripts available in our open-access repository. We do so while respecting any copyright restrictions imposed by publishers, ensuring compliance with ethical standards and licensing practices in line with funding agencies' policies and the broader framework of open access.

At CTAG Journal, we believe that open access to scholarly work is integral to promoting informed public discourse. By providing unrestricted access to research in the realms of transparency, governance, and related fields, we aim to contribute to better governance and societal progress. This Open Access Policy is a testament to our mission, which extends beyond scholarly publication. We are committed to providing training, sensitization, and consultative services on transparency, governance, and the Right to Information (RTI) to individuals, institutions, and communities, all free of cost.

Through this policy, CTAG Journal reaffirms its dedication to transparency, accessibility, and the unimpeded dissemination of research. We aspire to empower individuals, students, academics, policymakers, and the wider public with the knowledge they need to champion transparency and accountability in governance.

Disclaimer

The Centre for Transparency and Accountability in Governance Review is committed to upholding the highest standards of academic and ethical integrity in the publication of research articles and scholarly works. We strive to provide an inclusive space for the exchange of ideas and knowledge in the field of transparency and accountability in governance. However, it is imperative that readers, authors, and stakeholders recognize the following disclaimers:

- ***Responsibility for Content:*** *The Centre for Transparency and Governance Law Review shall not assume responsibility for the content, views, or opinions expressed in the articles published within its journal. The sole responsibility for the content of each article rests with the respective author/s. The views and opinions presented in these articles are those of the author/s*

and do not necessarily reflect the stance or endorsement of the Centre for Transparency and Governance Law Review in part or in full.

- ***Peer Review and Authenticity:*** *All articles submitted for publication undergo a rigorous peer-review process. This process assesses the authenticity, ethical considerations, and academic contributions of the work. Decisions made by our esteemed panel of reviewers are considered final. Authors bear sole responsibility for ensuring the originality and integrity of their published work.*
- ***Ethical Standards:*** *The Centre for Transparency and Governance Law Review is dedicated to upholding the highest ethical standards in scientific publishing. We expect all contributors, including authors, reviewers, and editors, to adhere to these standards. This includes, but is not limited to, respecting copyright laws, ensuring proper citation and referencing, and avoiding plagiarism in all forms.*
- ***Copyright:*** *The Centre for Transparency and Governance Law Review retains the copyrights of all material published within its issues. However, we encourage the responsible and ethical dissemination of knowledge. Reproduction of published material, whether in part or in full, is permissible with due acknowledgment of the source, adhering to established ethical norms and copyright regulations.*

Editorial Review Process

(for internal purposes only)

Review process is to be two-step:

- 1) ***Preliminary Review:*** Since the publication team consists of five members, three of them will be engaged at this stage. The editors will check the manuscript for originality and logical soundness. If two out of the three editors accept the piece, then the manuscript passes on to the next stage. This is a short review process wherein pointed comments are to be filled in a database, preferably an excel sheet. In the event of a manuscript getting rejected, the same comments are formulated in a structured manner to be sent to the respective author. Some of the guiding questions for the editors at this stage are:
 - Whether there are portions of the manuscript which seem to be plagiarised?
 - Does the manuscript display basic coherence and cogency?

- Has the author engaged deeply with the substance of the manuscript?
- Does the manuscript adhere to the specific Call for Papers?

2) **Substantive Review:** In this stage, the two editors who were not a part of the preliminary review, are required to delve deep into the manuscript which may involve checking the veracity of citations, conducting own research to ensure substance in the manuscript, etc. Some of the guiding questions for the editors at this stage include:

- What are the main arguments in the manuscript?
- Does the manuscript add any novelty to the existing body of knowledge on the given subject/theme?
- What are major gaps in the manuscript?
- How can the overall quality of the manuscript be improved?
- What are your thoughts on the quality of sources referred to?

If both the editors accept after giving their comments for further improvement, the manuscript is sent back to the author along with the comments. After incorporation of the said comments, the manuscript further proceeds to peer review and later published.



Undertakings

CONFLICT OF INTEREST

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

_____ I have no conflict of interests to report.

_____ I have the following conflict of interest to report. Please specify below the domain in which the possible Conflict of interest may get accounted in. The possible domains are: Academic- the author is a member of the Board reviewing the submissions made; Personal- Some relative/ friend/ close acquaintance is a member of the Board reviewing the submissions made: Financial- the author has received certain economic assistances for writing this research paper.

1. _____
2. _____
3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature _____

Date _____

AUTHENTICITY OF AUTHORSHIP

I certify that the manuscript represents valid work and that neither this manuscript nor one with substantially similar content under my authorship has been published or is being considered for publication elsewhere. Further, I certify that I am the corresponding author for this manuscript. The manuscript is submitted with the knowledge and on behalf of the listed co-authors. I declare that this research work being communicated is the result of our own original scholarly work, and that in all cases material from books, articles, essays, dissertations and internet, is acknowledged, and quotations and paraphrases are clearly indicated.

Signature _____

Date _____

ETHICAL CONDUCT OF RESEARCH DISCLOSURE

For investigations involving human subjects, informed consent has been obtained from the participants involved and an explanation of how this was obtained is included in the manuscript.

Signature _____

Date _____