

**Submission, Editorial and Production Process**

**Stage 1: Submission**

All articles are to be submitted electronically to [insee.ees@gmail.com](mailto:insee.ees@gmail.com), ordinarily in .doc (MS-Word 1997-2003 version and *not* in .docx), and only exceptionally in .pdf. For the latter, an editable version in the native programme will accompany.

The following copy-editing rules are followed: British English (ize, iza, izy) for spellings (set Language as English (UK)); Oxford English Dictionary for hyphenation; [Chicago Manual of Style](#) 2017 author-date references style (parenthetical citation) for all citations and references.

Footnotes and in-text citations are used. Footnotes should be numbered--using insert reference function of the native programme--sequentially throughout the text. Footnotes can be used for evaluative bibliographic comments but not for references/citations.

In order to facilitate blind review all identifying information of the author(s) shall be removed from the text of the submission. The submissions are required to have the following documents in separate files:

1. Title and Abstract: It will contain (a) title of the paper, the full name of the authors, their affiliation, physical address, email address with the name of the corresponding author indicated (in case there are more than one author) and (b) an abstract of not exceeding 150 words (only for Research paper) and upto 5 Keywords.
2. Main Text: This will have no identifying information and will include the main text of the paper. Preferred location of all display items (to be submitted separately) are to be clearly indicated of in the text.
3. Display Items: Coloured display items (maps, figures, images) will be placed only in the e-version. The printed version will only carry items in grayscale. For all coloured items please submit a grayscale version as well. Please check that the quality of such items is sufficient. Each item to accompany heading (above the item), sources and notes (both below);
  - a) Maps: High resolution files (with at least 300 dpi, in JPG) are to be provided.
  - b) Tables: These items need to be in editable formats, ordinarily in MS Word and Excel (in .doc or .xls 1997-2003 version and *not* in .docx or .xlsx)..
  - c) Figures: This items need to be in editable formats, ordinarily in MS Excel (in .xls 1997-2003 and not in .xlsx) with headings, number and sources. Original data file used for drawing the Figures are to be submitted separately (in .xls 1997-2003 and *not* in .xlsx).
4. References: All references in the text of the paper must be placed in this file following the citation style.

All contributors will have to submit a declaration on the (a) copyright-free attribute of the content, (b) plagiarism-free attribute of the content, and any such. In case copyrighted material is used, the necessary permission must be enclosed with the submission in a separate file.

**Stage 2: Editorial and Production process.**

**A: Copyediting and Typesetting**

Once a submission is approved for publication, it is sent for copyediting. Copyediting involves a thorough review of grammar, spellings, punctuation, citations, references, stylistic elements for maintaining the stylistic consistency across the pages of the journal. The aim is to make the text clear, coherent, correct, and consistent as much as possible.. All changes will be made in the track change mode in the .doc (MS-Word 1997-2003) version. The copyedited version is typeset as per the journal specifications (layout, font, font size, page size, margins, line spacing, and format).

On completion of stage A, editorial queries (content related, subject specific, or related to other aspects of manuscript) will be sent to the author for any clarifications that we may require ('Authors Query'). It may be noted that this is the only stage to make any change in the text. It would be not be possible to accept any change to the manuscript after this stage. The author will get an opportunity to carry out only minor factual corrections to the text at later stages: at the end of this stage, at the proof reading stage (stage C) and final print (D).

## **B: Query Resolution and Checking the Content**

The document will be sent to the author in both .doc (.MS-Word 1997-2003 version) and PDF formats.

For conveying your responses in .doc version author can use Comment tab in Review menu; for PDF version the editing tools such as 'Insert text at cursor', 'Add note to replace text', etc may be used. In case of .doc document, no changes are to be effected in the text.

Authors are requested not to alter the format of the manuscript. It is to be returned in the same format in which it was sent (.doc or .pdf). Review time for this is 1 week.

## **Stage C: Proofreading and Author Review**

Based on author's responses, 'page proof' is created (in .pdf) and will be shared with the author. It is a preliminary version of the publication meant for proofreading by the author for identification of typos, and production errors, if any. At this stage the author can only indicate essential corrections and avoid any changes that are only desirable or could be called mere improvements. Upon hearing from Author, the manuscript is checked internally for the final check, before sending it for preparing the print copies.

Authors are requested not to alter the format of the manuscript. It is to be returned in the same format in which it was sent (.pdf). Review time for this is 1 week

## **Stage D: Print version**

In this stage the pre-print version (in .pdf) is shared with the Author. At this stage the author can only indicate essential corrections. Based on the response from the Author, modifications are carried out before sending the final manuscript for printing.

## **Stage E: Author's Copy**

Once the online publication is released, an electronic copy with *Author's Copy* as watermark is shared with the Author. Upon printing the issue of the journal containing the relevant paper a complimentary copy will be sent to all authors. At this stage, INSEE office may contact the authors for confirming the postal addresses and phone numbers. Once all the contact details are received, complimentary copies are dispatched.

Thank you for taking time to read this brief description of our process. If you have any queries or concerns, please do not hesitate to contact the Managing Editor ([insee.ees@gmail.com](mailto:insee.ees@gmail.com)).

Please note that all the communications will be made with only the corresponding author in case of multi-authored papers.