

Submission Guidelines

Word Limit:

You can submit any **response papers, position papers, literature reviews, or academic essays**. No non-academic or informal writing will be published in this journal. The submitted manuscript should be between **1,800 to 3,000 words**, not including the abstract, bibliography and any appendices. Feel free to modify your essay to fit this. This stipulation is flexible at the Editors' discretion in exceptional cases.

Abstract:

An abstract of 100–300 words needs to be submitted with all papers. This should **summarise** your work: the subject, the key research question(s), your methodology, results and conclusion. Authors should supply around six keywords for indexing and abstracting purposes. **Keywords** (which can be short phrases rather than individual words) should be as precise as possible, in order to guide readers who are searching for an article on this subject.

Formatting:

Submissions must be made through this form where the manuscript should be in the form of a Google doc or Microsoft Word document (**.docx**). The document title and body must **not** contain any personal information of the author such as name and institution.

Submissions can only be made through the **google form**. Do not email us any papers.

Provide an essay cited in **APA** (if done in MLA/Chicago, be sure to change the citation format before submitting)

Papers should be submitted in the following order:

- Page one: Title Page: All authors' full names, department and university, course name and code, instructor and due date.
- Page two: Abstract of 100-300 words, followed by around 6 keywords.
- Page three onwards: Main text
- Following main text: Acknowledgements, appendices, glossary and references.
- Tables, graphs, maps, urls and any other additions to the text should be contained in the correct place in the text and also given clear file names and attached with the submission as separate files. The responsibility to obtain copyright for the reproduction of any images, tables, maps, graphs, etc lies solely with the author. Authors should ensure that they have obtained copyright to reproduce any such additions to their text before

submitting their work to the journal. If any advice or assistance is required with this process please contact the editorial team.

Please refer to our [style guide](#) for further information.

Submissions will be sent out for double-blind peer review. Since peer review is anonymous, the author's name and affiliation, as well as footnotes and acknowledgements identifying the author, should appear only on a **separate** page (Page one, only).

For co-authored articles, one author should be designated as the corresponding author, to be responsible for communicating with editors and the publisher and for relaying information to and from the other authors.

Permissions:

If your research was part of coursework, you need to consult your professor and clear your plan to publish the paper before submitting your paper to the journal. Upload a signed copy or email version of the **consent form** attached [herewith](#) for the same. No submissions without consent from respective faculty will be entertained. In case the professor is not at Krea anymore, feel free to ask the HOD instead.

Ethics:

Be aware that it is your responsibility to ensure that the research and its presentation are original and ethically sound. **Plagiarism is strictly prohibited.** If detected, your paper will be sent back, and you will be cautioned.

Disclaimer:

ONLY submit papers **IF** you are willing to engage with suggestions about your work in terms of both editorial and peer review feedback. Authors are expected to be involved in the editorial process and make all the changes necessary, as and when asked for by the team. If you are unwilling to adhere to this and be a part of the process, do not submit papers.

For any additional queries not covered here, feel free to email us at krea.journal@krea.edu.in

JIAS Style Guide

General Information

- Manuscripts should be between 1800 and 3000 words in length (excluding endnotes and bibliography), and written in English.
- There must be an abstract of 100-300 words
- Submit six keywords
- There is an [infographics](#) handout for those who seek more clarity on the formatting

Manuscripts must contain the following things in the following order:

- title page (as per APA guidelines)
- abstract
- keywords
- main text (which may be split into sections or written in one piece as appropriate)
- acknowledgements (as appropriate)
- lists of illustrations, figures and maps (as appropriate)
- list of tables (as appropriate)
- appendices (as appropriate)
- endnotes (as appropriate)
- references

Format

General Guide:

- Set page margins to 1 inch on all sides.
- Double-space all text, including headings.
- Indent the first line of every paragraph 0.5 inches.
- Use an accessible font (e.g., Times New Roman 12pt.)
- Include a page number on every page.

Title page:

The student title page includes the paper title, author names (the byline), author affiliation, course number and name for which the paper is being submitted, as shown in the [infographics](#). The authors note can be exempted.

Abstract:

An APA abstract is a comprehensive summary of your paper in which you briefly address the research problem, methods, results, and implications of your research. It's placed on a separate page right after the title page and is usually no longer than 250 words. Under this pick out six keywords that can be used to search for your paper.

Quotations:

There are three main rules for quoting in APA Style:

- If the quote is under 40 words, place it in **double quotation marks**.
- If the quote is 40 words or more, format it as a **block quote**.
- Cite the author, year, and page number with an APA **in-text citation**.

Running head:

A running head is an abbreviated version of your paper's title. It's placed in the page header of your document, together with a page number, on the left. It can be up to 50 characters.

Tables:

- Table number in bold above the table.
- Brief title, in italics and title case, below the table number.
- No vertical lines.
- Horizontal lines only where necessary for clarity.
- Clear, concise labels for column and row headings.
- Numbers consistently formatted (e.g. with the same number of decimal places).
- Any relevant notes below the table. (for more clarity check out the [infographics](#))

Headings:

For the title of the paper: Centered, Bold, Title Case.

For subheadings: Left Aligned, Bold, Title Case.

Content

Text:

Spellings:

Spelling should conform to the new edition of the Concise Oxford English Dictionary. Use –ise, in preference to –ize, as a verbal ending (e.g. realise, specialise, recognise, etc). Spell out words in full: avoid the use of contractions such as don't, weren't, haven't, etc.

Language:

The manuscript is conveyed primarily in the English language. For specific quotations and summaries that might include other languages ie. Tamil, Hindi, Telugu, Sanskrit and any other recognised Indian language *or* any globally recognised languages must be italicised and translated into English in a footnote.

Numbers:

Numbers must be written if within the text, ie 'nine' not '9'.

Edit n

Dates:

Set out dates as follows: 9 July 1990 (no comma). Spell out ordinal numbers for centuries:ie. the nineteenth century (not 19 century or C19th) and insert a hyphen when used adjectivally (e.g. nineteenth-century art).

Figures and tables:

These should be numbered sequentially through the document (Figure 1, Figure 2; Table 1, Table 2), with the caption appearing immediately below the illustration or table.

In-text citations:

References should be given via in-text citations, **not** footnotes or endnotes. The citation should include surname and date: (Marsh, 1997) or (Eley and Simons, 2014). Et al. should be used where there are more than two authors (Smalley et al., 1997).

References section:

Full references should be listed alphabetically by author surname at the end of the paper. If appropriate to your subject matter, the references section may be divided into 'primary sources' and 'secondary sources', each with its own alphabetical list.

Core Components of an APA Reference:

Author Rules:

1. Initials are separated and ended by a period eg Mitchell, J.A
2. Multiple authors are separated by commas and an ampersand eg Mitchell, J.A., Thomson, M., & Coyne, R
3. Multiple authors with the same surname and initial: add their name in square brackets eg Mendeley, J. [James].

Date Rules:

1. Date refers to date of publishing
2. If the date is unknown 'n.d' is used in its place eg Mendeley, J.A. (n.d)

Title Rules:

1. The format of this changes depending on what is being referenced.

Author's surname, initial(s). (Date Published). Title of source. Location of publisher: publisher. Retrieved from URL

Publisher Rules:

1. If in the US: the city and two letter state code must be stated eg San Francisco, CA
2. If not in the US: the city and country must be stated eg Sydney, Australia

This is used if the source is an online source.
