

NATIONAL PRESS ASSOCIATES

Submission Guidelines

Authors are invited to contribute original, high-quality, and unpublished manuscripts that align with the broad themes and objectives of the edited book. The following guidelines should be followed carefully to ensure a smooth review and publication process.

1. Scope of the Book Chapter

Authors are free to select any topic that falls within the broad theme of the book. The chapter should present significant academic, practical, or policy-oriented contributions to the chosen area of research. Interdisciplinary and innovative studies are highly encouraged.

2. Types of Manuscripts Accepted

The book welcomes a variety of scholarly contributions, including but not limited to:

- Empirical Research Papers
- Conceptual Papers
- Review Articles
- Case Studies
- Comparative Studies
- Theoretical Papers
- Policy Analysis
- Industry Reports with Academic Insights
- Innovative Practices and Applications

3. Originality of the Manuscript

- The submitted chapter must be original and should not have been published previously or be under consideration for publication elsewhere.
- Authors are solely responsible for the originality, authenticity, and accuracy of the content.
- Any form of plagiarism, duplicate submission, or copyright infringement will lead to immediate rejection of the manuscript.

4. Manuscript Formatting

Authors should prepare their manuscript in **Microsoft Word (.doc or .docx)** format using the following specifications:

- **Font:** Times New Roman
- **Title:** 14 pt, Bold
- **Body Text:** 12 pt
- **Alignment:** Justified
- **Line Spacing:** 1.5

- **Language:** US English
- **Page Size:** A4
- **Margins:** 1 inch on all sides
- **Page Numbers:** Bottom center or bottom right

5. Structure of the Chapter

The manuscript should preferably include the following sections:

- Chapter Title
- Author(s) Name
- Affiliation
- ORCID ID (if available)
- Email Address
- Abstract (150–250 words)
- Keywords (4–6)
- Introduction
- Literature Review (where applicable)
- Research Methodology (for empirical studies)
- Analysis and Discussion
- Findings and Implications
- Conclusion
- Future Scope/Recommendations (if applicable)
- Acknowledgements (optional)
- References

6. Word Limit

The manuscript should not exceed **4,000 words**, including tables, figures, references, and appendices. Authors are encouraged to present concise and well-structured research while maintaining academic rigor.

7. Citation and Referencing

- Authors must follow the **APA (American Psychological Association) Style** for both in-text citations and references.
- References should be complete, accurate, and arranged alphabetically at the end of the chapter.
- Authors should ensure consistency in citation style throughout the manuscript.

8. Tables, Figures, and Illustrations

- All tables, graphs, charts, and figures should be numbered consecutively and accompanied by appropriate titles and source information wherever applicable.
- Images should be of high resolution and suitable for publication.
- Authors are responsible for obtaining permission to reproduce copyrighted material.

9. Plagiarism Policy

Maintaining academic integrity is mandatory.

- The similarity index of the manuscript must be **below 10%**.
- A **Turnitin Plagiarism Report** must be submitted along with the manuscript.
- Chapters exceeding the prescribed plagiarism limit or containing significant copied content will be rejected without further review.

10. Review Process

All submitted manuscripts will undergo an editorial review and may be subjected to a peer-review process. Acceptance will be based on:

- Relevance to the theme
- Originality
- Research quality
- Methodological rigor
- Academic significance
- Clarity of presentation
- Compliance with submission guidelines

The editorial board reserves the right to accept, reject, or request revisions to any submitted manuscript.

11. Author Responsibility

Authors are responsible for:

- Ensuring the accuracy of data, facts, and references.
- Obtaining necessary permissions for copyrighted material.
- Maintaining ethical standards in research and publication.
- Responding promptly to editorial comments and revision requests.

12. Submission Requirements

Authors should submit the following documents:

- Full manuscript in MS Word format (.doc/.docx)
- Turnitin Plagiarism Report (Similarity Index below 10%)
- Author Information Sheet (Name, Designation, Institution, Email ID, Contact Number, ORCID ID, if available)
- Declaration of Originality (if required by the publisher)

13. Important Note

Submission of a manuscript does not guarantee acceptance for publication. Only manuscripts that successfully meet the editorial standards, quality requirements, and publication ethics of the edited book will be accepted for publication after the review process.