

AUTHOR GUIDELINES
INDIAN JOURNAL OF TEACHER EDUCATION (English)
and
अन्वेषिका (हिंदी)

1. Submission Guidelines

Manuscripts to be submitted for publication should be exclusive to the Indian Journal of Teacher Education and अन्वेषिका and not published elsewhere.

1.1. Scope of Submissions: Submissions should align with the themes of teacher education, including but not limited to pedagogical innovations, teacher training, digital education, policy reviews, and case studies. contemporary issues in teacher education within the Indian context while maintaining international relevance. Submissions are welcomed from educators, research scholars, policymakers, and practitioners. All journal articles should reflect a coordination between teachers and students.

1.2. Types of Submissions:

The material for publication in the Journal should belong largely to one of the following categories:

Reports of research studies, review papers, reflective papers, impact studies, educational studies in different cultural settings, reports of surveys and research abstracts of theses and dissertations specifically from the field of Teacher Education in diverse institutions; Analyses, critiques and reviews of educational policies, innovative practices, trends, developments and new technologies highlighting implications for practitioners and educators; Book Reviews, Summaries etc.

1.3. Language: Submissions must be in English for IJTE and in Hindi for अन्वेषिका only.

1.4. Submission Process:

- Manuscripts should be submitted through an email: ijte@ncte-india.org, anweshika@ncte-india.org and the authors must attach an undertaking stating that the article under submission is plagiarism free.

2. Formatting Requirements

2.1. Document Format:

- Submissions should be in A4 size in Microsoft Word (.doc or .docx) format having between 4000 and 5000 words for both IJTE (English) and अन्वेषिका (हिंदी)
- Use Times New Roman font for English and कोकिला for Hindi , 12-point font size, with double line spacing including quotations, footnotes and references) with a one-inch margin on all sides.
- Include page numbers at the bottom centre and a running title in the header.

2.2. Structure:

- **Title Page:** Title, author(s) name, affiliation, contact details.
- **Abstract:** 200 words summarizing the study's purpose, methods, results, and conclusions on a separate page
- **Resume:** A short professional resume of the author, giving name, position, institution, office, home, email address along with areas of professional interest.
- **Keywords:** 4-6 relevant keywords.
- **Main Text:** Should include Introduction, Methodology, Results, Discussion, Conclusion, and References.
- **References:** All references should be alphabetically arranged at the end of the text and written as per the APA 7th Edition Guidelines. All footnotes and references should be given at the end of the paper.

2.3. Figures and Tables:

- Illustrations, figures, and tables are to be placed within the text at the appropriate points.
- Number figures and tables consecutively and provide descriptive captions.
- Submit high-resolution images (minimum 300 dpi) both embedded within the text and as separate files. Limit the combined number of tables and figures to six to maintain manuscript focus.

3. Contact Information:

All correspondence regarding the Journal should be addressed to the Editor, Indian Journal of Teacher Education at email: ijte@ncte-india.org and संपादक, अन्वेषिका at email: anweshika@ncte-india.org

PUBLICATION ETHICS

Indian Journal of Teacher Education Publication and अन्वेषिका Ethics & Publication Malpractice Statement

These guidelines are fully consistent with the COPE Principles of Transparency and Best Practice Guidelines and the COPE Code of Conduct. More details can be found here: <https://publicationethics.org>.

We at NCTE encourage the best standards of publication ethics and take all possible measures against publication malpractices. NCTE as a publisher, takes its duties as a custodian over all the stages of publishing in a serious manner and we recognize our ethical and other responsibilities.

DUTIES AND RESPONSIBILITIES OF EDITORS

In addition to many general duties, such as constantly improving the quality and integrity of the journal, striving to needs of authors and readers, encouraging academic debate, and others, the editors accept obligation to apply best will and practice to cope with the following responsibilities:

Editorial Board

The Editorial board shall comprise of recognized experts in the field of Education. The editor shall provide full names and affiliations of the members as well as updated contact information for the editorial office on the journal webpage.

Publication Decisions

The editor should be responsible for deciding which of the articles submitted to the journal should be published. The validation of the work in question and its importance to researchers and readers must always drive such decisions. The editor may be guided by the policies of the journal's editorial board and constrained by such legal requirements, copyright infringement and plagiarism. The editor may confer with other editors or reviewers in making this decision.

Peer Review Process

All of a journal's content should be subjected to peer-review. Articles submitted for possible publication are subjected to a double-blind, peer review process. Articles are first reviewed by editors. The editor may reject it out of hand either because it is not dealing with the subject matter for that journal or because it is of a low quality so that it cannot be considered at all. Articles that are found suitable for review are then sent to two experts in the field of the paper. Referees of a paper are unknown to each other. Referees are asked to classify the paper as publishable immediately, publishable with amendments and improvements, or not publishable. Referees' evaluations usually include an explicit recommendation of what to do with the manuscript. Referees' comments are then seen by the author.

Fair Play

Editor should evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors. Editors' decision to accept or reject a paper for publication should be based only on the paper's importance, originality and clarity, and the study's relevance to the aim of journal.

Confidentiality

Editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher. Editors will ensure that material submitted remains confidential while under review.

Disclosure and Conflicts of Interest

Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Editors should recuse themselves (i.e. should ask a co-editor, associate editor or other member of the editorial board instead to review and consider) from considering manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or (possibly) institutions connected to the papers. Editors should require all contributors to disclose relevant competing interests and publish corrections if competing interests are revealed after publication.

Procedures for dealing with unethical behaviour

Unethical behaviour may be identified and brought to the attention of the editor and publisher at any time, by anyone. Whoever informs the editor or publisher of such conduct should provide sufficient information and evidence in order for an investigation to be initiated. All allegations should be taken seriously and treated in the same way, until a successful decision or conclusion is reached. Every reported act of unethical publishing behaviour must be looked into, even if it is discovered years after publication.

The editor should take reasonably responsive measures when ethical complaints have been presented concerning a submitted manuscript or published paper, in conjunction with the publisher. Such measures will generally include contacting the author of the manuscript or paper and giving due consideration of the respective complaint or claims made but may also include further communications to the relevant institutions and research bodies, depending on the seriousness of the misconduct.

Minor misconduct might be dealt with or without the need to consult more editors widely. In any event, the author should be given the opportunity to respond to any allegations.

Serious misconduct might require application of one or more following measures:

- Informing or educating the author or reviewer where there appears to be a misunderstanding or misapplication of acceptable standards.

- Publication of a formal notice detailing the misconduct.
- A formal letter to the head of the author's or reviewer's department or funding agency.
- Formal retraction or withdrawal of a publication from the journal, in conjunction with informing the head of the author or reviewer's department.
- Imposition of a formal embargo on contributions from an individual for a defined period.

DUTIES AND RESPONSIBILITIES OF AUTHORS

Publication and Submission fee

No fees or charges are required from authors for manuscript processing. Authors pay neither submission nor publication fee.

Open Access Policy

The journal is freely available online. Authors are required to agree with this open access policy which enables unrestricted access and reuse of all published articles. The articles are published under the Creative Commons copyright license policy CC-BY. Users are allowed to copy and redistribute the material in printed or electronic format and build upon the material, without further permission or fees being required, provided that appropriate credit is given.

Reporting standards

Authors of papers should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable. Review and professional publication articles should also be accurate and objective, and editorial opinion works should be clearly identified as such.

Data Access and Retention

Authors may be asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data, if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.

Originality and Plagiarism

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, that this has been appropriately cited or quoted. Plagiarism takes many forms, from “passing off” another’s paper as the author’s own paper, to copying or paraphrasing substantial parts of another’s paper (without attribution), to claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable.

Multiple, Redundant or Concurrent Publication

An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than

one journal concurrently constitutes unethical publishing behaviour. In general, an author should not submit for consideration in another journal a previously published paper.

The copyright remains with the authors (CC-BY), thus they can decide about eventual republication of their text. The primary reference must be cited in the secondary publication.

Acknowledgement of Sources

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work. Information obtained privately, as in conversation, correspondence, or discussion with third parties, must not be used or reported without explicit, written permission from the source. Information obtained in the course of confidential services, such as refereeing manuscripts or grant applications, must not be used without the explicit written permission of the author of the work involved in these services.

Authorship of the Paper

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

Disclosure and Conflicts of Interest

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed. Examples of potential conflicts of interest which should be disclosed include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Potential conflicts of interest should be disclosed at the earliest stage possible. Readers should be informed about who has funded research and on the role of the funders in the research.

Fundamental Errors in Published Works

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper. If the editor or the publisher learns from a third party that a published work contains a significant error, it is the obligation of the author to promptly retract or correct the paper or provide evidence to the editor of the correctness of the original paper.