



AUTHOR GUIDELINES INDIAN JOURNAL OF TEACHER EDUCATION (*IJTE*)

1. Submission Guidelines

Manuscripts to be submitted for publication should be exclusive to the Indian Journal of Teacher Education and not published or submitted for publication 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 contemporary issues in teacher education within the Indian context while maintaining international relevance. Submissions are welcomed from educators, research scholars, policymakers, and practitioners.

1.2. Types of Submissions

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

- Research Article/ Research Paper (Word Limit is 4000- 5000 Words)
- Policy Paper (Word Limit Is 4000- 5000 Words)
- Reflection (Word Limit is 1000 Words)
- Book Review (Word Limit is 500 Words)

1.3. Language: Submissions must be in English for *IJTE*.

1.4. Submission Process

All submissions must be made only through the online portal, which also contains the checklist and undertaking requirements.

1.5. Anonymity of Manuscripts

To ensure a fair and unbiased review process, under no circumstances should authors include their name, institutional affiliation, contact number, email address, or any other identifying information within the main manuscript file. Such details are to be provided only in the submission form and the required cover documents. Please strictly adhere to this guideline, as manuscripts not complying will be rejected summarily.

2. Formatting Requirements

2.1. Document Format:

- Submissions should be in A4 size in Microsoft Word (.doc or .docx) format.
- Use Times New Roman 12-point font size, with double line spacing including quotations, and references) with a one-inch margin on all sides.
- Include page numbers at the bottom right and a running title in the header.

2.2. Structure:

- **Abstract:** Should contain words within the limit of 200 words summarizing the study's purpose, methods, results, and conclusions on a separate space provided during the submission process.
- **Keywords:** 4-6 relevant keywords.
- **Main Text:** Should include Introduction, Methodology, Results, Discussion, Conclusion, and References. (*Author(s)' name, affiliation, contact details, or any identifying information should not be included anywhere in the paper.*)
- **References:** All references should be alphabetically arranged at the end of the text and written as per the APA 7th Edition Guidelines.

2.3. Figures and Tables

- All figures must have a caption placed below the figure.
- All tables must have a title/heading placed above the table.
- Both figures and tables should be numbered consecutively (e.g., Figure 1, Figure 2; Table 1, Table 2) and cited/ referred appropriately in the text.

3. Contact Information

All correspondence regarding the Journal should be made only through the 'Contact Us' option available on the online portal.

PUBLICATION ETHICS

NCTE encourages 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 for the editorial office on the journal portal.

Publication Decisions

The editorial board 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 submissions to the Indian Journal of Teacher Education go through a blind peer-review process. Each manuscript first undergoes an initial editorial screening, where the editorial team checks if it fits within the scope of the journal and meets the required quality standards. Manuscripts that do not meet these criteria may be rejected at this stage. Suitable manuscripts are then sent to subject experts in the relevant area for blind review. Reviewers evaluate the manuscript and give a recommendation in one of four categories: accept, accept with minor revision, accept with major revision, or reject. Reviewer comments are then shared with the author(s), who are required to revise their manuscripts accordingly and resubmit within the given timeframe. If necessary, the revised manuscripts may be re-checked by reviewers to ensure the suggested changes have been made. The final decision on acceptance and publication rests with the editorial team.

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.

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.

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 Manuscript

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. 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.
