

WORKING GUIDELINE FOR COLLEGE JOURNAL

Objective Statement: *The Fazl Ali College Journal desires to contribute in the College endeavour to achieve academic excellence based on the motto “Academia Nulli Secundus (Second to None in Academics)”. It believes that a good research work not only contributes to human knowledge but also plays a powerful role for social transformation. The need for a good academic journal published in the state is long felt by many, including scholars from various walks of life. Although not exclusive in nature, the primary aim of the journal is to encourage local researchers, scholars, and academicians to start sharing their vast knowledge by way of writing, as “knowledge not shared is wasted”. Notwithstanding several shortfalls and constraints, the Editorial Board is dedicated to achieve the desired objective with the passage of time.*

1. **Name:** The name of the College Journal is called *Fazl Ali College Journal: A Multi Disciplinary Journal*. The Journal is a UGC approved Journal with approval No. 47698, ISSN 23196769. The Journal is managed by the Journal Division of Fazl Ali College, Mokokchung
2. **Constitution & Composition of College Journal Council:**
 - i. The Journal Division is constituted by the Principal of the College.
 - ii. The Journal Division shall have a governing body known as *Journal Council*. The Council will consist of the following members:

a. Chairperson (Ex-officio)	– Principal
b. Secretary	- Chief Editor of the Editorial Board
c. Advisory Board	-member
d. Editorial Board	-member
 - iii. **Meetings:** There shall be at least one annual meeting of the Journal Council to review the functioning of the journal and give suggestions if necessary.
 - iv. **Quorum:** The quorum of the Annual meeting shall compulsorily require the attendance of the following: Chairperson, minimum of two members representing the Advisory Board and 2/3rd of Editorial Board.
3. **Appointing Authority:** - All the appointments to the Journal Council shall be made by the Principal on the recommendation of the Editorial Board.
4. **Advisory Board:-**
 - i. There shall be an Advisory Board consisting of not less than three members drawn from an academic community having in-depth research and academic credentials.
 - ii. **Tenure:** Member of Advisory Board shall be appointed for a period of two years. Any member can be reappointed on the recommendation of the Editorial Board.
 - iii. The function of the Advisory Board shall be in the nature of consultation, suggestion and recommendation of the Journal activities.
5. **Editorial Board:**
 - i. There shall be an Editorial Board consisting of one Chief Editor and a minimum of five Editors as members specifically drawn from the College faculty.

- ii. *Tenure*: Members of Editorial Board are appointed for a period of two years. Incumbent members can be reappointed by the Principal. Any member cannot be appointed for more than 3 consecutive tenures.
- iii. *Meeting*: Meeting of the Board is convened by the Chief Editor; however, any member can propose for a meeting to discuss matters of urgent attention.
- iv. *Quorum*: 2/3rd members of the Board shall constitute a quorum.
- v. *Resignation*: Member wanting to resign may tender a resignation letter to the Principal, whose decision is final and binding.

6. Powers and Functions:

i. Chairperson:

- a. The Principal shall remain the ex-officio chairperson of the Journal Council.
- b. All appointments are made by the Principal
- c. The Principal may convene a special meeting of the Board if situation so demands

ii. Chief Editor:

- a. Under normal circumstances, the Chief Editor shall remain the overall incharge of the executive matter.
- b. All the meetings of the Board are chaired by the Chief Editor.
- c. The Chief Editor may allocate different assignments to the members of the Board.

7. Finances:

- i. Currently the Journal is partially sponsored by the faculty of the College.
- ii. The Editorial Board is entrusted to explore ways and means for sustainable funds.

8. Publication Ethic:

- i. Author shall adhere to publication Ethics.
- ii. Publication Ethics such as Authorship declaration, Plagiarism, Duplicate submission, integrity in research publishing (intellectual honesty, accuracy in representing contributions of other scientists, adherence to mutual authorship responsibilities etc.), fraud publication (fabrication and falsification of data), citation bias, understatement, negligence, copyright laws etc shall be strictly monitored.

9. Procedure followed for Publishing an Article in the Journal is given separately in the Annexure I

10. Instructions to the Authors and Reviewers is given in Annexure II

11. Amendment: All provisions of the Working Guideline can be amended by 2/3rd majority of the Editorial Board.

12. Enforcement: The Working Guideline shall come into effect on 15th July, 2017, i.e. the day it is promulgated by the Principal in the faculty meeting of the College.

13. Interpretation: Any question arising out of any provision of this Guideline shall be decided by the Journal Council, whose interpretation is final and binding.

ANNEXURE-I

Procedure followed for Publishing an Article in the Journal

1. Obtaining Article, declaration* and acknowledgment thereof.
2. Plagiarism check.
3. Editors take a call for publishability of the article based on the originality, relevance, and other criteria.
4. Suitable reviewers are consulted and consent taken from the reviewer**.
5. Article is sent for review.
6. After getting feedback from reviewer, passed onto author.
 - a. Author is asked for incorporation of suggestions if any.
 - b. Updated article sent back to reviewer (if demanded by reviewer) for final approval.
 - c. Further follow up of corrections if required.
7. Approved and corrected article sent to editors for language check and corrections if necessary.
8. Article is sent for layout and composition.
9. Galley proof of article sent to author for approval and giving publication rights.
10. Journal goes to press for printing.
11. Proofs reviewed by editor.
12. Printing and ejournal prepared and released.
13. Indexing matters executed.
14. Complimentary copies sent to reviewers (with remuneration), authors and other concerned people and institutions.
15. Publication summarized and reviewed.

*Legal declarations by authors:

- a. Declaration of originality of submitted article (to be given at the time of article submission).
- b. Declaration of circulation and publication rights to the Journal Division.

**Legal agreement with reviewers: Confidentiality of reviewing (mentioned at the time of seeking consent for reviewing).

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