

Submission Guidelines for *Asian Journal of Legal Education*

1. Manuscripts and all editorial correspondence should be addressed electronically to: Prof. Manoj Kumar Sinha, Editor, Asian Journal of Legal Education. Manuscripts must be in English and should be sent by email to: ajle@nujs.edu. The preferred maximum length for Article is 7000–8000 words, Essay 5000–6000 words, Note/Comment 3000–4000 words and Book Review 1500–2500 words including abstract (200–250 words) and footnote.
2. Contributors must provide a separate Title Page containing the manuscript title, names, affiliations, e-mail and postal addresses of all the contributing authors.
3. Contributors must provide a cover letter to accompany the manuscript submission. Cover letter should include the following statements:
 - a. I confirm that the citations in the attached manuscript are accurate.
 - b. I confirm that I have read the submission policy and that my manuscript complies with the journal's submission policy.
 - c. I confirm that any part of the manuscript does not violate copyright of others.
4. Use 'z' spellings instead of 's' spellings. This means that words ending with '-ise', 'isation', etc., will be spelt with 'z' (e.g., 'recognize', 'organize', 'civilize').
5. Use **British spellings** in all cases rather than American spellings (hence, 'programme' not 'program', 'labour' not 'labor', and 'centre' and not 'center').
6. Use single quotes throughout. Double quotes only to be used within single quotes. Spellings of words in quotations should not be changed. Quotations of 45 words or more should be separated from the text and indented with one space with a line space above and below.
7. Use 'twentieth century', '1980s'. Spell out numbers from one to nine, 10 and above to remain in figures. However, for exact measurements, use only figures (3 km, 9 per cent, *not* %). Use thousands and millions, not lakhs and crores.
8. Use of italics and diacriticals should be minimised, but used consistently. Tables and figures to be indicated by numbers separately (see Table 1), not by placement (see Table below). All Figures and Tables should be cited in the text. Source for figures and tables should be mentioned irrespective of whether or not they require permissions.
9. A consolidated listing of all books, articles, essays, theses and documents referred to (including any referred to in the tables, graphs and maps) should be provided at the end of the article.

Inverted names: In each reference, authors' names are inverted (last name first) for all authors (first, second or subsequent ones); give the last name and initials for all authors of a particular work unless the work has more than six authors. If the work has more than six authors, list the first six authors and then use et al. after the sixth author's name.

Arrangement of references: Reference list entries should be alphabetized by the last name of the first author of each work.

Chronological listing: If you have more than one work by the same author(s), list them in order by the year of publication, starting with the earliest.

Sentence case: In references, follow sentence case for the titles of papers, books, articles, etc.

Title case: In references, Journal titles are put in title case.

Reference as per *The Bluebook* (19th Ed.):

Book

Mc Kibben, B. (1992). *The age of missing information*. New York: Random House.
New York: Random House.

Article in an edited book

Moriarty, L. J., & Carter, D.L. (Eds). (1998). *Criminal justice technology in the 21st century*.
Springfield: Charles C. Thomas.

Article from the web

Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites*, 149, available at <http://www.alistapart.com/articles/writeliving>

Journal Article

Scruton, R. *The eclipse of listening*, 15 *The New Criterion*, 5–13.

Newspaper Article

Seth Mydans, *Los Angeles Police Chief Removed For 60 Days in Inquiry on Beating*,
N.Y. Times, Apr. 5, 1991, at A1.

10. The reference to other works should be provided in the text using citations written in the author-date method.

Author-date method: Follow the author-date method of in-text citation, e.g., (Jones, 1998).

Quotes: When directly quoting from a work, include the page number in the citation.

Citation styles:

One Work by One Author: (Walker, 2000)

One Work by Multiple Authors: (Walker and Wasserstein, 2000)

One Work by Three or More Authors: (Wasserstein et al., 1994)

Works with No Author: Cite the first few words of the reference list entry (usually the title) and the year, for example, ('Study Finds', 1982).

Two or More Works by Different authors in One Citation: (Balda, 1980; Kamil, 1988; Pepperberg and Funk, 1990)

Two or More Works by the Same Author(s) in One Citation: (Edeline and Weinberger, 1991, 1993)

Two or More Works Published in the Same Year by the Same Author(s): (Johnson, 1991a, 1991b, 1991c)

Authors with the Same Last Name: To prevent confusion, use first initials with the last names: (E. Johnson, 2001; L. Johnson, 1998).

Work discussed in secondary source: In the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in the References. In the text, use the following citation: In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins and Haller, 1993).

11. Book reviews must contain name of author/editor and book reviewed, place of publication and publisher, year of publication, number of pages and price.
12. Once submitted, a manuscript goes through the following stages.
 - The Editor first cursorily examines the manuscript to check whether there is an obvious reason to reject it, for example, if it does not fit well within the aims and scope of ALE.
 - Once the preliminary checks are done, the manuscript is peer-reviewed, a stage which usually takes 3–4 weeks, but may take longer time in some cases. ALE follows a typical double-blind review process, meaning that the author does not get to know who reviews the manuscript and similarly, the reviewer does not know who wrote it.
 - Depending upon the reviewers' recommendations, the manuscript is accepted or rejected or, most likely, rewriting suggestions are given to the author, who then modifies the manuscript as per the requirement and sends a revised manuscript.
 - Once the Editor decides to accept a manuscript, then he will forward it to the publisher (SAGE Publications).
 - The production process at SAGE begins with the copyediting of the manuscript, following which, queries (if any) identified by the Production Editor are sent to the Editorial Officer, who then forwards the query documents to the concerned authors. Queries could be about any missing information, ambiguous statements, or about missing citations and references in the article.
 - The Production Editor at SAGE works in close coordination with the Editorial Officer for ALE and resolves queries with the authors. The clarifications sent by the authors are sent to the Production Editor who then incorporates the suggested corrections in the article.
 - Several rounds of quality-checking are done at the publisher's end, during which, the Production Editor may chose to send further queries (if necessary) to the authors through the Editorial Officer of ALE. The authors are shown the typeset proofs of their articles, so that they can review their articles and send proof corrections (if any), before the final version goes into print.

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