

GUIDELINES FOR AUTHORS

The E-Journal of the Global Center for Social Dynamics Research welcomes high-quality submissions that contribute to the understanding of social systems and their complexities. Here are the key guidelines for authors preparing their manuscripts:

Manuscript Preparation:

Title and Abstract: The manuscript should begin with a clear and concise title followed by an abstract that summarizes the key findings and significance of the research. The abstract should be no more than 250 words.

Structure: The main body of the manuscript should be divided into sections including Introduction, Methods, Results, Discussion, and Conclusion. Each section should be clearly marked with appropriate headings.

Length: Manuscripts should generally not exceed 8,000 words, including references, tables, and figures.

Formatting: Use a standard font (e.g., Times New Roman, 12 pt), double-spacing, and 1-inch margins. Manuscripts should be submitted in Word or LaTeX format.

Figures and Tables:

Ensure all figures and tables are referenced in the text and included at the end of the manuscript or uploaded as separate files. Each figure and table should have a concise caption.

References:

Follow the APA citation style for all references. Ensure that all references cited in the text are listed in the reference section and vice versa.

Ethical Considerations:

Authors must adhere to ethical standards in the conduct of research, including obtaining informed consent and ensuring the confidentiality of study participants.

Manuscripts should not have been published previously or be under consideration for publication elsewhere.

Submission Process:

Submit manuscripts via the journal's online submission system. Ensure all authors' names, affiliations, and contact details are included.

Include a cover letter that briefly explains the significance of the research and its contribution to the field of social dynamics.

Review Process:

All submissions undergo a double-blind peer-review process to ensure impartiality and quality. Authors may be asked to revise their manuscripts based on reviewers' comments.

Supporting Information:

Authors may submit supplementary material (e.g., datasets, additional figures) that supports the findings of the manuscript. This material will be made available online along with the published article.

By following these guidelines, authors can contribute to the journal's mission of advancing the understanding of social dynamics through rigorous and impactful research

Categories of Contributions: The journal welcomes submissions in the following categories:

Articles (6000-8000 words)

We invite contributions in the form of feature articles from sociologists. These articles can be both empirical and theoretical, addressing issues of interest to sociologists practicing in various settings such as universities, research institutes, NGOs, and more. Each article must be accompanied by an abstract of no more than 250 words and 6-7 keywords.

This approach ensures the submission of comprehensive and relevant articles that contribute to the field of sociology by covering diverse topics and settings. The inclusion of an abstract and keywords facilitates the discoverability and summarization of the research for readers and indexing services.

Research in Progress (3500-4000 words)

This section features research work, field notes, and ethnographic accounts that are currently in progress. We welcome all kinds of ongoing research, given the open-ended nature of the themes. Submissions should provide insights into the current state of the research, methodologies, and preliminary findings.

Reflexive Essays (2500-3000 words)

We publish autobiographical and biographical notes of sociologists, as well as essays on experiments in teaching and pedagogy. These reflexive essays offer personal insights and reflections on the practice of sociology and the development of sociological knowledge.

Conversations (8000-10000 words)

This section includes interviews or conversations with eminent sociologists and social scientists, highlighting their contributions to scholarship and teaching. Contributors are required to submit the audio or video recordings of the interviews along with the transcriptions to provide a comprehensive and authentic account of the discussions.

Commentaries (2000-2500 words)

We welcome commentaries on topics relevant to both national and international communities of sociologists. These contributions should provide critical analysis and perspectives on contemporary issues and debates within the field of sociology.

Discussion Forum (1200-2000 words)

This section publishes responses to publications in the journal and addresses other relevant sociological issues. Contributions should engage with the ongoing discourse in the field, offering thoughtful and well-argued perspectives.

Letters to the Editor (maximum 200 words)

Readers are invited to express their opinions through brief comments and insights in the form of letters to the editor. This section provides a platform for readers to engage with the journal and its content, sharing their viewpoints on various sociological matters.

GUIDELINES FOR SUBMISSION

Structure:

The manuscript should be structured as follows:

Cover Page: The cover page should include the title of the paper, the author's name, affiliation, institutional address with pin code, email ID, and a 100–150 word abstract. To maintain anonymity, authors' names and references should not appear in the text (e.g., avoid phrases like ‘as the author has

written elsewhere'). If there are multiple authors, the corresponding author's name and address details must be clearly specified on the first page.

Keywords: Contributors should provide 4–5 keywords to enhance online searchability.

Main Text: The main text should start on a new page and must not contain the names of the authors.

References: References should be listed at the end of the manuscript.

Tables and Figures: Tables and figures should be provided in an editable format and referenced by number separately in the text (e.g., Table 1) rather than by placement (e.g., see Table below). Each should be submitted on a separate page following the article, numbered and arranged according to their references in the text. Source citations for tables and figures are required regardless of permissions. They will be inserted in the final text as indicated by the author.

Figures (including maps, graphs, and drawings): These should not exceed the page size. They should be numbered and arranged according to their references in the text. All photographs and scanned images should have a minimum resolution of 300 dpi and 1500 pixels and be in TIFF or JPEG format. Permissions for reprinting must be obtained for copyright-protected images. For public domain images, verify whether permission is required for publishing. Provide all photographs and scanned images separately in a folder along with the main article.

Mathematical Formulae and Methodological Details: These should be provided separately as an appendix unless essential to the main body of the text.

Language: Use British English (U.K.) with 's' variants (e.g., globalisation instead of globalization, labour instead of labor). Italicize non-English and uncommon words or phrases only on first use, providing their meanings in parenthesis.

Inclusive Language: Articles should use non-sexist and non-racist language.

Numbers: Spell out numbers from one to ninety-nine; use figures for 100 and above. For exact measurements (e.g., China's GDP growth rate 9.8 percent), use numbers. Large round numbers, especially sums of money, can be a mixture of numerals and spelled-out numbers (e.g., India's population 1.2 billion). Follow the thousand, million, billion metric system instead of lakhs and crores.

Use single quotes throughout. Double quotes should be used within single quotes. Maintain the original spellings of words in quotations. Separate quotations of words or longer passages from the text. In text,

use 'per cent' instead of '%'. For tables, graphs, and similar elements, '%' can be used. Write '20th century' and '1990s' in full. Ensure that these conventions are consistently applied throughout the document for clarity and adherence to formatting standards. When referring to statistical data or historical periods, use the specified terms to maintain precision and uniformity in presentation..

Avoid frequent use of capital letters. Use them selectively and consistently. Capitalize only the first word of titles and subtitles. Proper names are capitalized, but many related or derived words, as well as significant office names, are lowercased. Ethnic, religious, and national group names (e.g., the Muslims, the Gorkhas, the Germans) should be capitalized, while designations based on color (e.g., black people) and socio-economic classes or groups (e.g., the middle class, the dalits, the adivasis, the African-American) are lowercased. Capitalize caste, tribe, and community names (e.g., the Santhals, the Jatavs), but use lowercase for generic terms (e.g., the kayasthas). Civil, military, religious, and professional titles (e.g., the president) and institutions (e.g., the parliament, the United Nations) should be lowercased, while names of organizations (e.g., the Labour Party, the Students Federation of India) are capitalized. Political tendencies (e.g., the Marxists, the socialists) remain lowercase.

Spell out abbreviations at their first occurrence. Very common abbreviations (e.g., US, GDP, BBC) need not be spelled out. Other commonly used abbreviations (e.g., am, pm, cm, kg, ha) can be used in lowercase without spaces.

Citations and References

Follow the guidelines set out in the Publication Manual of the American Psychological Association (6th edition, 2009).

References: At the end of the article, include a consolidated list of all books, articles, essays, theses, and documents cited, including those referenced in tables, graphs, and maps.

Arrangement of references: Alphabetize entries in the reference list by the last name of the first author. In each reference, invert authors' names (last name first) for all authors. Provide the last name and initials for up to six authors. For works with more than six authors, list the first six authors followed by "et al." after the sixth author's name.

Chronological Listing: When citing multiple works by the same author(s), list them in chronological order, starting with the earliest publication.

Sentence Case: For titles of papers, books, articles, etc., use sentence case in references (capitalize only the first word and any proper nouns—e.g., ‘The software industry in India’).

Title Case: For journal titles in references, use title case (capitalize the first letter of each major word, excluding articles and conjunctions—e.g., *Journal of Business Ethics*).

Italicization: Italicize the titles of books and journals.

Citations and References should follow these guidelines (based on the Publication Manual of the American Psychological Association, 6th edition). Examples are provided below:

In-Text Citations:

One work by one author: (Smith, p. 45) or ‘Smith (2020) found that among the epidemiological samples...’.

One work by two authors: (Jones & Taylor, 2021, pp. 78–89) or ‘Jones and Taylor (2021) found that...’.

One work by three or more authors: ((Brown, Johnson, & Lee, 2022, pp. 101–115) [first citation]; (Brown et al., 2022)[subsequent citations].

Groups or organizations or universities: (National Institute of Mental Health [NIMH], 2003) or ‘National Institute of Mental Health [NIMH](2007)’.

Authors with the same surname: Include initials in all in-text citations, even if the publication year differs—e.g., (I. Light, 2006; M.A. Light, 2008).

Works with no identified author or anonymous author: Cite the first few words of the reference entry (title) and the year—e.g., (‘Study finds’, 2007); (Anonymous, 1998).

Abbreviations: Use (National Institute of Mental Health [NIMH], 2003) for the first citation and (NIMH, 2003) for subsequent citations.

Two or more works by the same author: (Smith, 2018; Smith, 2020; Smith, 2022)

Two or more works with different authors: (Example: (Brown, 2019; Green & Johnson, 2020; Smith, 2021)

Secondary sources: Allport's diary (as cited in Nicholson, 2003).

Films: (Name of the Director, Year of Release).

References

Books:

Smith, J. (2023). *Understanding climate change*. Cambridge University Press.

Edited Books:

When citing an edited book, use the following formats:

In-Text Citation: (Editor's Last Name, Ed., Year of Publication)

Example: (Smith, Ed., 2023)

Narrative Citation: Editor's Last Name (Ed., Year of Publication) discusses...

Example: Smith (Ed., 2023) discusses...

Reference List Entry:

For a Book Edited by One Editor:

Editor's Last Name, First Initial. (Ed.). (Year). *Title of Book*. Publisher.

Example: Smith, A. (Ed.). (2023). *Innovations in environmental science*. Oxford University Press.

For a Book Edited by Multiple Editors:

First Editor's Last Name, First Initial., & Second Editor's Last Name, First Initial. (Eds.). (Year). *Title of Book*. Publisher.

Example: Brown, L., & Green, T. (Eds.). (2023). *Advances in machine learning*. Cambridge University Press.

For a Chapter in an Edited Book:

Author's Last Name, First Initial. (Year). *Title of chapter*. In Editor's First Initial. Last Name (Ed.), *Title of Book* (pp. page range). Publisher.

Example: Doe, J. (2023). *Innovations in urban planning*. In A. Smith (Ed.), *Advances in urban studies* (pp. 56-78). Routledge.

Ensure to italicize the book title and use sentence case for the chapter title if citing a chapter within the book.

Translated books:

When citing a translated book, use the following formats:

In-Text Citation: (Author's Last Name, Year of Publication, translated by Translator's Name)

Example: (Hesse, 2023, translated by Brown)

Narrative Citation: Author's Last Name (Year of Publication) found that... (translated by Translator's Name)

Example: Hesse (2023) found that... (translated by Brown)

Reference List Entry:

For a Translated Book: Author's Last Name, First Initial. (Year of Publication). Title of Book (Translator's First Initial. Last Name, Trans.). Publisher. (Original work published Year)

Example: Hesse, H. (2023). *The glass bead game* (M. Brown, Trans.). Penguin Books. (Original work published 1949)

For Books with Multiple Translators:

Author's Last Name, First Initial. (Year of Publication). Title of Book (First Translator's First Initial. Last Name & Second Translator's First Initial. Last Name, Trans.). Publisher. (Original work published Year)

Example: Hesse, H. (2023). *The glass bead game* (M. Brown & S. Green, Trans.). Penguin Books. (Original work published 1949)

In the reference entry, italicize the book title, include the translator's name after the title, and indicate the original publication year in parentheses at the end.

Book chapters:

Author's Last Name, First Initial. (Year). Title of chapter. In Editor's First Initial. Last Name (Ed.), Title of Book (pp. page range). Publisher.

Example: Doe, J. (2023). Innovations in urban planning. In A. Smith (Ed.), *Advances in urban studies* (pp. 56-78). Routledge.

Journal articles:

Smith, J. (2023). Advances in renewable energy technology. *Journal of Environmental Science*, 58(2), 123-134.

<https://doi.org/10.1234/example>

Smith, J. (2023). Advances in renewable energy technology. *Journal of Environmental Science*, 58(2), 123-134.

<https://www.jesjournal.com/example>

Newsletter article, no author:

New climate initiatives. (2023, July). *Green News Monthly*, 12(3), 4-6.

<https://www.greennewsmonthly.com/example> [Please do not place a period at the end of an online reference.]

Newspaper article:

Smith, J. (2023, July 15). New policies on climate change. *The New York Times*.

<https://www.nytimes.com/example>

In-press article:

Smith, J. (in press). New approaches to climate resilience. *Journal of Environmental Research*.

<https://doi.org/10.1234/example>

Special issue or section in a Journal:

(Smith, 2023, Special Issue on Climate Change)

GUIDELINES FOR THE AUTHORS WITH REGARD TO PLAGIARISM (IMPORTANT TO BE NOTED)

1. Authors must ensure that the work being submitted is his/her original work and that it has not been published, elsewhere, either in part or full; and unless, it is a permissible as a secondary publication with proper citation and permission.
2. In no case, submission should be under review by another journal simultaneously.
3. It has to be fully ensured that the entire work is the original work and similar texts do not exceed the limit of **10%** of any other existing works anywhere.
4. Manuscripts found to exceed the limit of 10% of the similar works will be returned to the Author for revision of the same for its resubmission or that may be even rejected based on the extent of overlapping or copying, as the case may be.
5. All submitted manuscripts will be subjected to screening and scrutiny using Plagiarism Detection Tools to verify adherence to the above limit of 10%.
6. All data, images, tables, and direct quotes sourced from other works must be properly attributed and cited according to the Journal's Referencing Style.

7. Any form of improper attribution or misrepresentation will be considered plagiarism, even if that may be unintentional, and it will be subjected to review.
8. Author will accept accountability for the submission of the originality of the manuscript and its adherence to the Journal's standards.
9. Authors must avoid self-plagiarism, which includes reusing large portions of their previously published work without proper attribution or significant modification
10. Duplicate publication is also not permissible, at all. The same research work should not be published in multiple Journals.
11. In case, plagiarism is identified after publication, at any stage, the already published work/article will be retracted, and the author(s) will be banned from future submissions.

Address all editorial correspondence to:

Dr. Neelam C Dey,

Chief- Editor, Global Journal of Social Scientific Research

Executive Director & Director Research Global Center for Social Dynamics Research

Email address:

drneelamcdey@globalcsdr.com

globaljssr@gmail.com

