

# Guidelines for Author



**Law  Journals**

A Treasure Trove of Legal Knowledge.

[www.stmjournals.com/lawjournals](http://www.stmjournals.com/lawjournals)

## Instructions for Author

Law Journals is a division of Consortium e-Learning Pvt. Ltd. (CELNET). The CELNET is an ISO 9001 certified organization and is into the production and marketing of journals, books and e-courses. Law Journals are multidisciplinary peer-reviewed journals in the areas of banking law, criminal law, cyber security law, intellectual property law, securities market law and legal studies all over the world.

Law Journals publishes research papers, review papers, case law, book reviews and synopsis (thesis).

### Research Paper:

It is original research manuscripts that report new evidence or new conclusions.

### Review Paper:

It is an attempt to summarize the current state of understanding on a topic, which has been previously published by others, provide latest progress made in a given area of research.

### Case Law:

It is a research method involving an in-depth examination of a subject of study (the case), as well as its related contextual conditions. Case studies are analyses of persons, events, decisions, *periods, projects, policies, institutions, or other systems that are studied holistically by one or more method.*

### Book Review:

It is a form of literary criticism in which a book is analyzed based on content, style, and merit. A book review can be a primary source opinion piece, summary review or scholarly review.

### Synopsis:

It is a brief summary of the major points of a subject or written work or story, either as prose or as a table; an abridgment or condensation of a work.

## **Table of Content**

<b>A. Preparation of a Manuscript for Law Journals -----</b>	<b>4</b>
<b>B. Manuscript Submission Checklist-----</b>	<b>11</b>
<b>C. Submission Process -----</b>	<b>12</b>
<b>D. What We do at Law Journals -----</b>	<b>12</b>
<b>E. Peer Review -----</b>	<b>14</b>
<b>F. Word of Caution -----</b>	<b>15</b>
<b>G. Other Information -----</b>	<b>17</b>

## A. Preparation of a Manuscript

A manuscript should have *front matter* (title, author list, affiliations, abstract, keywords), *manuscript sections* (introduction, results, discussion, methods, conclusions), and *back matter* (acknowledgments, conflicts of interest, references). These sections should appear in all manuscript types.

**Title Page:** The title of your manuscript should be concise, specific and relevant.

### **Author List and Affiliations:**

Name of all authors, affiliations with complete address including city, state/province, country, and all emails should be provide. At least one author should be designated as corresponding author, and his or her emails and other details should be included.

### **Abstract:**

The abstract should be a total of about 150 to 200 words.

### **Keywords:**

Three to five keywords need to be added after the abstract. The keywords should be specific to the article.

### **Introduction:**

The introduction clearly states the background and objectives of your work, its scope and the main advances you are reporting. It gives reference to relevant results of previously published work. A theoretical and experimental methods section gives sufficient information about the research carried out by the researcher.

### **Methods:**

This section may be divided into headings and subheadings and describe the methods used depending on the type of subject of analysis that frames your case study.

### **Results:**

This section may be divided into headings and subheadings, and should provide a concise and precise description of the results and their interpretation.

### **Discussion:**

This section may be divided into headings and subheadings. This section discusses and interpreted the results as well as state the impact of your results compared with recent

work.

### Conclusions:

This section summarizes your conclusion in clear, simple language; provide a key findings in the paper that address the research problem; needs for further research and may include any plans for relevant future work.

### Acknowledgments:

All sources of funding of the study and anyone who has assisted in the work should be acknowledged.

### Conflicts of Interest:

Authors must declare conflicts of interest that may inappropriately influence the representation or interpretation research results. If there is no conflict of interest, please state "The authors declare no conflict of interest."

### References:

A reference list should be provided at the end of the manuscript. All the references mentioned in the text should be cited in the "Author-Number" system (Vancouver style). There should be at least 10 references in the article.

## Headings

There are five **heading levels**, always use the headings in order, beginning with level 1. The format of each level is illustrated below:

<b>Level 1</b>	<b>BOLDFACE, UPPERCASE HEADINGS</b>
<b>Level 2</b>	<b>Boldface, Uppercase and Lowercase Heading</b>
<b>Level 3</b>	<b><i>Boldface, Italicized, Uppercase and Lowercase Heading</i></b>
<b>Level 4</b>	<b><i>Boldface, italicized, lowercase heading with a period.</i></b> Begin body text after the period.
<b>Level 5</b>	<b><i>Italicized, lowercase heading with a period.</i></b> Begin body text after the period.

## Figures & Tables

Tables and Figures should be numbered

(with Arabic numerals as Table 1, Table 2, Figure 1, Figure 2, etc.) and referred to by number in the text.

Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end.

The captions for the Tables and Legend to Figures should be separated from the text and collated in a separate section.

All Tables and Figures are to be numbered in one consecutive series in the order in which they are cited in the text.

For all Tables, use the following symbols in order as footnotes: \* (asterisk), † (dagger), ‡ (double dagger), ¶ (paragraph mark), § (section mark), || (parallels), \*\*, ††, ‡‡, etc.

Authors should submit Figures, such as illustrations, pictures and graphs, with the highest quality that enables publishers to prepare your artwork for the printed as well as the online issue of article.

Figures should have sufficiently high resolution (minimum 1000 pixels width/height, or a resolution of 300 dpi or higher).

Common formats are accepted, however, TIFF, JPEG, EPS and PDF are preferred.

Tables and Figures should be self-explanatory.

## References

Law Journals follows the author–number system also known as Vancouver reference style. The referencing style has two parts: citing, and the reference list. Citation is an reference of another person’s work in your own work, either by referring to his or her ideas, or by including a direct quotation. Each reference which is cited in your text should have a unique number. if you cite a piece of work more than once, the same citation number should be used. You can write the number in square brackets.

### Examples

Recent research [1] indicates that the number of duplicate papers being published is increasing.

Simons et al. [3] state that the principle of effective stress is ‘imperfectly known and understood by many practising engineers’

Several studies [6–9, 13, 15] have examined the effect of congestion charging in urban areas.

## Journal Articles

### Print Journal

#### Template :

Name/s of author/s of the article. Title of article. *Title of Journal*. Year of Publication; Volume (Issue): Pages.

#### Examples:

##### Article with less than three Authors

Skalsky K, Yahav D, Bishara J. Treatment of human brucellosis: Systematic review and meta-analysis of randomised controlled trials. *BMJ*. 2008; 336 (7646): 701–4p.

##### Article with more than six Authors

Hanna JN, McBride WJ, Brookes DL, et al. Hendra virus infection in a veterinarian. *Med J Aust*. 2006; 185 (10): 562–4p.

##### Article with DOI Number

Fletcher D, Wagstaff CRD. Organizational psychology in elite sport: its emergence, application and future. *Psychol Sport Exerc*. 2009; 10 (4): 427–34p.  
doi:10.1016/j.psychsport.2009.03.009.

##### Article Published ahead of Print

O’Leary C. Vitamin C does little to prevent winter cold. *The West Australian*. Forthcoming 2005.

### Online Journal

### Template:

Name/s of author/s of the article. Title of article. *Title of Journal* [Internet]. Year of Publication; Volume (Issue): Pages. Available from: URL.

### Example:

Aboud S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. *Am J Nurs* [Internet]. 2002 Jun [cited 2002 Aug 12];102(6):966–9. Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>

## **Book**

### Template:

Name/s of author/s. *Title of Book*. Edition of book. Place of Publication: Name of Publisher; Year of Publication.

### Examples

#### **Book with one author**

Bull M. *Sound moves: iPod culture and urban experience*. London: Routledge; 2007.

#### **Book with more than six authors**

Hofmeyr GJ, Neilson JP, Alfirevic Z, et al. *A Cochrane Pocketbook: Pregnancy and Childbirth*. Chichester, West Sussex, England: John Wiley & Sons Ltd; 2008.

#### **Electronic Book**

Bartlett A. *Breastwork: Rethinking Breastfeeding* [monograph online]. Sydney, NSW: University of New South Wales Press; 2005 [cited 2009 Nov 10]. Available from: NetLibrary

#### **Book with the Editors**

### Template:

Name/s of Editor/s, editors. *Title of Book*. Place of publication: Name of Publisher; Year of publication.

### Example:

Whisnant R, DesAutels P, editors. *Global Feminist Ethics*. Plymouth: Rowman & Littlefield Publishers; 2008.

#### **Chapter in an Edited Book**

### Template:

Name/s of Author/s. Title of chapter. In: Name of Editor/s, editors. *Title of Book*. Place of publication: Name of Publisher; Year of publication.

### Example

Rowlands TE, Haine LS. Acute limb ischaemia. In: Donnelly R, London NJM, editors. *ABC of Arterial and Venous Disease*. 2nd Edn. West Sussex: Blackwell Publishing; 2009.

### [Newspaper and Magazine Articles](#)

#### [Template](#)

Name/s of Author/s. Title of Article. Name of Newspaper. Date of publication: Section: Pagination (Column).

#### [Examples](#)

#### **Newspaper Article**

Robertson J. Not married to the art. *The Courier Mail* (Weekend Edition). 2010 Mar 6–7: Sect. ETC: 15.

#### **Magazine Article**

Marano HE. Making of a perfectionist. *Psychol Today*. 2008 Mar–Apr; 41: 80–86

#### **Electronic Newspaper or Magazine Article**

Bajak F. Why Chile dodged Haiti-style ruin. *Toronto Star* (Canada) [serial online]. 2010 Feb 28 [cited 2010 Mar 14]; Sect. News: A14; Available from: Australia/New Zealand Reference Centre

#### **Electronic Newspaper Article on the Internet**

17. Drivers told: Don't use Clem7 tunnel. *The Courier Mail* [Internet]. 2010 Mar 16 [cited 2010 Mar 16]; Available from: <http://www.couriermail.com.au/news/car-with-flat-tyre-the-first-to-cause-problems-in-clem7-tunnel/story-e6freon6-1225841179464>

### **Reports and other Government Publications**

#### [Template](#)

Name/s of Author/s. Title of report. Place of publication: Publisher; Date of publication. Total number of pages. Report No.

#### [Examples](#)

Australia. Parliament. Senate. Select Committee on Climate Policy. *Climate Policy Report*. Canberra: The Senate; 2009.

Page E, Harney JM. *Health Hazard Evaluation Report*. Cincinnati (OH): National Institute for Occupational Safety and Health (US); 2001 Feb. 24 p. Report No.: HETA2000-0139-2824.

#### [Thesis](#)

### **Printed Thesis**

#### Template:

Name/s of Author/s. Title of Thesis [type of thesis]. Place of publication: Name of Publisher; Year.

#### Examples:

#### **Printed Thesis**

20. Kay JG. Intracellular cytokine trafficking and phagocytosis in macrophages [*PhD thesis*]. St Lucia, Qld: University of Queensland; 2007.

### **Online Thesis**

#### Template:

Name/s of Author/s. Title of Thesis [type of thesis]. Place of publication: Name of Publisher; Year [cited date – year month day]. Available from: Name of database/web address

#### Examples:

#### **Online Thesis**

Pahl KM. Preventing anxiety and promoting social and emotional strength in early childhood: an investigation of aetiological risk factors [*PhD thesis*]. St Lucia, Qld: University of Queensland; 2009 [cited 2010 Mar 24]. Available from: University of Queensland Library E-Reserve

### **Cases**

#### Template:

Case name | (year of decision) | [year of reporter] | volume | reporter | page

#### Examples:

Corr v IBC Vehicles Ltd (2008) UKHL 13, [2008] 1 AC 884.

Maruti Suzuki Ltd v. CCE [2009] 9 SCC 193

### **Bills**

#### Template:

title | HC Bill | (session) | [number] OR title | HL Bill | (session) | number

#### Examples

Consolidated Fund HC Bill (2008–09) [5]

Academies HL Bill (2010-11) 1, cl 8(2)

SP Bill 4 Abolition of Feudal Tenure etc (Scotland) Bill [as introduced] Session 1 (1999)

## **B. Manuscript Submission Checklist**

The final checking of an article prior to sending it to the journal for review. Please consult this Guidelines for Authors for further details of any item.

### **Ensure that the following items are present:**

- Type of Manuscript
- Authors' affiliation addresses (including department/school, university/institution/college, country, etc.)
- Corresponding author with contact details (E-mail address, Full postal address and telephone number)
- All necessary files have been uploaded
  - ❖ Manuscript (.doc, .docx, .rtf) files
  - ❖ Keywords
  - ❖ Figures and their captions
  - ❖ Tables (including title, description, footnotes)
  - ❖ References
- Manuscript has been 'spell-checked' and 'grammar-checked'
- All references mentioned in the Reference list are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources

## C. Manuscript Submission Process

Manuscripts for Law Journals may be submitted through  
[www.stmjournals.com/lawjournals](http://www.stmjournals.com/lawjournals)

### Steps for Submitting a Paper

- ★ Select the journal by clicking on the title of the journal
- ★ Register as an author
- ★ Create username and password
- ★ Login with the same username and password
- ★ Submit your paper by filling the details

## D . What we do at Law Journals

We at Law Journals will do whatever we can to get your manuscript published correctly and as quickly as possible, without making the publication process problematic and would ensure that we demand less time from you so that you can focus more on your research and leave the publication process to us.

### **Registration**

- As soon as you submit your manuscript to us we provide you with a unique reference Id that will help you to communicate better with us and will also help you to track your manuscript.
- We check your article that has reached us is complete and also see if the artwork or illustrations are of good quality and clarity.
- Send corresponding author an acknowledgement e-mail stating the Reference Id
- At acceptance we send the corresponding author a Journal Publishing Agreement

### **Proofreading**

- Here we make sure that your artwork is properly added and is at the right place.
- When the completed article is ready, it is copy edited in the format of our journal and structured for the on line publication. Here the artwork, tables and graphs

are sized according to the requirement of the format and proof is generated for your final review.

- Law Journals makes available the final copy of your manuscript to the principal author responsible for correspondence, for final proof review. No changes in the accepted thought-contents are allowed at this stage. The Authors should note that the ultimate responsibility for ensuring the accuracy, inclusion of up-to-date suggested revisions rests upon them.
- It is highly unlikely that there would be mistakes in your manuscript but still we make sure that there should not be a scope for error, for this we send your manuscript to copy editors; they are selected based on the area being edited, they look for mechanical mistakes in spelling, grammar and punctuations. Copy Editors are not experts so they may alter the meaning of your text, hence we suggest you to read your manuscript carefully and look for mistakes if any.

### Publication

- We correct any mistakes identified by you on the proof.
- Give the corresponding author intimation of the publication
- Send the final copy to printer
- Distribute the journal to our subscribers

### Author's access to the journal articles

- Journal allows free access to its corresponding author for the period of three months in which the author can view and download all the published articles in that particular Journal.
- Hard copy compilation of all the Journals is also available at the end of the year to all the authors at nominal prices.

## E. Peer review

All articles submitted to us are subjected to stringent reviewing process for considering a manuscript for publication. These submitted manuscripts are edited by acknowledged experts in their respective fields the reviewer is assigned by the journal editor. Editor can decide whether to not to send a manuscript for review and handle the review process by themselves

### Key points:

- To ensure that only good quality research is published, reviewer determines the originality, and significance of work.
- If appropriate reviewers sometimes suggest minor alterations in the manuscript or research, and if the article fails in the terms of originality and validity reviewer have the right to reject the articles.

### What do reviewers do?

Reviewers are generally legal practitioner or academician who have colossal experience in their fields and have acknowledged themselves as experts of the subject. What a reviewer does is recommend the editor of the journal to accept the manuscript, accept with modification or reject the manuscript. For their assessment they have stringent guidelines that make certain that only a good quality manuscript is published, they also have an editorial form and a checklist to help them evaluate the content for its authenticity and closely look at the methodology that you have adopted, they also check for the structure of the manuscript and if you have referenced the articles correctly. Based on these stringent guidelines they recommend the editor to publish the manuscript.

### Type of reviews

Type of review process	Details
Single Blind review	Identity of the author is not disclosed to the reviewer

Double Blind review	Identity of reviewer and author are undisclosed to each other
Open review	Both author and reviewer are known

#### F. Word of caution

By publishing your article with us, you enter into a legal agreement with Journal's Pub Law Journals and accept the terms and agreement of publishing with us and it's the responsibility of an author to act ethically and in a sound manner. We at Journal's Pub Law Journals are dedicated to protect the rights of an author; we make it certain that your work is solely credited to your name. We would suggest you to go through and understand the terms and conditions carefully.

#### Certifications, Copyrights, Reproductions & Permissions

- It is the responsibility of the author to check for the copyright and ownership issues related to the content published in the article and if such content do appear in the article it is the duty of the author to obtain permission from the copyright or ownership holder, also the content should be properly credited.
- Submission of manuscript to the journal also implies that the author has given contribution in materializing the research.

#### Transfer of Copyright

- To facilitate the transfer of Copyright, a Declaration and Copyright Transfer Form is provided on the website of the journal and a sample form is also available in annexure I and II respectively
- From authors, the copy of duly signed form (scanned copy or image should reach the publication management team within 48 hours of the final accepted copy of the manuscript for proofreading, the hard copy of the document should follow.
- If the publication management team does not receive the copy of your form timely the journal will hold the article publication in the target issue.
- The article submitted here is not been published anywhere else and is not under consideration in any other journal, if selected the article will be published

with journal and will not be published anywhere else.

### Ethical issues

The value of publishing relies on everyone involved in behaving ethically and at Journal's Pub we are committed to uphold the integrity of work we publish.

### Authorship

- Before submitting of the manuscript for publication at the journal the author should be certain that it is free from any disputed and obligation, and do not violate any copyright or ownership issue.
- While determining the authorship, it should be made sure that all the researchers who have contributed in the article and in the embodiment of the article are graded as authors and their contribution should be acknowledged, also the primary authorship should be awarded to the researcher who is behind the idea of the research in the first place.
- Manuscript should include full affiliation of the institution and the authorship is a joint decision of all the authors and some co-authors who have contributed to a part of the article are also entitled for the full authorship of the article.
- Manuscripts that include trials on animals or human beings should include documentation of the proof of approval obtained by the ethical board.

### Handling Cases of Misconduct

- No journal is competent to police such cases. We at Law Journals believe it the primary responsibility of the employer to check and train the researchers for the code of conduct
- Journal do not have any legal intimacy to investigate in any matter related to legal misconduct
- However, Publication Management Team of the Journal may seek advice of the members of the editorial board, in case it is comes or brought to its notice, that the evidence of trust has been significantly compromised by the actions of the author or reviewer

### Plagiarism and Copyright Violations

- Plagiarism is copying of idea, thought and text of someone else without proper citation and presenting it as one's own idea or thought work. It is the responsibility of the author to obtain permission of the previous author to reuse

- or republish his work.
- Law Journals uses software such as [Viper](#), [Plagiarism checker](#) and [copy scape](#) to ensure that copy free content is accepted and published
  - Authors should ensure that the manuscript that they are submitting are plagiarism free and all the citations are properly provided at the right place. It should also be noted that citation do not justify mass copying of content to which owner has the rights.

## G. Other important information

The articles published in the journal is solely the embodied thought content of the authors and contributors, the article published in this journal do not necessarily reflect the views of the journal or the members of the editorial board or the publication team of the journal or of the institution to which the author is affiliated. The journal reserves full right to accept or reject a manuscript for publication, the decision taken by the editorial board or the publishing team would be final and no further clarification to the authors will be entertained. The journal is dedicated to follow the time limit strictly and will try to clear the manuscript within 1-3 months, however further delays owing to a number of reasons including the preference of the reviewers on selection and processing of the manuscript is not the responsibility of the journal. Authors may request for the withdrawal of the manuscript, within a period of 7 days with effect from the date of submission of the manuscript, and no withdrawal will be entertained after the manuscript is put in review process of the journal. Journal holds no obligation to communicate with the author in case of delayed if any in review process or publication of the manuscript, however the status of the manuscript publication can be disclosed to the author in some cases but the decision of such disclosure depends upon the managing editor of the journal.

## Copyright Transfer and Declaration Form

(Please compile this form, sign and send by e-mail and post)

Journal Title:

Title of the Paper:

Corresponding Author's Information:

Name:

Address:

E-mail:

Contact Number:

It is herein agreed that: The copyright to the above-listed unpublished and original article is transferred to STM Journals. This copyright transfer covers the exclusive right to reproduce and distribute the contribution, including reprints, translations, photographic reproductions, microform, electronic form (offline, online), or any other reproductions of similar nature.

I/We declare that above manuscript is not published already in part or whole (except in the form of abstract) in any journal or magazine for private or public circulation, and, is not under consideration of publication elsewhere.

I/ We warrant(s) that his/her/their contribution is original, except for such excerpts from copyrighted works as may be included with the permission of the copyright holder and author thereof, that it contains no libelous statements, and does not infringe on any copyright, trademark, patent, statutory right, or propriety right of others.

I/We will not publish his/her/their above said contribution anywhere else without the prior written permission of the publisher unless it has been changed substantially.

I/We also agree to the authorship of the article in the following order:

Author(s) Name Signature(s)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

The author(s) agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this journal (comments if any to the editor can be added below).