

## Information for Contributors

### **Who can write in ICEB?**

“*Institutionalised Children: Explorations and Beyond*” is a peer-reviewed journal, and our issues are composed of papers invited by our issue editors from, or submitted by, policy makers, mental health workers, academicians, researchers, social workers, and any other individuals who are involved in the field of care and management of institutionalized children, or other forms of alternative care.

### **Purpose:**

Our goal is to solicit papers from all such individuals, and NGOs, operating and working within the eight SAARC countries to foster a climate of dialogue, collegial exchange and communication of best practices so that we can learn from each other and share what has worked in different situations.

### **Subjects:**

Manuscripts can address research issues, issues of child care and policy, legal concerns related to child care and management issues, children’s home care strategies and care-giver solutions, developing home monitoring systems, children with special needs such as disabilities, juvenile delinquency, or children diagnosed with HIV/AIDS. Regional and local issues can be considered. Manuscripts addressing issues related to 'good practice' are encouraged. The journal encourages articles aimed at regional collaborations.

### **Style:**

The journal will follow American Psychological Association (APA) Style sheet. The contributors are requested to put their article and references according to this style sheet, but if they cannot the journal editors shall make some cosmetic changes to the article to suit this requirement.

For more information on APA Style Sheet, you can click on APA website: <http://www.apastyle.org/about-apa-style.aspx>.

Each manuscript should be double spaced in 12 points and begin with the title of the paper followed by an abstract of no more than 500 words. A few key words identifying the main ideas contained in the paper should follow. Then the author's name, professional affiliation and e-mail contact should be provided. The manuscript should contain a brief Bio that includes a maximum of three affiliations for each author. The author's name and address should not appear on any subsequent pages.

If the author prefers another address to be used for mailing correspondence please include that on a separate sheet of paper.

**Abstract:** All manuscripts must include an abstract. Abstracts describing the essence of the manuscript, must be not be more than 500 words or less, and provide a brief overview of the aims, method and major findings without any citations.

**Keywords:** There should be at 5-6 keywords, of one to two words each, which capture the main themes and issues discussed in the research article. This is to enable readers to find research articles of interest in online searches. Since keywords serve as additional pointers to journal article titles, they also assist the reader in identifying relevant research articles when going through the journal in hard or soft copy format.

**Headings:** Headings should be used to help organize the manuscript. Typical headings for research articles include review of literature, method, results, discussion, and references. For theoretical manuscripts, authors are encouraged to use headings that clarify the flow of the manuscript as well as assist the reader in understanding the content of the paper. Section headings should be concise.

**References:** All citations and references must be complete and accurate on submission and follow the format and style described in the APA Style Sheet. Papers will be declined for publication if they have references that are found to be incomplete or inaccurate. References should be selective, appropriate, and easily accessible.

**Figures & Graphs:** Prior to sending artwork, the separate files of figures, graphs, illustrations, and so on, should be printed by the author to test that the fonts have been embedded correctly and there is no distortion in the artwork (e.g., lines and fonts reproduce cleanly with no jagged lines or fuzzy edges), as any such faults cannot be corrected by the publisher.

#### **Format of the Journal:**

Journal issues will have the following format. It will be comprised of 10-12, unpublished contributions of 10 pages (approximately 3000 words) in length (for the main articles), some other columns, with a prologue and epilogue to the topic written by the editor-in-chief or editor. The Prologue leads the reader into the issue, making the case for the timeliness and significance of the topic being written about. The Epilogue will trace the common themes in the papers, draws conclusion of importance from them and might suggest themes to be considered by the Journal in future issues.

#### **Contents of the Journal:**

JOURNAL THEMES will cover a wide range of topics. From time to time, an issue may be devoted to a particular theme as in addressing mental health concerns and treating trauma in this population. Authors are encouraged to submit their ideas for particular themes and can work with the editor-in-chief to develop their ideas into a special issue. We hope to encourage creativity in thinking and promote a desire to develop new initiatives in research and care in this field. Authors who are interested in editing a special issue should contact Dr. Monisha Akhtar at [monisha\\_akhtar@hotmail.com](mailto:monisha_akhtar@hotmail.com)

Each issue of the journal will have an interview with an individual who has contributed significantly to the field (from any of the SAARC countries), an article on best practices, a reprint of an article giving an international perspective, other than the South Asian region, on the theme of the Special Edition, book and movie reviews (specifically on the topic), with the remaining articles being devoted to the primary theme of that particular issue of the journal. Every effort will be made to have representation from all the SAARC countries.

**SUBMISSIONS OF NAMES FOR AN INTERVIEW** of a prominent individual or organization involved actively in child management, policy and protection rights can be made directly to Dr. Kiran Modi and/or Dr. Monisha Akhtar on [iceb-journal@udayancare.org](mailto:iceb-journal@udayancare.org).

**BRIEF COMMUNICATIONS** do not require any abstract. Manuscripts submitted for inclusion in this section should not be more than three pages and can cover highlights of upcoming conferences addressing policy issues, alternative care strategies, working with vulnerable children, working with caregivers, working with children who have been sexually abuse, have HIV/AIDS, other disabilities or are otherwise in need of care and protection. Brief summaries of projects being conducted primarily in the SAARC region, but not limited to these SAARC countries alone, can be submitted for consideration in this section. These brief abstracts can later be developed by the author into a full manuscript and submitted for consideration in another forthcoming issue.

**REPRINTS** of original articles published elsewhere can be considered if the article is considered as contributing to the field. Not more than two papers will be considered for reprinting in any journal issue.

**MANUSCRIPTS ON INTERNATIONAL PERSPECTIVES** will be obtained from outside the SAARC region. These articles will examine issues of orphan care and children in need of protection. These articles may cover issues of policy, child care management, alternative methods of service delivery and legal issues. Furthermore, research initiatives regarding comparing and contrasting different models of care that constitute best practice will be encouraged.

**MOVIES AND BOOK REVIEWS** Movies and Books on orphan care or vulnerable children can be considered for review. They do not have to be limited to authors within the SAARC region. Reviews should not exceed five pages.

## **Manuscript Submission**

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## **Publishing Ethics:**

**ICEB** considers all manuscripts, whether original or already published, on the strict condition that:

1. Original Articles can be accepted for publication only on condition that they are contributed solely to the ICEB journal. The manuscript is your own original work, and does not duplicate any other previously published work, including your own previously published work;
2. The manuscript has been submitted only to the journal - it is not under consideration or peer review or accepted for publication or in press or published elsewhere;
3. All listed authors know of and agree to the manuscript being submitted to the journal;
4. Authors of articles already published in foreign-language journals should communicate with the Editor before sending manuscripts. An article already published in another journal may be considered, based on the importance of the topic discussed. All

permission rights, however, must be obtained prior to submission for consideration to the ICEB journal; and,

5. The manuscript contains nothing that is abusive, defamatory, fraudulent, illegal, libellous, or obscene.

During manuscript submission, authors are required to disclose the nature of any competing and/or relevant financial interest. The statement should describe all potential sources of bias, including affiliations, funding sources, and financial or management relationships, that may constitute conflicts of interest.

The submitting author must provide contact information for all co-authors. The author who submits the manuscript for publication accepts the responsibility of notifying all co-authors that the manuscript is being submitted. If any of the named co-authors moves affiliation during the peer review process, the new affiliation can be given as a footnote. Deletion of an author during the peer-review process requires a confirming letter to the Editor-in-Chief from the author whose name is being deleted. Please note that no changes to affiliation can be made after the manuscript is accepted.

By submitting your paper to **ICEB**, you are agreeing to any necessary originality checks your paper may have to undergo during the peer review and production processes.

**Each author will be sent an acknowledgment, confirming receipt of submission.**

#### **Acceptance of Manuscripts:**

The final decision on the acceptance or otherwise of the paper rests with the Editorial Board and it depends entirely on its standard and relevance. Once the manuscript has been peer-reviewed and the required revisions made by the author, as per the suggestions of the peer-reviewer, the final draft may be subjected to editorial amendment to suit the ICEB requirements to ensure that reasonable standards of content, presentation and readability are maintained. If the manuscript has been rejected for publication by the peer-reviewer, then the decision rests with the Editorial Board to include a shorter version of the manuscript in the Brief Communication section. We accept papers on an ongoing basis, though some issues of the journal will have specific topics that they will address. Therefore, we might hold onto some papers that we receive so as to publish them in an issue of the journal more suited to the topic being written about. However, authors are free to withdraw their papers if they wish to submit it to another journal. We do ask that authors give us permission to hold onto their papers for at least a year so that we consider them for publication in another upcoming issue.

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**Where to send the manuscripts:**

Send your completed manuscript as WORD files to (Also for your queries and questions):

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