

Editorial, Publication, Review and Ethics Policies

Information for Authors

The Delhi University Journal of Undergraduate Research and Innovation was launched in February 2015. It is a biannual, online, open access, peer reviewed journal covering all research areas with its strength lying in reporting interdisciplinary original research done by faculty members and students at the undergraduate level. It is committed to publishing conceptual advances in research and to providing authors with a fair, informed, and responsive review process. All issues and articles of the *The Delhi University Journal of Undergraduate Research and Innovation* are freely available online at the link <http://journals.du.ac.in/ugresearch>

Submission, Presubmission and Status Inquiries

Research papers can be submitted at dujournal.ugresearch@gmail.com. Pre-submission and status inquiries can also be done at the same email ID with the subject specifying the brief purpose of the mail.

Manuscript Originality

Manuscripts are considered with the understanding that no part of the work has been published previously in print or electronic format and the paper is not under consideration by another publication or electronic medium. ***All in press or submitted works by the author that are pertinent to the manuscript under consideration by the journal (including those cited in the manuscript under consideration) must accompany the submission.*** Related manuscripts that have been submitted elsewhere during the period of revision must accompany revised manuscripts. Failure to provide copies of related manuscripts under consideration elsewhere may delay the review process and may be grounds for rejection. Under no circumstances will any paper be considered that contains any data that have been submitted for publication elsewhere.

Authorship

Our authorship policy accommodates diverse types of research, providing a framework that makes clear the contributions of each author.

Author Contributions: The cover letter sent at the time of submission must make clear contribution of all authors that are added to the proposed publication.

Corresponding Author and Lead Contact: At least one corresponding author and lead contact must be designated as the ownership and responsibility that are inherent in corresponding authorship will promote best practices in design and performance of experiments, analysis of results, organization and retention of original data, and preparation of figures and text. Responsibilities of the Corresponding Author and Lead Contact: All corresponding authors bear responsibilities like Supervising the work, Being responsible for all data, figures, and text, Ensuring that authorship is

granted appropriately to contributors, ensuring that all authors approve the content and submission of the paper, ensuring adherence to all editorial and submission policies, identifying and declaring conflicts of interest on behalf of all authors, identifying and disclosing related work by any co-authors under consideration elsewhere, communicating with the journal (before and after publication), being accountable for fulfilling requests for reagents and resources, and arbitrating decisions and disputes.

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Authorship Disputes: All authors should discuss and agree on author order and authorship designations. We expect that everyone listed as an author contributed substantively to the paper. Any author disputes should be resolved by the researchers involved and/or their institutions. If the board is made aware of any dispute, the consideration of the paper will be suspended until the dispute is resolved and approved in writing by all authors.

Conflict of Interest

All authors should disclose any financial conflict of interest that might be construed to influence the results or interpretation of their manuscript. Authors must declare any such conflict in the cover letter accompanying the manuscript and in the Acknowledgments section of the manuscript itself. The corresponding author will be asked to sign a form on behalf of all of the authors regarding potential conflicts of interest and transfer of copyright at the time of acceptance.

Studies Involving Humans and Animals

All experiments, reported in the manuscript, performed on live vertebrates or higher invertebrates must be performed in accordance with relevant institutional and national guidelines, regulations and ethical practices. In the manuscript, a statement identifying the committee approving the experiments and confirming that all experiments conform to the relevant regulatory standards must be included. The details of the subjects like age, gender etc. must be reported.

Data Processing Policy

Authors should make every attempt to reduce the amount of post-acquisition processing of data. Some degree of processing may be unavoidable in certain instances and is permitted provided that the final data accurately reflect that of the original. Groupings and consolidation of data (e.g., cropping of images or removal of lanes from gels and blots) must be made apparent and should be explicitly indicated in the appropriate figure legends. Data comparisons should only be made from comparative experiments, and individual data should not be utilized across multiple figures. In cases in which data are used multiple times (e.g., multiple experiments were performed simultaneously with a single control experiment), this must be clearly stated within each figure legend. In the event that it is deemed necessary for proper evaluation of the manuscript, authors will be required to make the

original unprocessed data available to the editors of the journal. Any complaints regarding inappropriate data processing, if found correct, may lead to retraction of the paper.

Open Access

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Research Article Formats

Research Articles present conceptual advances of unusual significance regarding a question of wide interest. Research papers should be as concise as possible and written in a style that is accessible to the broad readership. A sample paper format is given for reference.

Preparation and Submission of Full-Length Articles

DUJJURI requires authors to submit manuscripts to the email ID dujournal.ugresearch@gmail.com in the specified format, including a cover letter.

Cover Letter

Each submission should be accompanied by a cover letter, which should contain a brief explanation of what was previously known, the conceptual advance provided by the findings, and the significance of the findings to a broad readership. It should also highlight Author Contributions. The cover letter is confidential to the editor and will not be seen by reviewers.

General Article Organization and Text Specifications

DUJJURI full-length articles generally contain the following sections in this order: Title, Authors, Affiliations, Contact Information, Abstract, Introduction, Methodology, Results, Discussion, Conclusion, Acknowledgments including Conflict of Interest and References. The text (title through

legends) should be provided as one document, which may also contain the tables and figures. Gene symbols should be italicized; protein products of the loci are not italicized. Nonstandard abbreviations should be defined when first used in the text. Use of abbreviations should be kept at a minimum. Please see the sample paper for reference.

Manuscripts that do not conform to the format guidelines may be returned to the authors for reformatting.

Preparation of Specific Sections

Title

The title should capture the conceptual significance for a broad audience. As a general guideline, the most effective titles are no more than 10–12 words and should readily give readers an overall view of the paper's significance rather than the detailed contents of the paper, which can be elaborated upon in the Summary. Titles should also avoid use of jargon, uncommon abbreviations, and punctuation. Titles can occupy no more than three lines of type; each line should contain no more than 50 characters, including spaces.

Authors/Affiliations

Author names should be spelled out rather than set in initials. Authors should be footnoted to corresponding affiliations. Affiliations should contain the following core information: department(s)/subunit(s); institution; city, state/region, postal code; country. Note: Please check author names and affiliations carefully, as we cannot amend or correct these sections after publication.

Corresponding Author and Lead Contact

The "Correspondence" line should include the e-mail address of the corresponding author(s). One corresponding author is preferred for reasons stated in the Authorship section of Editorial Policies above.

Abstract

The Summary consists of a single paragraph of fewer than 150 words. We recommend that effective abstracts include the following elements: (1) a brief background of the question, (2) a description of the results; and (3) an indication of the broader significance of the work. The description and interpretation of findings should be able to convey the study's interest and importance. References should not be cited in the Abstract.

Keywords

Authors are encouraged to include up to five keywords that will be associated with the article. These keywords should be listed in the manuscript after the Abstract, separated by commas.

Introduction

The Introduction should be succinct, with no subheadings, and should present the background information necessary to provide a biological context for the results.

Results

This section should be divided with subheadings. Footnotes should not be used.

Discussion

The Discussion should explain the significance of the results and place them into a broader context. It should not be redundant with the Results section. This section may contain subheadings and can in some cases.

Acknowledgments

This section may acknowledge contributions from non-authors and/or list funding sources, and it should include a statement of any conflicts of interest. Please check this section carefully, as we cannot allow amendments or corrections after publication.

References

References should be given in APA format, the details of which are given in the link below: <http://www.bibme.org/citation-guide/apa/>

Figure and Tables

The figures and tables should be as given in sample paper.

When creating tables, please adhere to the following guidelines:

- Do not submit tables in Excel or PDF format. Do not place an Excel table in a Word document.
- Format tables with Word's Table function; do not use tabs or spaces to create a table.
- Tables should be in black and white; rows and columns should not be shaded.
- Do not use line breaks or spaces to separate data within a cell. Use separate cells for all discrete data elements within a table.
- Number tables as Table 1, Table 2, Table 3, etc., rather than as Table 1a, Table 1b, Table 1c, etc.

Methodology

The methodology description should be detailed enough to be able to replicate the entire procedure

Submission of Revised Manuscripts

In addition to the sections described above, revised manuscripts must also contain a detailed point-by-point response to the comments of the reviewers and/or editors. The cover letter should briefly summarize how the revised manuscript addresses these comments.

Information for Reviewers

Peer review is a critical factor in promoting the rigor and high quality of research. The entire academic community benefits when the peer-review process is timely, thorough, and balanced. The collective contribution that the editors and reviewers make to the journal is tremendous.

Reviewer invitations are sent out by email. The invitation includes information about the title and abstract of the manuscript and an indication of the time frame in which we would like to receive the review. After agreeing to review the paper, the reviewer has access to the entire manuscript.

The content of the review and key features of a review include

- an outline of the conceptual advance over previously published work,
- a specific recommendation,
- the reasons for that recommendation, and
- a summary of the specific strengths and weaknesses of the paper. Comments on the quality and presentation of the figures as well as the validity of the statistical methods used to interpret them are encouraged.

The comments can be for editors only if some specific aspects of the report seem inappropriate for presentation to the authors. However, the reviewer's overall recommendation would be shared with author as well. In general, the tone of the comments to the authors should be consistent with the tone of the comments to the editors. From the authors' point of view, the final editorial decision should be a direct reflection of the reviewer comments that they receive.

The comments may discuss any suspicions of ethical violations—either in the research itself or in the manner in which it is presented. Such issues might include suspected data manipulation or fraud, plagiarism, duplicate publications, or unethical treatment of animals or research subjects.

Reviews can and should be critical, but we ask reviewers to keep in mind that dismissive language and personalized criticisms may be viewed as reflecting bias or ulterior motives on the part of the referee.

A timely and efficient review process is to the benefit of the academic work. It is important to inform the editor when a review is likely to be late; a revised estimate of the time until submission of the review and an explanation for the unexpected delay are invariably helpful.

In order to preserve the objectivity of peer review and public confidence in its rigor and impartiality, the reviewers are asked to be sensitive to the potential for conflicts of interest, both real and perceived. If any potential impediment to objectivity may exist, reviewers should either decline to review the paper or, in cases when they are uncertain, contact the editor for advice. In addition, reviewers may not use the unpublished information described in manuscripts they are reviewing as resources for their own research interests. Reviewers must preserve the confidentiality of unpublished work. Any manuscript or abstract sent for peer review is a confidential document and remains so until it is formally published.

For the sake of editorial consistency and fairness to the authors, we request that referees who agree to review one version of a given manuscript also commit to reviewing future revisions if necessary.

A Review Template has been designed specifically for the comments of the review that has to be submitted while submitting the reviewer's comments.

Acceptance and Publication

Manuscripts are considered for publication with the understanding that no part of the work has been published previously in print or electronic format and the paper is not under consideration by another publication or electronic medium. Upon official acceptance of a manuscript, authors will be asked to complete "Copyright Transfer Agreement." To complete this step, we will send an email to the corresponding author confirming receipt of the manuscript together with "Copyright Transfer Agreement" form that needs to be filled and signed by all authors. Scanned copy of the document has to be returned to the editorial team.

Sample Paper

Copyright Transfer Form

Review Template