

# Patna University Journal

## AUTHOR MANUSCRIPT SUBMISSION GUIDELINES

Patna University journal (ISSN: 0031-3092) is a multidisciplinary Peer-reviewed Journal devoted to the publication of fundamental and advance research articles in the field of science, social science, humanities, commerce, education and law. It is published twice in a year.

### 1. Types of Paper

The Journal publishes only original research articles. The research articles should not exceed 5000-8000 words including figures and tables.

### 2. Review process

If the handling editor determines that the subject matter falls within the scope of the journal, your manuscript will be sent for review (double-blind) by at least two referees. The Editor decides whether and in what form to accept a paper. The decisions of the Editor will be final.

### 3. Article publishing Charge (APC)

The Patna University Journal is supported by the funds from the Patna University so author-payable article-processing charges do not apply.

### 4. Manuscript Submission

Submission of a manuscript implies that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors. The publisher will not be held legally responsible should there be any claims for compensation.

Author (s) is (are) requested to submit their manuscript in both MS-word file and PDF file format with a cover letter through email at [pujournal@patnauniversity.ac.in](mailto:pujournal@patnauniversity.ac.in)

Authors should carefully read and follow the instructions given below before preparing and submitting their article. Failure to adhere to the authors' guidelines can result in delayed processing of your submission, rejection without review, or errors in your published article. Following the authors' guidelines will help streamline your article's process through submission and peer review.

Ensure that the following instructions are followed when you are submitting your manuscript to journal:

- One author has been designated as the corresponding author with contact details. Clearly indicate who will handle correspondence for your article at all stages of the refereeing and publication process and also post-publication. This responsibility includes answering any future queries about your results, data, methodology and materials. It is important that the email address and contact details of your corresponding author are kept up to date during the submission and publication process.
- Cover letter must include a) Research Domain (for example: Biochemistry, Bio-Technology, Botany, Chemistry, Computer Science, Geography, Geology, Geophysics, Mathematics, Molecular and Human Genetics, Physics, Statistics, Zoology, and Other branches of science or humanities or social sciences or law or commerce ) (b) Research Sub-domain/Specialization (c) Name, Affiliation, and Email address of at least 3 Reviewers of your Research Domain; reviewers should be selected based on their active publications record in journals indexed by SCI/ SCIE/ Scopus /Web of Science. However, authors are encouraged to suggest the names of reviewers but it is not necessary that manuscripts will be sent to their suggested reviewers.
- E-mail address and Full postal address of corresponding author should be mentioned
- Manuscript has been 'spell checked' and 'grammar checked'.
- **Plagiarism check should also be done by the authors before submission**
- 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 (including the Internet).
- A competing interest's statement is provided, even if the authors have no competing interests to declare.
- Manuscript length: 5000-8000 words (including references).

**Manuscript Sections:**

All manuscripts submitted to the PU Journal should follow the general structure outlined below. Authors may omit sections that are not applicable to their specific manuscript type.

- **Title**
- **Authors**
- **Author Affiliations**
- **Abstract**
- **Introduction**
- **Materials and Methods or Methodology (where applicable)**
- **Results**
- **Discussion**
- **Acknowledgements**
- **Statements & Declarations**
- **References**

**5. Title Page**

Please make sure your title page contains the following information.

- **Title:** The title should be concise and informative. Paper Title (16 pt, Bold)
- **Author information:** The name(s) of the author(s). The affiliation(s) of the author(s), i.e. institution, (department), city, (state), pin code, country. An active e-mail address of the corresponding author. Carefully check that all names are accurately spelled.
- **Abstract:** Please provide an abstract of 150 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references.
- **Keywords:** Please provide 4 to 6 keywords that can be used for indexing purposes.

**6. Text Formatting**

- Manuscripts should be submitted in Ms-word format.
- Use a normal, plain font (e.g., 12-point Times Roman) for text, spacing 1.5.
- Use italics for emphasis.
- Use the automatic page numbering function to number the pages.
- Set paper/page size to A4 with standard margin.
- Use the table function to create tables.
- Save your file in docx format (Word 2007 or higher version).

**7. Article structure**

- **Article sections:** Divide your article into clearly defined and numbered sections. Number subsections 1.1 (then 1.1.1, 1.1.2, ...), then 1.2, etc. Use the numbering format when cross-referencing within your article. Do not just refer to "the text." (for detail instruction see section 25). You may give subsections a brief heading. Headings should appear on a separate line. Do not include the article abstract within section numbering.

**8. Abbreviations**

Abbreviations should be defined at first mention and used consistently thereafter.

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## 9. Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

## 10. Material and methods

Provide sufficient details to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarized, and indicated by a reference. Any modifications to existing methods should also be described.

## 11. Results

Results should be clear and concise.

## 12. Discussion

This should explore the significance of the results of the work, not repeat them. Avoid extensive citations and discussion of published literature.

## 13. Artwork formats

When your artwork is finalized, "save as" or convert your electronic artwork to TIFF, JPG or PNG files using a minimum of 300 dpi & 2000 pixels/inch.

## 14. Figure captions

Ensure that each illustration has a caption which should comprise a brief title (**not** on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

## 15. Tables

Please submit tables as editable text and not as images. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Please avoid using vertical rules and shading in table cells.

## 16. Math formulae

- Submit math equations as editable text, not as images.
- Use equation editor feature of your word processing software to create equation if equation contains division, or multiple lines.
- Present simple formulae in line with normal text, where possible.
- Use the solidus (/) instead of a horizontal line for small fractional terms such as X/Y.
- Present variables in italics.
- Denote powers of e by exp.
- Display equations separately from your text, numbering them consecutively in the order they are referred to within your text.

## 17. Supplementary material

We encourage the use of supplementary materials such as applications, images and other relevant files to enhance research. Some guidelines:

- Supplementary material should be accurate and relevant to the research.
- Cite all supplementary files in the manuscript text.
- Submit supplementary materials at the same time as your article.
- Include a concise, descriptive caption for each supplementary file describing its content.

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## 18. Footnotes

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols. Always use footnotes instead of endnotes.

## 19. Acknowledgments and funding

Acknowledgments of people, grants, funds, etc. should be mentioned in the section. The names of funding organizations should be written in full.

## 20. Statements & Declarations

The following statements must be included in your submitted manuscript under the heading 'Statements and Declarations'. This should be placed after the References section. Please note that submissions that do not include required statements will be returned as incomplete. 'Statements and Declarations' must have :

**Conflict of interest:** The authors have to declare that there are no financial, personal, or professional conflicts of interest that could have influenced the work reported in this manuscript.

**Ethical Approval:** This research did not involve any studies with animals or human participants that would require formal ethical approval from an institutional review board or ethics committee. All procedures performed in this study complied with the ethical standards of the relevant institutional and national guidelines.

\* **Ethical approval: If none, write: Not applicable.**

**Informed Consent:** Where applicable, informed consent are obtained from all individual participants included in the study. Participants were fully briefed on the nature and purpose of the research, and their participation entirely voluntary. All data collected were anonymized to ensure confidentiality and privacy.

\* **Informed consent: If none, write: Not applicable**

## 21. Author Contributions

Authors must incorporate a statement that specifies the contribution of every author to the research and preparation of the manuscript using CRediT (Contributor Roles Taxonomy) roles:

- Conceptualization
- Data curation
- Formal analysis
- Funding acquisition
- Investigation
- Methodology
- Project administration
- Resources
- Software
- Supervision
- Validation
- Visualization
- Writing – original draft
- Writing – review and editing

Not all CRediT roles will apply to every manuscript and some authors may contribute through multiple roles.

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### Sample CRediT author statement:

*John Kumar Sharma: Conceptualization, Methodology, Software; Priya Singh: Data curation, Writing-Original draft preparation; Wang Wu: Visualization, Investigation; Jan Jansen: Supervision; Ajay Kumar: Software, Validation; Sun Qi: Writing- Reviewing and Editing. All authors read and approved the final version of manuscript.*

### 22. Ethics approval

Authors of research involving human or animal subjects should include a statement that confirms that the study was approved (or granted exemption) by the appropriate institutional and/or national research ethics committee (including the name of the institutional and/or national research ethics committee (including the name of the ethics committee and reference number, if available). For research involving animals, their data or biological material, authors should supply detailed information on the ethical treatment of their animals in their submission. If a study was granted exemption or did not require ethics approval, this should also be detailed in the manuscript.

*"This study was performed in line with the principles of the Declaration of Helsinki. Approval was granted by the Ethics Committee of University B (Date.../No...)."*

*"This is an observational study. The XYZ Research Ethics Committee has confirmed that no ethical approval is required."*

### 23. Consent to publish

Individuals may consent to participate in a study but object to having their data published in a journal article. If your manuscript contains any individual person's data in any form (including any individual details, images or videos), consent for publication must be obtained from that person, or in the case of children, their parent or legal guardian. This is in particular applicable to case studies. A statement confirming that consent to publish has been received from all participants should appear in the manuscript.

Example statement:

*"The authors affirm that human research participants provided informed consent for publication of the images in Figure(s) 1a, 1b and 1c."*

- Research scholars are required to submit their manuscripts only with the prior consent of their supervisor or guide.

### 24. Ethical Responsibilities of Authors

This journal is committed to upholding the integrity of the scientific record. This journal follows the COPE guidelines on how to deal with potential acts of misconduct. Authors should refrain from misrepresenting research results which could damage the trust in the journal and the professionalism of authorship. Maintaining the integrity of the research and its presentation is helped by following the rules of good research practice, which include:

- The manuscript should not be submitted to more than one journal for simultaneous consideration.
- The submitted work should be original and should not have been published elsewhere in any form or language (partially or in full), unless the new work concerns an expansion of previous work. (Please provide transparency on the re-use of material to avoid concerns about text-recycling ('self-plagiarism').
- Results should be presented clearly, honestly, and without fabrication, falsification or inappropriate data manipulation (including image based manipulation). Authors should adhere to discipline-specific rules for acquiring, selecting and processing data.
- No data, text, or theories by others are presented as if they were the author's own ('plagiarism'). Proper acknowledgments to other works must be given (this includes material that is closely copied (near verbatim), summarized and/or paraphrased), quotation marks (to indicate words taken from

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another source) are used for verbatim copying of material, and permissions secured for material that is copyrighted. Important note: the journal may use software to screen for plagiarism.

## 25. Reference style for Faculties of Commerce, Education, Humanities, Sciences and Social Sciences

The reference section should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. All cited research papers/ documents should be numbered sequentially using brackets such as [1] within the text, and the same numbering order must be maintained in the reference list. Reference section should follow below mentioned patterns-

- **Journal article**

[1] Gamelin FX, Baquet G, Berthoin S, Thevenet D, Nourry C, Nottin S, Bosquet L (2009) Effect of high-intensity intermittent training on heart rate variability in prepubescent children. *Eur J Appl Physiol* 105:731-738. <https://doi.org/10.1007/s00421-008-0955-8>.

- **Article by DOI**

[1] Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *J Mol Med*. <https://doi.org/10.1007/s001090000086>.

- **Book**

[1] South J, Blass B (2001) *The future of modern genomics*. Blackwell, London.

- **Book chapter**

[1] Brown B, Aaron M (2001) The politics of nature. In: Smith J (ed) *The rise of modern genomics*, 3rd edn. Wiley, New York, pp 230-257.

- **Online document**

[1] Cartwright J (2007) Big stars have weather too. IOP Publishing Physics Web. <http://physicsweb.org/articles/news/11/6/16/1>. Accessed 26 June 2007.

- **Dissertation**

[1] Trent JW (1975) *Experimental acute renal failure*. Dissertation, University of California.

Always use the standard abbreviation of a journal's name according to the ISSN List of Title Word Abbreviations.

## 26. Additional Reference style for Faculty of Law

The Journal has formulated a set pattern for citations. Authors are requested to follow below mentioned patterns.

### A. WEBSITES

➤ The author must indicate the date of visiting the website. E.g. Information Technology Act 2000, India, available at: <http://www.mit.gov.in/itbill.asp> (last visited on July 29, 2003).

### E. UNPUBLISHED WORKS

➤ **Unpublished Research Work (E. g., Dissertation/Thesis):** Name of the Researcher, *Title of the dissertation/thesis* (Year) (Unpublished Ph.D. thesis, Name of the University/organization). E.g. Sahil Kumar, *Corporate Governance: Regulatory Mechanism With Special Emphasis On Corporate Social Responsibility* (2017) (Unpublished LL.M dissertation, Indian Law Institute).

➤ **Interviews:** E.g. Interview with M. Veerappa Moily, Law Minister, *The Hindu*, July 25, 2004.

➤ **Forthcoming publication of a book:** E.g. G. Gann Xu, *Information for Corporate IP Management* (In Press, 2015).

➤ **Forthcoming publication of an article:** E.g. P. Leelakrishnan, V. R. Jayadevan, "Concept of Common but Differentiated Responsibility in Climate Negotiations" 61 *Journal of Indian Law Institute* 47 (In Press, 2019).

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**B. MODE OF CITATION OF CASE LAW**

- Where the case title is written in the body of the text, only the name of the case shall be in the text e.g. *Kesavananda Bharati v. State of Kerala* and the citation is written in the footnote as AIR 1973 SC 1461.
- If parties to a case are numerous, for e.g. *State of Punjab v. Union of India and others*; this case is to be cited as: *State of Punjab v. Union of India* (1977) 3 SCC 592.

**C. ACTS/ CONSTITUTION**

- The Complete name of statute/act, year (citation). E.g.- The Information Technology Act, 2000 (Act 21 of 2000).

**SECTION(S) IN A STATUTE/CONSTITUTION**

- The complete name of the statute (citation), section/articles in abbreviation (s./art.) E.g.

- The Information Technology Act, 2000 (Act 21 of 2000), s. 30.
- The Constitution of India, arts. 14, 15, 16.
- The Indian Penal Code, 1860 (Act 45 of 1860), s.300.

**Foreign legislations (Constitution/Acts/Codes)**

- The complete name of the statute (citation), section/articles in abbreviation (s./art)E.g.

- The United Kingdom Sovereign Immunity Act, 1978, art. 4
- The constitutions to be cited in the same manner as the Constitution of India, however, where the official citation mentions particular form of citation or title, the same must be mentioned.E.g.
- The Commonwealth of Australia Constitution Act, 1900, s. 9.
- The Constitution of the People’s Republic of China, 1982, art.124.
- The Constitution Acts for certain state constitutions in federal countries:  
Constitution Act, Year (name of the particular province or state), pinpoint reference. E.g. Citation for the constitution of the State of New South Wales, Australia: Constitution Act, 1962 (NSW), s 5.

**D. REPORTS**

- Institution/Author, “title of the Report within inverted commas” page number (Year of publication). E.g. Law Commission of India, “144th Report on Conflicting Judicial Decisions Pertaining to the Code of Civil Procedure, 1908” (April, 1992). E.g. Government of India, “Report of the Committee on Reforms of Criminal Justice System” (Ministry of Home Affairs, 2003).

**Constituent Assembly Debates and Parliamentary Debates**

- Volume no., *Constituent Assembly Debates*, page number. E.g. VIII, *Constituent Assembly Debates*, 31,32.
- Constituent assembly debates available online. E.g. Constituent Assembly Debates on April 29, 1947 available at: <http://parliamentofindia.nic.in/ls/debates/vol3p2.html> (last visited on May 30, 2008).
- Parliamentary Debates. E.g. Lok Sabha Debates on July 06, 2019 available at: <http://164.100.47.194/Loksabha/Debates/debatelok.aspx>(last visited on Aug. 01, 2019).

**E. INTERNATIONAL DOCUMENTS**

**➤ International conventions and/or treaties**

The complete name of the convention or treaty, section/article number. E.g. The United Nations Convention on the Law of the Sea, 1982, art. 12.

**• Constitutive and Basic Documents of International Organisations**

The complete name of the statute/charter, article number (art.) or section number (s.)

E.g. The United Nations Charter, art. 12

The Statute of the International Court of Justice, art. 24

**• Official United Nations (UN) Documents (Resolutions, Decisions, Committee Reports)**

The citation of the United Nations documents should include the following elements in the given order:

- Author (either an individual or an organ)
- *Title of the document in italics*

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- Resolution or decision number
- Official Records
  - o General Assembly Official Records – UN GAOR
  - o Security Council official Records – UN SCOR
  - o Economic and Social Council- UN ESCOR
  - o Trusteeship Council Official Records- UN TCOR
- UN document number
- Full date (both date of adopting, and date of entering into force)
- Pinpoint reference (preamble/para./p.no. /art./s./pt./annex.)

**Examples of the commonly cited types of UN documents:**

➤ Author (individual followed by designation/institution), *Title of the document*, Resolution or decision number, Official records, UN document number (full date), pinpoint reference.

➤ General Assembly resolution to be cited as:  
UN General Assembly, *Prevention of armed conflict*, GA Res 57/337, GAOR, UN Doc A/Res/57/337 ( July 18, 2003).

➤ Security Council resolution to be cited as:  
UN Security Council, SC Res 827, SCOR, UN Doc S/Res/827 (May 25, 1993).

➤ Economic and Social Council Decision to be cited as:  
UN Economic and Social Council, *Basic Programme of Work of the Economic and Social Council for 2001*, ESC Dec 2001/203, UN ESCOR, UN Doc E/2000/99 (Feb. 4, 2000).

➤ Report of a UN Organ to be cited as:  
UN General Assembly, *Report of the Economic and Social Council for 2005*, UN GAOR, UN Doc A/60/3/Rev.1 (July 11, 2007).

➤ Report of the UN Treaty Body:  
Conference of the Parties, United Nations Framework Convention on Climate Change, *Report of the Conference of Parties in its Fifteenth Session, Held in Copenhagen from 7 to 19 December 2009- Addendum-Part 2: Action Taken by the Conference of the Parties at Fifteenth Session*, UN Doc FCCC/CP/2009/11/Add.1 (March 30, 2010).

➤ Secretary General's Report to be cited as:  
UN Secretary General, *In Larger Freedom: Towards Development, Security and Human Rights for All- Report of the Secretary General*, UN Doc A/59/2005 (March 21, 2005).

**F. SUPRANATIONAL CASES**

➤ International Court of Justice Cases:  
*Name of the case (Name of the Parties) (Phase) [Year] Report series, pinpoint reference.*  
Phases:

- *(Provisional Measures)*
- *(Preliminary Objections)*
- *(Jurisdiction)*
- *(Merits)*
- *(Judgment)*

E.g. *LaGrand Case (Germany v. United States of America) (Judgment) [2001] ICJ Rep. 466.*

*Right of Passage over Indian Territory (Portugal v. India) (Preliminary Objections) [1957] ICJ Rep 125.*

➤ European Court of Human Rights Cases/ International Criminal Court Cases (and other supranational courts)

*Name of the Parties (Year) Report Series, pinpoint reference. E.g. Campbell v United Kingdom (1992) 233 ECHR.*

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**G. ELECTRONIC SOURCES**

- Electronic Newspapers to be cited as (where an identical print version is not available)  
Name of the author, "Title of the article", *Name of the Newspaper in italics*, full date, *available at* <URL> (last visited on)
- Audiovisual Sources/Documentaries  
Name of the Studio/Production Company, *Title in italics*, Year, *available at* <URL>
- Speeches/Interviews/ Papers presented at Seminars available at websites:  
Name of the author, *Title of the Paper*, name of the conference/workshop, Held on (Place and date), *available at* <URL> (last visited on)

**H. REFERENCING**

➤ *Supra/ Infra*

- *Supra* (Latin: „above“) is used to refer to a prior footnote.
- If a different page number is to be indicated in a source referred to in a prior footnote. E.g. *Supra* note 5 at 34.
- If referring to a section/article in a source referred. E.g. *Supra* note 5, s.40. *Supra* note 6, art.14.
- Avoid the use of *Infra* (below).

➤ *Ibid./ Id.*

- *Ibid.* (meaning „in the same place“) is used to refer to an authority in the footnote immediately preceding the current footnote and the same page/ place is being referred to.
- *Id.* (meaning „the same“) is used if the authority is the same but the page or place of reference is different. E.g. *Id.* at 30.
- If referring to a section / article in the same authority. E.g. *Id.*, art. 14.

**Abbreviations for Pinpoint references:**

- Article- art.
- Section- s.
- Point- pt.
- Schedule- sch.
- Annexure- annex.
- Paragraph- para.
- Page number- p.no.
- Clause- cl.

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