



National Human Rights Commission

NHRC Annual English Journal - Guidelines for Authors

The National Human Rights Commission has been spreading human rights literacy and awareness through various mediums, including the NHRC's Annual English Journal, as part of its statutory obligation under Section 12(h) of the Protection of Human Rights Act, 1993. The Annual English Journal was first published in 2002, and has since maintained a legacy of facilitating the exchange of ideas, information, and new discourse on various dimensions of human rights, not just in India, but across the world. It is released every year on the occasion of Human Rights Day, i.e., 10th December. The soft copies of the articles and abstracts are to be sent as an email attachment processed in MS Word (2003 or 2007 or 2010 or 2013) on dsr.nhrc@nic.in

The guidelines for the contributors are as follows:

1.) Themes for Articles: Contributors may note that only articles on the thematic areas mentioned below will be considered for publication. The broad themes on which articles are sought are:

Thematic Areas	
Rights of Women	Rights of Older Persons
Rights of Children	Rights of Persons with Disabilities
Rights of LGBTQI+ community	Environment and Climate Change
Criminal Justice System	Bonded Labour
Health and Mental Health	Business and Human Rights
Right to Food	Rights of Seafarers
Right to Education	Water Sanitation and Hygiene
Right to Privacy	Good Governance
Rise of Social Media and its Impact on Society	Human Trafficking

- 2.) **Original Work:** The article should be original and should not have been published in any other journal/ newspaper. Authors may send submissions in the form of original articles/ essays/ policy papers. Review articles on existing literature are not permitted. Authors must also submit an undertaking declaring that the work is original and has not been submitted for publication/ already been published/ in the process of being published elsewhere (**Format attached**).
- 3.) **Language:** Only articles written originally in English will be published in the Journal. Translated works from other languages will not be considered.
- 4.) **Plagiarism:** All authors must submit a plagiarism report from Turnitin along with their article. The similarity index for the article should be below 10% or as per UGC norms.
- 5.) **Usage of AI:** Any abstract or article found to be generated using artificial intelligence tools shall be liable for rejection by the Commission. Submissions must reflect original authorship, and the Commission reserves the right to employ appropriate mechanisms to verify the authenticity of all entries.
- 6.) **Details of Professional Experience and Previous Publications:** Along with the article, authors are required to submit a brief biodata (no more than 2 pages) along with a list of publications in the last five years. The biodata must also contain the author's contact information (both email and phone number). The same should be provided for all co-authors, if any.
- 7.) **Copyright:** The article would be the intellectual property of the National Human Rights Commission. Authors are not permitted to publish the same article elsewhere.
- 8.) **Honorarium for Authors:** It is the NHRC's policy to provide an honorarium of Rs.10,000/- for each article published in the Annual English Journal. In case of multiple authors, the amount would be equally divided among all the contributors.
- 9.) **Word Limit:** The Article should be no longer than 3000 words, including footnotes.
- 10.) **Footnotes:** Authors may only provide footnotes at the bottom of each page of the article. Endnotes/ references/ bibliography are discouraged.
- 11.) **Reference Style:** Authors may note that referencing should be done only using APA 7th Edition format. No other formats should be used by the authors.
- 12.) **Structure of the Article:** Authors are requested to kindly adhere to the following rules while writing the article:

12.1) Title of the Article and Details of the Authors:

- i.) The title of the paper should be capitalised, bold, and centre-aligned.
- ii.) The names of the author and co-author/s, if any, should appear in the next line and should be right-aligned.
- iii.) The name of the author should be followed by a footnote mark (*) for the first author and (**) for the second author.
- iv.) The footnotes should give the designation, affiliation and the institutional details of the contributor(s).
- v.) A maximum of 2 co-authors may be allowed to contribute, along with the main author.

12.2) Abstract

- i.) Every article should contain an abstract of no more than 300 words outlining the topics covered in the article, along with conclusion(s).
- ii.) Every abstract should be followed by 4-5 keywords relevant to the article, written in italics.

12.3) Main Text of the Paper

- i.) **Sub-Sections:** An article may be divided into sections, sub-sections, and sub-subsections, using the Arabic numerals.
- ii.) **Spellings:** It is strongly recommended to use British spellings and not American spellings (labour, instead of labor; programme in place of program).
- iii.) **Text Formatting:** The entire text, including Cover page, Abstract and Keywords, as well as the supplementary sections, should be formatted strictly according to the rules given below.
 - Font: Except for special symbols, use only Cambria in the following sizes:
 - Page 0 – Title 14 pt Normal; Authors 12 pt Normal
 - Page 1 – Abstract and Keywords 11 pt Normal
 - Page 2 and subsequent pages – Body of the text 12 pt Normal
- iv.) **Paragraphs and Line Spacing:** Justified; Line spacing should be 1.5, with the additional spacing of 18 pt after the paragraph. Do not begin paragraphs with an indentation.

- v.) **Quotations:** Quotations of less than 40 words are to be included in the main text, between double quotation marks. Longer quotations should, however, begin on a new line, without quotation marks, and be indented one inch from the left and 0.5 inch from right in single space to indicate that it is to be set as a separate block of the text.
- vi.) **Abbreviations and Acronyms:**
- Abbreviations that are in common use (UN, EU, US, NATO) need not be given in full on the first use. Other abbreviations, which are less common, should be spelt out on the first use with the abbreviation given immediately following in parentheses, e.g. ‘Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW)’.
 - Acronyms and lettered abbreviations will be rendered with no stops. Terms such as ‘article’, ‘resolution’, ‘paragraph’, and ‘declaration’ should not be abbreviated (unless they are given in parentheses or footnotes).
- vii.) **Capitalisation:**
- Avoid capitalisation as much as possible - when they are used generically, do not capitalise such words or phrases as ‘state’, ‘state parties’, ‘members’, ‘contracting parties’, ‘treaty’, and so on.
 - The following should always be capitalised: ‘article’, ‘chapter’, and ‘section’ (Examples: Article 21, Chapter X and Section 302).
- viii.) **Tables:** Make tables as clear as possible. Insert tables in the text as close as possible to where they are referred to. Do not embed tables as pictures or objects. Number the tables in the order they appear, separately from figures. Do not refer to “the Table above” or “the Table below” since errors can later arise. Place caption centered above the table.
- ix.) **Figures:** All graphics must be inserted into the text in an appropriate position, as close to its reference as possible. The text in all figures should be performed in only one font (preferred is Cambria), and of the same size across different figures (preferred font size is 9.25 pt, might be smaller for some less important texts, down to 7 pt).

x.) **Footnotes:**

▪ **Page References**

- Use p. or pp.
- Use 'at' if the page number may be confused with another part of the citation.

▪ **Cross-References**

- The first reference to any source must be given in full. Authorities and textual sources cited elsewhere in the article may be referred to by using a condensed reference, adding 'supra' or 'infra'. This also applies to case names. For a reference to the author, simply use the last name (no initials). Where two authors are cited give both names, but for three or more names, only the first author, followed by 'et al.'.

13.) The authors of articles shortlisted by the Commission would be notified of their selection by email.

[**Note:** The National Human Rights Commission reserves the right to review, select, edit, and publish any article, essay, or policy paper submitted, as deemed appropriate for inclusion in its Annual English Journal (Volume 25). Submission of manuscripts shall be construed as the author's consent to such editorial processes and publication. The decision of the Commission regarding selection and publication shall be final and binding.]

[Plagiarism undertaking as per SERB guidelines]

PLAGIARISM UNDERTAKING BY THE AUTHOR(S)

To

The Joint Secretary,

National Human Rights Commission,

Manav Adhikar Bhawan,

C-Block, GPO Complex, INA,

New Delhi-110023

Sir/Madam,

I _____ hereby certify that the article titled _____

submitted for publication in the Annual English Journal of the National Human Rights Commission, is my original idea and has not been copied/ taken verbatim from anyone or from any other sources. I further certify that this article has been checked for plagiarism through a plagiarism detection tool (Turnitin), as directed by the NHRC. The contents of the article are original and not copied/ taken from any other sources. I am aware of the UGC's Regulations on prevention of plagiarism i.e. University Grant Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulation, 2018.

I also declare that there are no plagiarism charges established or pending against me in the last five years. If the NHRC notices any plagiarism or any other discrepancies in my article, I will abide by any action taken against me by NHRC, as deemed necessary.