

## **Your Voice Magazine**

**ISSN (online): 2583-7184**

### Author Guidelines and Peer Review Insights

#### A. General instructions

Your Voice Magazine (ISSN [Online] 2583-7184) is a thematic quarterly magazine on human rights and social science. Each issue of the magazine explores a particular theme within the discipline.

An entry which does not substantially address the theme will not be considered for publication.

#### B. What kinds of entries are published?

Authors can submit entries under the following categories:

1. Short Articles (Maximum 2500 words)
2. Photo essays (1000-1500 words)
3. Memoirs/ Stories/ Translations (1000-1500 words)
4. Poetries (Maximum 500 words)

The entries must be the original work of the contributors. Originality is examined by the reviewers based on the **idea presented, arguments** and **methodology** adopted.

Similarity up to 15% will be allowed. Any entry which is above the suggested similarity threshold will be rejected by the reviewers.

#### C. Writing style and citation format

The following writing style and citation format must be used by the contributors for submitting their entries.

1. Font style: Times New Roman
2. Font Size: 12 for the main body/ 10 for the endnotes
3. Citation format: In-text and end-text **MLA 9<sup>th</sup> edition** in the “Works Cited” section.
4. Main headings should be *italicized*. (Please refer to MLA Guide 9<sup>th</sup> Ed.)
5. Subheadings should be written in **bold** font. (Please refer to MLA Guide 9<sup>th</sup> Ed.)
6. The author/s shall be responsible for submitting the manuscript in the final copy-edited form.

Any photographs/artwork used for photo essays or other entries should be the contributor’s original work. If any copyrighted photographs are used then the author must provide the name and the source of the original creator below the concerned photograph or artwork. **Failing to do that might result in rejection of the entry.**

#### D. Number of authors per entry

A maximum of two authors are allowed per entry.

Details of the author/co-author are to be provided in a separate document or body of the cover mail during submission. No such details must be mentioned in the entry manuscript. **A short biography of the authors/co-authors has to be provided in the body of the submission mail. The biography should not be more than 200 words.**

#### *E. Insights to the peer-review process*

All articles and recent developments received are evaluated by the Editors-in-Chief and thereafter as appropriate, the manuscript is blind-reviewed by one or more expert reviewers from within or outside the **Your Voice Magazine**. **The review process can take up to one month**, although exceptions to this time frame may occur. After receiving comments from the reviewer(s), notification of acceptance, rejection or need for revision will be given to the corresponding author. Excellence is a necessary condition for publication. The final decision on publication rests with the Editorial Board. Substantive changes proposed by reviewers/Editorial Board will only be made in consultation with the author.

All book reviews will be assessed upon submission on a case-by-case basis, depending on the standing of the reviewer. If they are experienced scholars, a peer review by an editorial member will be undertaken. If the review is submitted by an emerging scholar, it will undergo a blind peer review.

Members of the editorial board can make manuscript submissions, either as a lead author or as a contributor, only if the lead author is an expert in the area. **All such submissions will be subject to a double-blind review process.**

#### *F. Submission Process*

Manuscripts of entries must be emailed to [editor.yvm@thedialoguebox.com](mailto:editor.yvm@thedialoguebox.com) and cc to [siddharth@thedialoguebox.com](mailto:siddharth@thedialoguebox.com) and [bilal@thedialoguebox.com](mailto:bilal@thedialoguebox.com) before the deadline mentioned in the respective 'Call for Entries' published for each edition. **Any entry submitted for review should not be submitted simultaneously to other journals or periodicals.**

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#### *G. Transfer of Copyright:*

By submitting a manuscript, the author agrees that the copyright for the article is transferred to the publisher if and when the article is accepted for publication.