Institute for Global Studies and Research
Jammu & Kashmir, India
info@igsresearch.org | igsresearch.org

Applies to: **Blog Articles · Journal Articles · Policy Briefs** Date: **3 October 2026**

AUTHOR GUIDELINES

Submission and Manuscript Guidelines

The Institute for Global Studies and Research (IGSR) publishes three kinds of work. Please choose the stream that fits your piece, follow the guidelines for that stream, and read the General Policies, which apply to every submission.

1. Our Publication Streams

Stream	Length	How to submit	Review
Blog Article	900–1,200 words	Online submission form on the IGSR website	Editorial review; may be returned for revision
Journal Research Article (Monthly Issue)	4,000–12,000 words	By email to info@igsresearch.org, or as instructed by an editor	Editorial screening and peer review
Policy Brief	1,000–5,000 words	By email to info@igsresearch.org, or as instructed by an editor	Editorial and expert review

Word counts refer to the main text and exclude the abstract, footnotes, references and appendices.

2. General Policies (All Streams)

1. **Originality.** Submissions must be original, unpublished and not under consideration elsewhere. Work previously published in any form (journal, book chapter, magazine, another website or blog) cannot be accepted. A thesis or conference paper may be submitted only if substantially revised, and the earlier version must be disclosed at submission.
2. **Plagiarism.** IGSR has zero tolerance for plagiarism, including self-plagiarism and the uncredited use of another person's ideas, data, translations or text. Submissions may be screened with similarity-checking tools. Manuscripts with significant unattributed overlap will be rejected, and the author may be barred from future submission.
3. **Use of AI tools.** AI tools cannot be listed as authors or take responsibility for any work. If generative AI was used for drafting, translation, analysis or editing, this must be disclosed in a short statement at the end of the manuscript. Authors remain fully responsible for accuracy, sources and every claim. Fabricated or unverifiable citations will result in rejection.
4. **Authorship.** Everyone listed as an author must have made a substantial intellectual contribution and approved the final version. Other contributors should be named in the Acknowledgements. The author list and order cannot be changed after acceptance without written agreement from all authors.
5. **Research ethics.** Work involving interviews, surveys, fieldwork or other human participants must state how informed consent was obtained and how participants' identities and safety were protected. Authors must declare any conflict of interest and any funding. Work on conflict, security or sensitive regions must be evidence-based, must not incite hatred or violence, and must not expose sources to risk.
6. **Maps, terms and boundaries.** IGSR takes no institutional position on disputed territories. Authors using maps must have the right to reproduce them and must label them clearly. Place names and political terms should be used precisely and consistently, with an explanatory footnote where usage is contested.
7. **Copyright and licensing.** Authors retain copyright in their work. By submitting, authors grant IGSR the right to publish it. Journal articles and policy briefs are published under the Creative Commons Attribution 4.0 (CC BY 4.0) licence, which permits reuse with credit to the author and IGSR. Authors are responsible for obtaining permission for any third-party material (images, tables, extended quotations).
8. **Editorial decisions.** The editors' decision is final. Possible outcomes are accepted, accept with minor revisions, major revision and resubmission, or reject. IGSR may edit accepted work for clarity, house style and length.

3. ORCID and DOI Policy

Applies to Journal Articles and Policy Briefs.

ORCID iD (mandatory)

- Every author of a journal article or policy brief must have an ORCID iD. Registration is free at orcid.org.
- On the title page, each author's name must carry a **clickable hyperlink** to their ORCID profile, written in the full format **https://orcid.org/0000-0000-0000-0000**.
- Manuscripts without an ORCID iD for every author will not enter review.
- On publication, IGSR displays each author's ORCID iD as a live link beside their name.

DOI through Zenodo

Each published journal article and policy brief receives a Digital Object Identifier (DOI), obtained through Zenodo (zenodo.org), a free, open repository. The process is:

1. **Acceptance first.** Please do not upload your manuscript to Zenodo before you receive written acceptance. Deposit before acceptance counts as prior publication.
2. **Final version.** After acceptance and final copy-editing, IGSR will send you the approved final PDF.
3. **Deposit by the author.** Upload exactly that PDF to Zenodo and complete the metadata: title, all authors with their ORCID iDs, publisher ("Institute for Global Studies and Research"), publication date and licence (CC BY 4.0).
4. **Send the DOI.** Email the Zenodo DOI to editor within 7 days. Publication is completed once the DOI is received.
5. **Display.** IGSR prints the DOI as a clickable link on the published page and on the first page of the article or brief.

No substantive changes may be made to the deposited file after IGSR has approved it.

4. Blog Articles

Scope. Analytical commentary on multidisciplinary domain. A piece should offer a clear argument, not only a summary of news.

Length. 900–1,200 words.

How to submit. Use the submission form on the IGSR website. You will be asked for:

- Article title
- Full name, affiliation (or "Independent") and email
- A short author biography (maximum 50 words)
- The article text in the form, or as an attached .docx file
- Confirmation that the work is original and that you agree to these policies

Structure. A specific, informative title; an opening paragraph that states the argument; a body with clear paragraphs and sub-headings if useful; a concluding paragraph; and sources cited in the text and listed at the end.

Review and revision. Every submission is reviewed by an editor. An article may be accepted as submitted, returned to the author with comments for revision, or declined. Authors are normally asked to return revisions within 10 days. A first response is typically sent within 7–10 days of submission.

5. Journal Research Articles (Monthly Issue)

Scope. Original research in any of IGSR's subject domains, including International Relations & Security; Law, Constitution & Governance; Economics & Development; Society, Culture & Identity; Environment, Climate & Resources; Media, Technology & Information; Human Rights; and Crime, Terrorism & Risk. IGSR is open to new domains, so please enquire if your topic falls outside these.

Length. 4,000–12,000 words.

How to submit. Email your manuscript as a single Word (.docx) file to **info@igsresearch.org**, or follow the instructions given to you by an editor.

- **Subject line:** Journal Submission – [Short Title] – [Surname]
- **File name:** Surname_ShortTitle_Journal.docx

- **Cover note:** 100–150 words stating the article's contribution, with confirmation that the work is original and not under review elsewhere.

Required structure

Section	What it must contain
Title page	Title (maximum 15 words); all authors, each with an ORCID hyperlink; affiliation, designation and country; corresponding author's email
Abstract	150–300 words, a single paragraph with no citations: problem, method, main findings and conclusion
Keywords	Five, separated by commas
Introduction	The problem, research question(s), argument and structure of the article
Literature review / framework	Existing scholarship and the theoretical framework used
Methodology	Data, sources and methods, with limitations
Analysis and findings	The evidence and what it shows
Discussion	What the findings mean and how they relate to existing scholarship
Conclusion	The contribution, limitations and directions for further research
Declarations	Acknowledgements, funding, conflicts of interest, ethics statement (where relevant), AI-use statement (where relevant), data availability
References; Appendices	Reference list in APA 7th style; appendices if any

Review. Manuscripts are first screened by the editors for fit, quality and compliance with these guidelines. Suitable manuscripts then go to at least one independent reviewer. Authors receive the reviewer comments and must submit a revised manuscript with a short response to each point. A first decision is typically communicated within 30–45 days of acknowledgement. Accepted articles are scheduled for an upcoming monthly issue.

6. Policy Briefs

Purpose. A policy brief gives decision-makers a concise, evidence-based analysis of a specific problem and clear, practical recommendations. The reader is a busy non-specialist, so write plainly and avoid jargon.

Length. 1,000–5,000 words.

How to submit. Same process as journal articles. Subject line: Policy Brief Submission – [Short Title] – [Surname]. File name: Surname_ShortTitle_Brief.docx.

Required structure

Section	What it must contain
Title page	Title; authors with ORCID hyperlinks; affiliations; corresponding email
Executive summary	150–250 words: the problem, the key finding and the main recommendation, ideally with 3–5 key messages
Introduction / problem statement	Why the issue matters now, and for whom
Background and context	The legal, political, economic or social setting
Analysis	The evidence: data, comparisons or case examples
Policy options	Realistic alternatives with their advantages, costs and risks
Recommendations	Specific, actionable steps, indicating who should act
Implementation considerations	Stakeholders, resources, timeline and risks
Conclusion; Declarations; References	As in the journal article guidelines

Review. Briefs are assessed for evidence quality, clarity, feasibility of recommendations and fit with IGSR's standards, and may be returned for revision.

7. Manuscript Formatting

Applies to Journal Articles and Policy Briefs.

Element	Specification
File type	Microsoft Word (.docx)
Page size and margins	A4; 2.54 cm (1 inch) on all sides
Font	Times New Roman
Body text	12 pt, 1.5-line spacing, justified
Title	16 pt, bold, centred
Author names	12 pt, centred, with ORCID hyperlink
Affiliations	10 pt, centred
Abstract	11 pt, italic, single column
Main headings	12 pt, bold, capitals, numbered (1. INTRODUCTION)
Sub-headings	12 pt, bold, each word capitalised (1.1 Research Design)
Third-level headings	12 pt, bold italic, sentence case (1.1.1 Data sources)
Footnotes	10 pt, used sparingly
Page numbers	Bottom centre

- **Headings.** Number sections and subsections consistently (1, 1.1, 1.1.1). Acknowledgements and References are not numbered.
- **Tables and figures.** Number them sequentially (Table 1, Figure 1) and refer to each in the text. Table titles go above the table and figure titles below the figure, both centred. Always give the source beneath. Place each close to its first mention. Images must be at least 300 dpi and legible in black and white.
- **Abbreviations.** Spell out an abbreviation on first use, followed by the short form in brackets. Avoid abbreviations in the title and abstract.
- **Numbers, units and dates.** Use SI units. Write numbers under ten in words, except measurements, percentages and data. Use one date format throughout (e.g. 15 August 2026) and either British or American spelling consistently.
- **Quotations.** Short quotations stay in the text inside quotation marks. Quotations of more than 40 words are set as an indented block. Translations should be identified as yours or cited.

8. Citation and References

IGSR uses **APA 7th edition** author–date citation: (Author, Year, p. #). The reference list goes at the end, in alphabetical order, and includes only works cited in the text. Unpublished work, personal communications and “in preparation” papers are not listed. Include a DOI or stable URL where available.

Type	Format
Journal article	Author, A. A., & Author, B. B. (Year). Title of article. *Title of Journal, volume*(issue), pages. https://doi.org/xxxx
Book	Author, A. A. (Year). *Title of book* (edition). Publisher.
Book chapter	Author, A. A. (Year). Title of chapter. In E. Editor (Ed.), *Title of book* (pp. xx–xx). Publisher.
Thesis	Author, A. A. (Year). *Title of thesis* [Doctoral thesis, Institution]. Repository.
Report	Organisation. (Year). *Title of report*. Publisher. URL
Website	Author/Organisation. (Year, Month Day). *Title of page*. Site name. URL (accessed Day Month Year)

9. Submission Checklist

Before submitting, please confirm that:

- ☐ The work is original, unpublished and not under review elsewhere
- ☐ The word count is within the limit for the chosen stream
- ☐ All authors are listed, each with a **clickable ORCID link** (journal articles and policy briefs)
- ☐ The abstract or executive summary and the keywords are included
- ☐ Formatting follows Section 7 and references follow APA 7th
- ☐ Permissions for any third-party material are in hand
- ☐ Ethics, funding, conflict-of-interest and AI-use statements are included where relevant
- ☐ The file is named as instructed and the email subject line follows the format

Questions?

Write to **info@igsresearch.org**. We are glad to advise on stream, scope and format before you submit.

Issued by the Office of the Director



Tavraiz Sheikh
Founder & Director, IGSR