

Guideline of publication for the NJA Law Journal (English) and Pratipadan (Nepali), 2026

The objective of this stepwise guideline is to establish a clear, transparent, and systematic framework for the submission, review, editing, and publication of high-quality, original, and research-based legal articles in the NJA Law Journal (English) and *Pratipadan* (Nepali), ensuring academic integrity, consistency, and timely publication.

Step 1: Call for Papers

- 1.1 The NJA shall publish a notice/announcement inviting the submission of articles on the day after NJA Day of every year. If it falls on a public holiday, the notice shall be published on the next working day.

Step 2: Submission Requirements

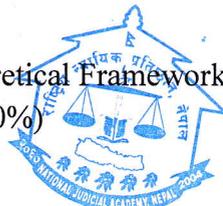
- 2.1 Articles must be analytical, research-based, original, and related to law and justice.
- 2.2 Articles must be original and unpublished, and must not be under review in any other journal.
- 2.3 Previously published articles shall not be accepted.
- 2.4 The length of the article should generally be 5,000 to 10,000 words excluding footnotes.
- 2.5 Each article must include an abstract within 150 to 250 words.
- 2.6 Articles must include 4 to 6 keywords.
- 2.7 The manuscript must be submitted:
 - In Times New Roman, 12-point font (for English text)
 - In Kalimati, 12-point font (for Nepali text)
- 2.8 Articles must use footnotes only. Citations must strictly follow:
 - Bluebook Citation Style (21st Edition), or
 - Ciru Nepal Citation Style (<https://njanepal.org.np/public/reports/220523111055-Nepali%20Citation%20Style%202021.pdf>)
 - Except for the citation styles mentioned above, other universally recognized citation styles may be applied in special cases; however, only one citation style shall be used consistently within an article.

Note: The author is requested not to make unnecessary explanation, briefing, comment or any information as not significant for major points of submission in footnotes.

- 2.9 No separate References or Bibliography section is required.
- 2.10 Author details (designation, office, academic qualifications only) shall be placed in a footnote, marked with an asterisk (*) after the author's name on the right-hand side of the title page.
- 2.11 Articles must be submitted within the specified deadline mentioned in Annex-1 to the official NJA email address or editorial email address (as mentions in Notice)

Step 3: Structure of the Article

- 3.1 The article must follow this structure:
 - a. Title (6 to 16 words; precise and analytical)
 - b. Author's Name
 - c. Abstract (150 to 250 words)
 - d. Keywords (4 to 6 only)
 - e. Introduction (10 to 15%)
 - f. Literature Review and/or Theoretical Framework (15 to 20%)
 - g. Research Methodology (5 to 10%)



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- h. Data/Information (20 to 25 %)
- i. Analysis and Discussion (40 to 50%)
- j. Conclusion and Recommendations (around 10%)

Note: The above percentages are calculated on the basis of the total article as 100%.

Step 4: Initial Editorial Screening

- 4.1 The Editorial Board conducts an initial screening of submitted manuscripts.
- 4.2 The Board may request preliminary revisions before sending the article for peer review.
- 4.3 Articles not meeting prescribed standards or quality requirements shall not be considered.

Step 5: Selection for Peer Review

- 5.1 Articles approved by the Editorial Board shall be forwarded for the **Peer Review Process**.

Step 6: Double-Blind Peer Review Process

- 6.1 Both journals follow a double-blind peer review process:
- Reviewers do not know the identity of the authors.
 - Authors do not know the identity of the reviewers.
- 6.2 The peer reviewers should be selected from the roster of NJA-Nepal.
- 6.3 The Editorial Board ensures that the manuscript text (excluding author details) is sent to reviewers.
- 6.4 If citation software is used, the citation library also must be provided to the reviewer.

Step 7: Reviewer's Recommendation

- 7.1 Reviewers evaluate manuscripts based on NJA Peer Review Guidelines and may recommend:
- a. Acceptance
 - b. Acceptance with minor revision
 - c. Acceptance with moderate revision
 - d. Acceptance with major revision
 - e. Rejection

Step 8: Communication of Review Comments

- 8.1 The Editorial Board communicates reviewer comments to the authors as NJA review guideline.
- 8.2 Authors must revise their manuscripts accordingly.
- 8.3 Along with the revised version, authors must submit:
- A detailed explanation of all changes made
 - Revisions highlighted in a different colour text

Note: Failure to resubmit revised manuscripts incorporating required changes may result in non-publication.

Step 9: Final Editorial Decision

- 9.1 The Editorial Board makes the final decision based on reviewers' recommendations.
- 9.2 The Board reserves full discretion to accept or reject any article on genuine grounds.
- 9.3 Sensational, emotionally charged, or ideologically motivated articles may be rejected in the interest of institutional integrity and security.
- 9.4 Rejected manuscripts shall not be returned to authors.

Step 10: Final Manuscript Submission

- 10.1 Authors submit the final revised article.

Step 11: Editorial and Production Process

- 11.1 Further editorial work by the Board may be followed.
- 11.2 Language editing may be carried out prior to publication.



11.3 Press work.

Step 12: Publication and Launch

12.1 The journal shall be launched on NJA Day.

12.2 The authors of the publication shall be invited for the acknowledgement on launch day.

12.3 Minimum 10(Ten) articles shall be received for the publication if its not, the publication shall not be done.

Step 13: Copyright and Ownership

13.1 Approved articles become the property of the NJA.

13.2 Articles may not be reproduced, in whole or in part, without prior permission.

13.3 Upon publication, authors transfer exclusive rights to NJA for publication, reproduction, distribution, translation, and public communication in any media format.

Step 14: Remuneration

14.1 Remuneration shall be provided to authors and reviewers in accordance with prevailing NJA rules only after task completion of article publication process.

Step 15: Priority Review and Publication

15.1 If any urgent publication request is received by the editorial board before the prescribed date for the press NJA can consider the urgent publication. For the urgent publication the author should pay the prescribed amount.

15.2 Authors who consider an urgent publication of their work to be very important should specify this in their covering letter, including an appropriate justification. Based on the editorial board's judgment, these works shall undergo a priority review process.

15.3 For such priority publication, submission of the manuscript of the article will be considered before the date mentioned in Annex-1.

Step 16: Further Information

16.1 All the above steps will be followed according to the mentioned article publication cycle (Annex-1) but the editorial board shall have the right to change it for the unexpected issues.

16.2 For additional information, authors may contact the concerned Editorial Board.

Annex-1

Article Publication Cycle

S.N.	Activities	Date
1.	Announcement for the article/ Notice	Chaitra 5
2.	Deadline of manuscript submission	Ashad 30
3.	Preliminary Screening of Manuscripts by the Editorial Board	Bhadra 15
4.	Completion of Peer Review Process (Forwarding manuscripts for peer review and receipt of reviewers' feedback)	Kartik 15
5.	Communication of Peer Review Comments to Authors	Kartik 16-30
6.	Submission of Revised Final Manuscripts by Authors	Mangsir 30
7.	Final Editorial Review and Editing by the Editorial Board	Poush 30
8.	Priority Review and Publication	Poush 30
9.	Completion of Press/Printing Work	Falgun 15
10.	Publication and Official Launch (NJA Day)	Chaitra 4 (NJA Day)

Note: if the scheduled date falls on a public holiday, it shall be considered as on the next working day.

Dary Judd

