ALL INDIA INSTITUTE OF SPEECH AND HEARING

**Briefing in Communication Disorders**

Instructions to the Author(s)

The Briefing in Communication Disorders (BiCoD) is committed to publish the papers submitted by its authors as quickly as possible, there by reaching the indented audience rapidly with maximum impact. The authors will be active participants in the publishing process of the journal. The entire publication process of the journal including the manuscript submission, editorial, review and the final publishing are online. Before submitting a paper to the journal, the contributors may kindly go through the information given below carefully to make the publication process smooth, effective and on time.

The Author(s) is assigned with the following responsibilities.

1. Submission of the manuscript by following the five steps detailed elsewhere in this document.
2. Revising the contents, if required, as per the plagiarism checking
3. Revising the contents and /providing clarification, if required, as per peer reviewing
4. Revising the contents and /providing clarification if required as per the copyediting
5. Proofreading

**Manuscript Submission Sections**

Manuscripts can be submitted to the three sections of the journal, namely, Research Articles Section, Case Report Section and Book Review Section. The Research Articles Section has been divided into Hearing, Speech and Language Sections.

**Publication Ethics**

1. The BiCoD follows the rules and guidelines of Committee on Publication Ethics ([COPE](http://publicationethics.org/)), an organization for publishers and editors on ethical integrity of papers published in [peer reviewed journals](http://academiapublishing.org/Journals.htm), in general.

**Open Access Policy**

1. The journal follows open access policy and the manuscripts accepted will be published as per the Creative Commons Attribution- Non Commercial- No Derives (CC BY-NC-ND) license. The CC BY-NC-ND license permits others to distribute and copy the article, and to include in a collective work (such as an anthology), provided they credit the author(s), do not alter or modify the article and do not use it commercially. Thus by sending a manuscript to the BiCoD, the author(s) by default grant(s) the publisher the right to make available their papers to users worldwide free of cost and to copy, use, distribute, transmit and display the work publicly in any digital medium for any responsible non-commercial purpose, subject to proper attribution of authorship as well as the right to make small numbers of printed copies for their personal use. All the articles published will be immediately made free for everyone to read and download.

**Author Declaration**

1. The authors have to submit an **Author Declaration** in prescribed format (attached below). The filled-in form, after taking print out both the sides of the same sheet and duly signed by all the authors have to be scanned and e-mailed separately to the Chief Editor (E-mail: ………….) simultaneously with the submission of the manuscript online.

[**Download Author Declaration Form here**]

***Please Note:*** *The uploaded manuscript will be taken for editorial process only after the receipt of the duly signed author declaration.*

**Prior Publication**

1. The journal will not accept a previously published paper or a paper already communicated for publication in another journal.

**Informed Consent**

1. Informed consent must be obtained for studies on humans after the nature and possible consequences of the studies were explained.

**Funding Sources**

1. The role(s) of the funding organization, if any, in any stage of the research such as collection of data, its analysis and interpretation, and in the right to approve or disapprove publication of the finished manuscript must be indicated.

**Approval of the Concerned Institution/Organization**

1. The authors must ensure that the articles emanating from a particular institution are submitted with the approval of the institution.

**Plagiarism Checking**

1. The BiCoD does not permit plagiarism in submitted manuscripts. When text from another writer or that of the authors' own published work is used in the manuscript it must be properly quoted or paraphrased and the sources of the quoted or paraphrased text must be acknowledged.
2. All the manuscripts submitted to BiCoD for publication will be checked for plagiarism using Turnitin, the world’s most popular anti plagiarism software The manuscript will be summarily rejected if found plagiarised.

Contributors

1. To be qualified as author a person must make substantial contributions to the study such as conception and design, data acquisition, data analysis and interpretation, and drafting the manuscript or take part in revising the important intellectual content of the manuscript.
2. No person must be given the credit as an author who has not contributed significantly to the study or the preparation of the manuscript.
3. Adding the name of a person who has not contributed to the work is considered a breech of appropriate authorship.
4. The names of contributors to the study who cannot be considered as Authors must be listed in the **Acknowledgment** section. Such contributors include a person who provided technical support, copyediting, proofreading or translation assistance or a Department Head who provided general support.
5. Groups of professionals whose contributions cannot be confined only to a mere acknowledgement and do not justify as authors may be listed under a heading such as Clinical Investigators/ Participating Investigators or their actual function/contribution towards the study may be described. E.g.; for example, Served As Scientific Advisors.

**Manuscript Types**

1. As discussed above, the journal will accept the following types of manuscripts
	1. Research Articles
	2. Case Reports
	3. Book Reviews

**Document Format**

1. The manuscripts must be in MS Word 2007 or latest format. **MS WORD templates** for the preparation of Research Articles, Case Reports and Book Reviews, are available for downloading on the journal website which can also be **downloaded here**. Make sure that you are using MS WORD 2007 or its latest version in your computer. In case you are using a latest version, save the template in MS WORD 2007 format before preparing the manuscript using the template. The use of the template is mandatory.
2. The manuscript must be double spaced, double columned with a minimum of 1 inch margins on all four edges.
3. Times new roman size type in 12 point font may be used.

**Style Guide**

1. The manuscript must be prepared as per the latest edition of **American Psychological Association Publication Manual**.

**Tables and Figures**

1. In the manuscript, tables may be used for the purpose of simplifying text.
2. The number of tables and figures should be kept to a minimum and have to be numbered consecutively in Arabic numerals in accordance with their appearance in the text. Wordings such as “table above” or “figure below” may be avoided.
3. Small tables with 2 or fewer columns and rows may be replaced by text description.
4. Each table and figure used should have a caption which is brief but explanatory. The table title may be italicized. However, the table number should not be italicized.
5. Tables cannot duplicate data contained in the text.
6. Axis labels on graphs should be parallel to their axes.
7. Standard abbreviations and symbols, such as % or no. may be used in table headings without further explanation.
8. Each table column must have a heading.
9. Footnotes, if any, can be given below the table.
10. If a table is from another source, include a note below the table specifying the details. e.g. “Note. From….” OR “Note. Adapted from…” OR “Note. The data in column 1 are from…”
11. Capitalize only the first letter of the first word of all headings in tables and figures. If a word is proper noun, however, be sure to capitalize the first letter anyway.
12. In text, refer to every table and figure. e.g. As shown in Table 2, the ….. OR (see Table 2). Tell the reader what to look for, but only mention the major points of the table.
13. Tables must be numbered and labelled ABOVE the table, with the title centered whereas the figures must be numbered and labelled BELOW the illustration.
14. Graphs should be cited as figures and must be numbered with Arabic numerals.
15. Graphs must be send in editable formats (MS excel if possible) in order to make formal changes (colour, fonts, size, etc.).

**Abbreviations**

1. The non-standard abbreviations should be used only when the full term is very long and used often.
2. Each abbreviation should be spelled out and introduced in parentheses the first time it is used in the text.

**Language**

1. Only clear and error free manuscript written in English language will be accepted.

**Manuscript Components for Research Articles**

1. The research article manuscript should have the following components: Title, Authors with their Institutional affiliation, Abstract, Keywords, Introduction, Materials and Methods, Results and Discussions, Conclusion, Tables (if any), Figures (if any), Abbreviations (if any), Competing interests (if any), Acknowledgements, References and Source of Support (if any).

 **Title**

* The title of the paper must be self-explanatory yet brief with keywords or search terms to enable the readers to find the paper when searching a relevant database.
* The common terms like *A study of….,* *Research on…,*  *A report of* …, *Use of ….,*  *Regarding …,*  non-quantitative termslike *New*, *Novel*, *Rapid..*, Jargon, symbols, abbreviations, formulas with sub and superscripts must be avoided from title.
* The suggested maximum number of words in the title is 12.
* The title must be typed in upper and lowercase letters and centre aligned.

**Author Details**

* Authors must be listed below the title along with their institutional affiliation in descending order of their effort/contribution to the article.
* Authorship may be restricted to the persons whose contribution to the paper is substantial.
* The name(s) of the author(s) must be in the order First Name, Middle Name (if applicable) and Last Name
* The corresponding author must be indicated with an *asterisk* and footnote.
* The titles (such as Dr., Professor ) and degrees (such as Ph.D, M.Phil) of authors must be avoided.
* In case an author is not affiliated with an institution, the city, state and country may be given.

**Abstract**

* An abstract not exceed 250 words with a brief description of the topic discussed should be provided.
* The information such as objectives, methods, major findings and principal conclusion must be incorporated in the abstract.
* Past tense must be used for writing abstracts and there should not be any abbreviations.
* The abstract must be restricted to a single paragraph without paragraph indentation.

**Keywords**

* Below the abstract, about 3 to 8 keywords other than the words mentioned in the title must be listed in alphabetical order, separated by commas.
* **A list of keywords relating to the subject coverage of the journal is given here. The contributors may look the list and choose the appropriate keywords that best define the topic of the work.**

**Introduction**

* Theintroduction should clearly state the problem, the most relevant literature on the topic of discussion, and the proposed approach or solution.
* The significance of the study must be clear from the introduction. However, extensive reviews of the literature should be avoided.
* The title “Introduction” may be omitted since it is superfluous.
* Specific purpose of the study must be given at the end of the introduction.

**Methods and Materials**

* The Methods section may be the **First Named Section** in the manuscript.
* The methods and procedure used should be comprehensive enough to allow them to be reproduced.
* All the results discussed in the Results Section must have a corresponding description of the method in the Methods Section. Previously published procedures should be cited, and significant modifications of published procedures should be stated in brief.
* Novel procedures should be given in detail, but published procedures should be referred to by literature citations.
* Passive voice may be used in methods. However, active voice is preferable when the researcher as well as his thoughts and assumptions are important.
* Give enough information that other experienced workers can repeat the experiment. When using common methods, cite the appropriate publication. Standard methods do not need extensive reference.

**Results and Discussions**

* The results should be logically organized with clearness, accuracy and in a concise manner.
* The results must be related to the stated problem.
* The Results Section may be combined with the Discussion Section as Results and Discussion Section, if appropriate.
* Limitations of the data and alternate interpretations may be indicated in the Results Section.
* In the Discussion, the findings should be interpreted in view of the results obtained in the current study and in previous studies on this topic.

**Conclusions**

* The conclusions may be in a few sentences at the end of the paper.
* Do not repeat information presented in the Discussion Section or include irrelevant information.
* Conclusions must be based on the evidence presented

**References**

* The correctness of data in the references has to be ensured in order to help us to create links the major abstracting and indexing services like PubMed and Scopus.
* Online links to the sources cited may be provided which will increase the discoverability of the papers.
* The reference entries must be double-spaced

**Individual Contributions**

* Each author's individual contribution to the manuscript must be declared under the Contribution **S**ection**.** For e.g**.** Author A did collection of data, Author B analysed and interpreted data, Author C drafted the manuscript and Author D revised the manuscript.

**Acknowledgement**

* The Acknowledgement should be brief. All contributors who do not meet the criteria for authorship should be listed in an acknowledgments section.
* Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chairperson who provided only general support. Authors should declare whether they had assistance with study design, data collection, data analysis, or manuscript preparation.
* Acknowledging the persons routinely involved in the editorial board of BiCoD may be avoided.

**Manuscript Components for Research Review Articles**

1. Review articles should not be more than 25 pages and contain comprehensive coverage of relevant literature. Review articles should preferably be written by experts who have in-depth knowledge of the topic. All format requirements are similar to those applicable to research manuscripts. Review articles need not to be divided into sections such as Materials and Methods, and Results and Discussions, but should definitely have an Abstract and Introduction.

**Manuscript Components for Case Reports**

1. The Case Report can be a rare or unreported feature, condition, complication, or intervention pertaining to Communication Disorders.
2. The Case Reports must be brief and limited to 2500 words and must have the following components
	1. Title
	2. Author Details
	3. Abstract
	4. Introduction
	5. Case Report ( methods and results)
	6. Discussion
	7. Conclusion
	8. Acknowledgement
	9. References
3. The abstract should not exceed more than 50 words.
4. The total number of tables and figures (combined) must not exceed 3.

**Manuscript Components for Book Reviews**

1. The Book Reviewmust have the following components.
	1. Title of the book
	2. Authors
	3. Publisher
	4. Price
	5. The details of the Book Review author
	6. A brief review limited to 2500 words featuring the strengths and weaknesses of the book and an evaluation of the overall usefulness to the audience it is intended for.

**Registering with the Journal Website**

1. As indicated in the beginning, the manuscripts for publication will be accepted only online and for this the author must register with the journal website and enrol as an Author.
2. As an Author the following can be done with the journal website.
	1. View the journal contents as any other registered users
	2. Submission of a paper
	3. Submission of a revised copy
	4. Copy editing and proof reading of the paper once it is accepted for publication
	5. Track the status of a submitted paper

**Online Manuscript Submission**

1. To submit a paper, the Author has to login and click the **New Submission** link which will take the author to a simple, five step submission process.

**Step 1 – Starting the Submission**

1. Selection of the language
2. Verification of the submission checklist
3. Agreeing to the copyright notice
4. Review the private statement
5. Adding comments, if any to the Editor

 **Step I1 –Submission Uploading**

* 1. Locating the file in the computer by clicking ‘browse’ option
	2. Clicking ‘open’ and choosing the file
	3. Uploading the file/manuscript excluding the references
	4. Clicking ‘save’ and continue button
	5. Verification of the correctness of the file chosen. In case, the file

 chosen is wrong replace it by the right one.

**Step II1 – Entering Metadata/ Bibliographic details**

* + - * 1. Entering the personal details of the author. In case there are multiple authors use the option ‘Add Authors’ and enter the details of the remaining authors one by one.
				2. If needed, re-ordering the authors in the sequence in which they should appear in the article to be published.
				3. Making one author as the principal contact for editorial correspondence.
				4. Entering the indexing terms by separating the terms using semicolon.
				5. Entering of the details of the supporting agency, if any, for the research.
				6. Copying and pasting the formatted list of references in the box provided.
				7. Saving and continuing

**Step IV – Uploading of Supplementary Files (*Optional Step*)**

The supplementary files if any, such as research instruments, data sets pertaining to the research, related sources, figures and tables which cannot be included along with the text can be uploaded during this step.

The steps include locating the file(s) on the computer, opening and choosing it/them and uploading

Saving and continuing

 **Step V- Confirmation of Submission**

* 1. Completion of the submission process by clicking the finish button

**Checking the Status of Submitted Paper**

1. The status of an already submitted paper can be known for the author by login to the journal website and clicking the **Active** link.

**Editorial and Reviewing Process**

1. In the first stage of the editorial and reviewing process, the submitted manuscript will be reviewed by the Chief/ Managing Editor for the suitability of its subject coverage to publish in the journal.
2. If the topic of discussion is relevant for the journal, the manuscript will be forwarded to the concerned Section Editor.
3. The Section Editor will undertake plagiarism checking of the paper and will reject it if it is found that the manuscript contains substantial matching with the already published resources. The author will be communicated regarding this with a copy of the plagiarism report.
4. If the manuscript contains only a negligible matching with the existing resources, the author will be informed to revise the portions with matching content. Once the author revises the paper it will be taken for the peer reviewing process.
5. The paper will be assigned to one of the reviewers of the BiCod with expertise in the relevant area.
6. The reviewer will promptly assess the manuscript and will decide if it is likely to meet the requirement of providing a major advance in the field
7. The editorial board will make a decision based on the reviewers' comments. The three types of decision possible are:
* Accept the manuscript as submitted
* Accept the manuscript with revisions by the author
* Reject the manuscript
1. The paper accepted for publication will be taken for the next stage of the process i.e. copy editing
2. The author will be informed to review the copy edited manuscript and offer the suggestion
3. After copy editing, the manuscript will be taken for galley preparation to publish it in html and pdf formats.
4. The author will again be informed to review the galley formatted paper for proof reading
5. The editorial board also proof read the paper
6. Taking the paper for publication