

Submission Guidelines

1 General Guidelines

1.1 Code of Conduct:

The Institute for Indo-Pacific Studies Center (IPSC) is committed to upholding rigorous editorial standards in publishing well-informed opinions derived from evidence-based analysis. Our editorial team encourages the submission of critical, controversial, or contrarian viewpoints, provided they are supported by credible sources and are presented respectfully to foster constructive discourse on strategic matters pertaining to South Asia and its environs.

Contributions to IPSC should be original, timely, and grounded in quantitative and or qualitative data. It is assumed that any submission made to us is exclusive, and acceptance for publication by IPSC precludes simultaneous publication elsewhere without our prior consent. Articles failing to meet these criteria will not be considered for publication by IPSC.

1.2 Publishing Objectives

The editorial team perceives the review process as a chance to enhance the cogency of authors' arguments, the policy relevance of articles, and the overall readability of each submission. Our editors strive to assist contributors to IPSC in crafting compelling cases that resonate with decision-makers in the Indo-Pacific and beyond. To achieve these objectives, editors retain the authority to request substantial revisions. This approach not only enhances the reception of individual articles but also contributes to the broader readership of the IPSC platform among scholars.

1.3 Plagiarism

In accordance with academic standards the IPSC maintains a zero-tolerance policy towards all forms of plagiarism. Instances of plagiarism encompass, among other actions, presenting another person's work as one's own, neglecting to attribute or rephrase the work of other authors appropriately, and recycling language from one's own prior publications. IPSC urges current and potential contributors to refer to the plagiarism [guidelines provided by the Massachusetts Institute of Technology](#) for further guidance on prevention strategies. Contributions from individuals who persistently engage in plagiarism will not be entertained by the editorial team.

1.4 Review Process

In general, the editorial team will provide an initial set of comments and suggested edits within a few business days upon receiving a submission. However, high submission volumes may occasionally cause delays in this process. Authors are expected to address these suggestions within 48 hours of receipt. Failure to respond within this timeframe may result in the author forfeiting their position in the queue.

Comments and suggested edits will be made using "Track Changes" in Microsoft Word. Authors are required to accept or reject changes and respond to editors' comments within "Track Changes" mode. This feature can be enabled under the "Review" menu in Word before returning the article to IPSC.

The review process typically involves two to three rounds of edits. On average, the turnaround time from submission to publication is 10 business days. Articles submitted in a well-prepared state are more likely to have a faster publication timeline.

In cases where authors have time-sensitive articles they wish to publish on IPSC, the editors will endeavor to accommodate an expedited timeline whenever possible.

2 Format and Style

2.1 Word Count:

Commentary

We accept submissions for our Commentary section between **800 and 1,100** words. The editors may return to the author any article that exceeds the word limit and will not consider it for publication until it has been shortened per IPSC requirements.

Articles

We accept submissions for articles between **1,500 and 3,000** words. We may solicit pieces longer or shorter than this, but we do not accept unsolicited submissions that fall outside the stated range. The editors may return to the author any article that exceeds the word limit and will not consider it for publication until it has been shortened per IPSC requirements.

Policy Briefs

We will review submissions or pitches for policy briefs. Please contact us for the submission details for Policy Briefs and other reports.

2.2 Abstract:

IPSC contributors must articulate their main argument in the first few sentences. The editors will return submissions that lack a clear thesis stated upfront.

2.3 Citations

Instead of footnotes or endnotes, IPSC uses hyperlinks to cite sources. IPSC requests authors to cite all figures, quotes, common as well as lesser-known facts, and others' work.

- To embed a hyperlink in a Word, IPSC contributors must use a maximum of four words in the sentence; right click on the selected words; choose the "Hyperlink" option from the drop-down menu; and insert the hyperlink into the "Address" bar.
- Reputable local and international publications, government and international organizations, academic journals, and policy reports are excellent sources.
- Whenever possible, IPSC prefers primary sources instead of secondary or tertiary references. The editors do not consider Wikipedia to be an acceptable source.

2.4 IPSC Style Guide

Body text: Format body text to Times New Roman, size 12, line space 1.0, alignment of left-justify, with one space between paragraphs. Use U.S. English. Please bold section heads, with subsections italicized (if any).

Headings: Do not use numbers in headings.

Abbreviations and Acronyms: Spell out the full name the first time it appears (e.g. Indo-Pacific Studies Center (IPSC)) and use the acronym (e.g. IPSC) in subsequent instances.

Quotes: Use double quotation marks (" ") for quotations and single quotation marks (' ') for a quotation within a quotation. Avoid using single quotation marks for emphasis.

Active Voice: Always use the active voice.

2.5 Title

IPSC editors reserve the right to change any title and have final say for marketing and promotion purposes, as is standard editorial practice.

2.6 Data Visualization

Studies show articles/op-eds are better consumed by a wider readership if they include graphs, tables, and other data visualizations. Consider submitting these with your article if appropriate to increase readership of your article. Include citations and references to note the source.

2.7 Engagement

Referencing, discussing, and debating other IPSC articles (in your own submissions, comments, or social media) is highly encouraged as it contributes to the readership of your colleagues.