

CNSS Journal of National Security Studies



IMPORTANT DATE

JULY

First Issue Publications



DECEMBER

Second Issue Publications

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CNSS Journal for National Security Studies

Submission Guidelines

The submission guidelines are incorporated into the CNSS Journal for National Security Studies to maintain uniformity of the scope and quality of the journal. The manuscript must be your original work and you must have the rights to the work. It is also crucial that the authors obtain and be able to supply all necessary permissions for the reproduction of any copyright works not owned by you, including figures, illustrations, tables, lengthy quotations, or other material previously published elsewhere. Please check the following submission guidelines to be accepted for reviewing and publishing.

1. Abstract Guidelines

An abstract with a maximum limit of 250 words that concisely states the research problem, rationale, and purpose of the research is considered optimum for our journal. Please ensure that the abstract is written, keeping in mind the goals and objectives of engaging with an audience under the umbrella theme of security studies.

1.1 Keywords

Please include a minimum of 4-5 keywords, listed after the abstract. Keywords should be as specific as possible to the research topic. Your article title, keywords, and abstract all contribute to its position in search engine results, directly affecting the number of people who see your work.

1.2 Technical Guidelines

- i. Authors of the CNSS Journal for National Security Studies must respect copyright principles.
- ii. Employ British English as the default language.
- iii. Utilize Times New Roman font 12 with 1.5 line spacing.
- iv. Explain acronyms upon first use, followed by acronym usage.
- v. The editorial team retains the right to reject the abstracts if it is not on par with or in the thematic areas indicated by CNSS.

2. Research Article Guidelines

CNSS only conforms to the submission of original research articles. The articles have a word limit between 3,000-6,000 words, including the data sets and excluding the abstract and references.

2.1 Technical Guidelines

- i. Authors of the CNSS Journal for National Security Studies must respect copyright principles.
- ii. Employ British English as the default language.
- iii. Utilize Times New Roman font 12 with 1.5 line spacing.
- iv. Cite quotes, facts, maps, charts, and data accurately.

- v. Incorporate proper endnotes or footnotes for references.
- vi. Explain acronyms upon first use, followed by acronym usage.
- vii. The editorial team retains the right to alter manuscripts for factual accuracy and content quality. Major changes involve author consent.

2.2 Formatting your Manuscript

Title page

Since the journal will be peer-reviewed, ensure that your manuscript is fully anonymized to conduct a fair and anonymous peer review. It is also to be confirmed by the author that any self-identifying remark is removed from the manuscript and only included in the Title Page, which will be detached temporarily when the article is sent for double-anonymized peer review. The Title Page will not be sent to peer reviewers.

The Title Page should include:

- i. Article title
- ii. The full list of authors including names and affiliations of each. In the case of the affiliations, it should be the institution where the research was conducted, analyzed, and documented. In case of a change in the institution, it may be indicated inside the manuscript in the footnote/endnote.

Title

Your manuscript's title should be concise, descriptive, unambiguous, accurate, and reflect the precise contents of the manuscript. A descriptive title that includes the topic of the manuscript makes an article more findable in the major indexing services.

The abstract and keywords are to be included right after the title page.

Plain language summaries

The incorporation of a plain language title (approx. 50 words) and plain language summary (approx. 350 words) is done to describe the article using non-technical language, making it accessible to a wider network of readers.

Tables, figures, and other graphics

- i. The data in Tabular formats are to be done using MS Excel/MS Word.
- ii. The figures and diagrams are to be sent in TIFF/JPEG format with a minimum of 300 dpi, 1500 pixels, and a minimum width of 4 inches.
- iii. The headings for the tables, diagrams, and pictures are to be limited to two or three Heading levels. Lengthy headings are to be avoided.
- iv. For better understanding, please minimize the italics format and diacritical marks.
- v. Please ensure that you have obtained any necessary permission from copyright holders for reproducing any illustrations, tables, figures, or lengthy quotations previously published elsewhere.

Acknowledgments

If you are including an Acknowledgements section, this will be published at the end of your article. The Acknowledgments section should include all contributors who do not meet the criteria for authorship.

Writing assistance and third-party submissions

If the author has received any writing or editing assistance from a third party, this must be clearly stated in the Acknowledgements section and the cover letter. Please note that the journal editor reserves the right to not consider submissions made by a third party rather than by the author/s themselves. Refer to CNSS Retractions and Corrections Policy.

Author contributions

You will be asked to list the contribution of each author as part of the submission process. Please include the Author Contributions heading within your submission after the Acknowledgements section. The information you give on submission will then show under the Author Contributions heading later in the proofing stage.

Statements and declarations

It is required that you add a section titled 'Statements and Declarations' at the end of your submitted article, following the Acknowledgements section. Even in case a declaration is not relevant to your submission, you must still include the heading and indicate 'Not applicable' in that section. Please be aware that the Editorial Office may request an explanation of why a declaration does not apply to your submission.

Ethical considerations

Please include the ethics approval statements under this section, even if you have already covered ethics approval information in your methods section. If ethical approval was not necessary, please explicitly state that. In case guidance on composing ethical statements is required, please refer to our Publication Ethics Policies page.

All papers reporting studies involving human participants or human data must state that the relevant Ethics Committee or Institutional Review Board approved the study, or waived the requirement for approval, providing the full name and institution of the review committee in addition to the approval number. If applicable, please also include this information in the Methods section of your manuscript.

In case of absence of approval, the CNSS Ethics Committee will review the ethical considerations of your research article. Please refer to the CNSS Ethics Committee and Policies page to know more.

Consent to participate

In this section, the author is to include any participant consent information and mention whether informed consent to participate was written or verbal. However, in certain cases where there is no threat or loss of dignity to the participant, or it is important for the research or when such content is impossible to acquire, please mention such information in detail. If 'consent of

participation’ does not apply to your manuscript, please state ‘Not applicable’ in this section. Please refer to our Publication Ethics page for more information.

Consent for publication

Submissions that contain any data from a person (including individual details, images, or videos) must include a statement confirming that informed consent for publication was provided by the participant(s) or a legally authorized representative. Please confirm to us, in writing, that written informed consent to publish has been obtained. The confirmation letter may be uploaded with your submission as a separate file in addition to the statement confirming that consent to publish was obtained within the manuscript text. Please do not include the participant’s actual written informed consent with your article, as it breaches the person’s confidentiality. If this does not apply to your manuscript, please state ‘Not applicable’ in this section.

Declaration of conflicting interest

The CNSS Journal requires a declaration of conflicting interests from all authors so that a statement can be included in your article. If there is no conflict of interest, your statement should read:

‘The author(s) declared no potential conflicts of interest concerning the research, authorship, and/or publication of this article’.

Funding statement

All articles need to include a funding statement, under a separate heading. This is applicable even if the author did not receive funding. In such cases, write ‘Not applicable’ and the means of funding the research work, whether it is self-funded or not.

Data availability

The CNSS Journal is dedicated to enabling transparency and reproducibility of research and has the following research data-sharing policy. Subject to appropriate ethical and legal considerations, authors are encouraged to:

- i. Share your research data in a relevant public data repository;
- ii. Include a data availability statement linking to your data. If it is not possible to share your data, use the statement to confirm why it cannot be shared;
- iii. Cite this data in your research.

Reference style and citations

The CNSS Journal follows the APA reference style. Every in-text citation must have a corresponding citation in the reference list and vice versa. Corresponding citations must have identical spelling and year.

Authors should update any references to preprints when a peer-reviewed version is made available, to cite the published research. Citations to preprints are otherwise discouraged. Please refer to the APA guidelines to ensure your manuscript conforms.

Find the guidelines at: <https://apastyle.apa.org/>

EndNote

If you use EndNote to manage references, please refer to the link: <https://web.endnote.com/>

2.3 Clearance for Serving Officers

Serving officers require a 'No Objection Certificate' from relevant authorities as per service/office orders.

2.4 Copyright

CNSS holds 'all rights' over its published works, preventing reproduction, distribution, or adaptation without permission.

2.5 Pricing

The CNSS Journal is available in both digital and print formats. The print version is priced by CNSS.

2.6 Rejection Criteria

The Editorial Team reserves the right to reject articles violating ethical norms, containing derogatory/inflammatory content, or being identified as plagiarized. Manuscripts not adhering to guidelines will be rejected or sent for rectification. Manuscripts that are resisting reasonable changes suggested by the Editorial Team shall be rejected. Plagiarism, unacknowledged copying, or misattribution of original authorship is prohibited. Duplicate publication also results in paper rejection, including self-plagiarism.

Plagiarism

The Centre for National Security Studies takes issues of copyright infringement, plagiarism, or other breaches of best practice in publication very seriously. One of the major objectives of the journal is to protect the dignity of our authors and to protect the reputation of the journal against malpractices. The submitted articles will be checked for plagiarism-checking software.

CNSS does not tolerate fraudulent activities, including attempts to manipulate the peer review process and the use of submission or review farms (not legitimate third-party submission agencies). Where CNSS has strong suspicions or evidence of such activities, unpublished contributions will be automatically disqualified from further consideration in the journal. For further information, please check the CNSS Retractions and Corrections policy.

CNSS Journal of National Security Studies

Guidelines for the Responsible Use of AI Tools in Research and Publications

Preamble

The Centre for National Security Studies (CNSS) encourages the judicious and responsible use of Artificial Intelligence (AI) tools to enhance research productivity, strengthen analytical workflows, and support high-quality academic outputs. These tools may be used to augment research processes—such as identifying leads, improving clarity in writing, synthesising publicly available information, and visualising concepts—but they cannot replace the researcher’s own expertise, judgment, and accountability.

1. Accountability of Authors

Human authorship is mandatory. AI tools cannot be recognised as authors or co-authors on any CNSS publication.

Researchers remain responsible for the originality, accuracy, interpretation, verification, and integrity of the work produced.

2. Transparency

CNSS mandates clear disclosure of AI assistance when it has contributed materially to research or writing.

Examples of acceptable disclosures include:

- “This document was copy-edited using ChatGPT.”
- “This chart was generated using tool X.”
- “Data summarisation for this section was assisted by an AI tool.”

3. Appropriate Use of AI

3.1 Tools Permitted uses:

- Locating research leads
- Summarising publicly available information
- Structuring workflows
- Editing for clarity
- Translation
- Basic visualisations

3.2 Prohibited uses:

- Writing analysis or conclusions
- Using unverifiable facts or references
- Submitting AI-generated text as original reasoning
- Fabricating citations or data

4. Verification

All AI-generated information must be independently verified through credible primary or secondary sources.

5. Attribution of Sources

All original sources must be properly cited using CNSS citation standards. AI tools must not fabricate references.

6. Audit Trail (Recommended)

Researchers should maintain a private record of AI-related prompts and outputs for internal transparency. This is not required for publication.

7. Declaration by Authors

“I acknowledge that I have adhered to the CNSS Guidelines for the Responsible Use of AI Tools in Research. All analysis, conclusions, and interpretations in this document are my own. Any assistance from AI tools has been transparently disclosed, and all information derived from AI has been independently verified. I accept full responsibility for the accuracy, originality, and integrity of this work.”

8. Signatures

Author Name: _____

Designation: _____

Signature: _____

Date: _____

Reviewed and Approved by (CNSS Editorial/Research Oversight Board):

CNSS Journal of National Security Studies

Authorship guidelines

1. Authorship Policies

To ensure fair and transparent credit for all authors involved in the research, here are some key guidelines to consider when submitting your manuscript to a CNSS journal.

1.1 Criteria for Authorship

All listed authors must meet the following criteria:

- i. Made a significant contribution to the concept, design, acquisition, analysis or interpretation of data.
- ii. Drafted the article or revised it critically for important intellectual content
- iii. Approved the final version of the article for publication.
- iv. Agreed to be accountable for all aspects of the work and resolved any issues related to its accuracy or integrity.

1.2 Author Responsibilities

Authors who submit the manuscript to CNSS become the ‘submitting author’. Going ahead with the review and revision process, the submitting author will be the main point of contact. The submitting author is also responsible for adding the authors (in the case of a multi-author research article) who meet the authorship criteria and provide their information to CNSS.

In cases where the submitting author designates a ‘co-author’ as the corresponding author with their consent, the latter assumes responsibility for seeing their research article through the publication process.

1.3 Group Authorship

Groups of authors such as those working in consortia are encouraged in our publications. The names of the group members are to be highlighted on the title page. Those who form part of the group but do not fulfil authorship criteria may be listed in the acknowledgements section. Please check the CNSS Submission Guidelines to learn more about what is addressed on the title page and acknowledgements.

1.4 Author Affiliations

The primary affiliation for each listed author should be where the research was conducted. If an author moved during the period of research, the institution where most of the work was

conducted must be listed. If an author wishes to list their current affiliation in the published article, this can be facilitated by adding a note to the article. The author group must ensure that the affiliations are accurate as they cannot be changed post-publication. Such changes in affiliations will also should be mentioned under the section “Declaration of Conflict Interests” in the submission.

1.5 Authorship changes

Any addition or negation of authors, or changes to the list of authors must be approved by other authors already in the authors’ list only after which such changes will be entertained. This process is only valid through the review process. Once finally submitted, there cannot be any changes to the list of authors.

1.6 Deceased Authors

In the misfortunate situations where a co-author of the research team passes away before the publication and peer-review process, the remaining authors can use the deceased’s research contribution only after approval from the latter’s next of kin or a legal representative. In case the deceased was the sole author of the research work, the CNSS Editorial Board will seek permission from the next of kin or a legal representative of the deceased.

1.7 Authorship Disputes

If Authorship Disputes take place during the peer-review process, the publication process will be halted until the disputes have been resolved. Such dispute resolution should be solved among the authors. If such disputes continue, CNSS reserves the right to inform the institutions to which the authors are affiliated. CNSS Journal for National Security Studies will not arbitrate any authorship disputes raised at any stage of the publication process.

1.8 Author Name-Change Requests

To publish an all-inclusive journal while maintaining its dignity and integrity, CNSS recognizes changes to names and pronouns throughout the process of publication. To know more in detail, please refer to the CNSS Name Change Policy.

CNSS Journal for National Security Studies**Journal Contributor's Publishing Agreement**

The Centre for National Security Studies (CNSS) requires the author as the rights holder of the research work to sign a “Journal Contributor’s Publishing Agreement”. This is necessary for all articles we publish. It is a licence agreement under which the author retains copyright in the work but grants CNSS the exclusive right and licence to publish for the full legal term of copyright.

CNSS Journal of National Security Studies

Policies concerning Large Language Models and Generative AI

1. Use of Large Language Models (LLMs) and Generative AI tools in writing your Research work

While the Centre for National Security Studies (CNSS) recognises and allows the use of LLMs such as ChatGPT, and Generative AI in the initial phases of structuring the article and in the final stages of submission, we also recognise the limitations of all language models in its inability to replicate critical thinking and creativity. CNSS, therefore, puts forward the following points as guidelines for using LLMs and Generative AI in their submissions:

1.1 Biased Information Based on Previous Publications

The previously published articles throughout the history of the subject might contain biased information, racially and sexually inappropriate content and preconceived notions while studying a certain group or community. In such cases, the LLMs and Generative AI can generate biased information without contextualisation and judgement.

1.2 Factual Inaccuracy Based on Previous Publications

Since LLMs refer to information from previously published research work, there is a scope for the generation of false content in case the research work is inaccurate in its dealing with factual information and outdated normative misconceptions. This is especially true when dealing with complex or ambiguous topics.

1.3 Lack of Contextual Understanding

LLMs struggle to grasp the context of a text, particularly when handling idiomatic expressions, sarcasm, humour, or metaphorical language. Consequently, this may result in inaccuracies or misinterpretations in the content they generate.

1.4 Requirement of Training Data

Current LLMs demand substantially high-quality training data for optimal performance. Unfortunately, in certain domains or languages, such data might not be readily accessible, thereby constraining the model's utility.

2. Guidance for the Authors

While implementing LLMs and Generative AI tools, the authors should have the following points in mind:

- i. The use of language models in the manuscript is to be indicated. This includes the details of the model used and the purpose of the usage. It is recommended that the author uses the ‘methods’ or ‘acknowledgements’ section to mention this information.
- ii. The authors are asked to verify the accuracy, validity, and relevance of the content and citations generated by LLMs and correct any errors or inconsistencies.
- iii. The authors must provide a list of sources used to generate content and citations. To ensure that the citations are accurate and properly referenced, the author may double-check.
- iv. It is advised to be conscious of the scope of plagiarism when LLMs are used to reproduce a substantial amount of text. The sources of such information generated should be checked as a preventive measure.
- v. The author is asked to acknowledge the limitations of LLMs in the manuscript, including the probability of bias, errors, and gaps in knowledge.

CNSS will take appropriate corrective action when we identify published articles with undisclosed use of such tools. Please refer to the Author Roles and Responsibilities for other general information.

3. Guidance for Editors and Reviewers

- i. Editors and reviewers should evaluate the appropriateness of the use of LLMs and ensure that the generated content is accurate and valid.
- ii. They must uphold the confidentiality of the peer review process.
- iii. Editors must not share information about submitted manuscripts or peer review reports with LLMs or Generative AI.
- iv. Reviewers must not use AI tools to generate review reports.

CNSS Journal for National Security Studies

CNSS Rejections, Retractions and Corrections Policy

The Rejections, Retractions, and Corrections Policy of the CNSS Journal for National Security Studies is formulated to protect the integrity of the journal and ensure impactful readability to its readers.

1. Rejections Policy

The journal has the following policies related to the decision to reject a research work:

- i. The Editorial Board can reject articles violating ethical norms, containing derogatory/inflammatory content, or identified as plagiarized.
- ii. If the submissions do not adhere to the CNSS guidelines and policies, they will be rejected. In case the mistakes can be resolved and rectified, the article will be sent back to the author(s) for editing.
- iii. In case the author(s) is resisting reasonable changes to the article suggested by the CNSS Editorial Board, such articles shall be rejected.
- iv. Plagiarism, unacknowledged copying, or misattribution of original authorship is prohibited.
- v. Duplicate publication results in paper rejection, including self-plagiarism.

Please refer to the CNSS Submission Guidelines, Authorship Guidelines, Ethics, and Publication Policy to understand the points upon which CNSS reserves the right to reject an article. Such kinds of rejection usually happen during the evaluation of the abstract or at the time of submission of a complete research article when it is found that the rules of an ethical publication are not followed by the author(s).

2. Retractions Policy

CNSS Retractions Policy comes into force when the selected articles are sent for the peer-review process. A research article may be retracted in the following cases:

- i. A research article will be retracted if it contains errors due to research or publication misconduct.
- ii. If the authors have not been able to resolve any disputes or issues among themselves and CNSS also fails to do so, the submission(s) will be retracted.
- iii. If the peer-review process is compromised, the submitted article will be retracted.
- iv. If authors have been unable to resolve the concerns raised in their article(s), CNSS reserves the right to retract such articles.
- v. It might be necessary for the CNSS Editorial Board and Ethics Committee to evaluate a research work, verify the author(s), and provide evidence they undertook

- the research themselves. In the event, that such actions have not been completed satisfactorily, CNSS reserves the right to retract such articles.
- vi. In the event the author(s) want to request a retraction of their article, such requests can be emailed to the CNSS Editorial Board. However, the Board will also evaluate such retractions to check the violation of the CNSS Guidelines and Policies and act accordingly.
 - vii. CNSS does not require the approval of the author(s) while retracting their article. Such decisions are made after a thorough investigation by the Editorial Board and Ethical Committee. The decisions may be altered if new evidence comes to light.

In the cases where retraction of a research article takes place, retraction notices will be sent to the author(s) and their respective institutions explaining the reasons for retraction, linking to the original article. The author(s) will be notified by CNSS and allowed to provide comments on the retraction and the reasons. CNSS may also inform other journals or publishers if multiple articles are affected by the retracted research work. These retractions will be visible on the publishing website and the future editions of the physical copy of the published journal.

3. Corrections Policy

The major objective of a Corrections Policy is to ensure that the published research work is correct and reflects the latest information available.

- i. The CNSS Journal for National Security Studies allows the author(s) to make minute corrections to their manuscript during the process of peer review and editing. These corrections may include typographical mistakes, minor data corrections, and formatting changes. Generally, the authors can make these corrections with the necessity of peer reviewing the minor edits. However, the author has to send a separate document to the CNSS Editorial Board with the details of the self-corrections. Such minor self-corrections may not be accepted after the edited manuscript is publication-ready.
- ii. In case major revisions are requested by the author(s) that change or shift a substantial amount in the research outcomes, the article will be sent again to the peer reviewer along with the latest corrections. The reviewers may suggest additional revisions, or they may recommend acceptance of the revised article.

3.1 Version of Record (VoR)

Corrections in the research article can only be done before it is published. An article, after being published in its final form, is called the “Version of Record” (VoR). After an article has been deemed as VoR, it represents that the research conducted has been complete and citable. The VoR also represents that the post-publication corrections have also been done. Once the research article is tagged as VoR, no more corrections are accepted from the author(s).

3.2 Post-Publication Corrections

Post-publication corrections are not usually entertained by CNSS. However, if such corrections impact the readability of the article, raise concerns regarding the validity and integrity of the article or defiance of the CNSS Guidelines and Directives. This is only in the cases of extreme impact.

The articles immediately after publication are read and may be cited by many and any post-publication changes will possibly impact the readers and citations from the previous version(s). Therefore, CNSS allows the author(s) to proofread their article after final review and before publication to ensure the accuracy and integrity of the research work. Post-publication corrections can be made only at the discretion of the CNSS Editorial Board, with the pretext that not all requests will be permitted.

3.3 Correction Notice

To inform the author(s) regarding corrections integral to the reading, understanding, or interpreting of the article, a Correction Notice will be issued to the author(s). Correction Notices are sent out in the following cases:

i. Pre-Publication Corrections

- a. The corrections required in the manuscript to provide the readers with the best possible version of the article, CNSS follows a thorough peer review process. The errors discovered during this stage and corrections to be done are sent through a Corrections Notice to the respective author(s). The process will take place simultaneously with the editorial process.

ii. Post-Publication Corrections and Corrigendum:

- a. In case there is any error in factual significance, misinterpretation, or major errors, the author(s) will be sent a Correction Notice to incite a discussion and issue a corrigendum (if necessary), stressing the change and the scholarly validity behind such changes, also while maintaining the integrity of the article.
- b. In the event there are multiple major errors or omissions in the article that may impact the validity of the research work, the CNSS Editorial Board will investigate the matter and decide upon whether a corrigendum will be written in collaboration with the author(s) and CNSS Ethical Committee. It is also up to the discretion of CNSS whether such submissions are rejected or retracted.
- c. The minor errors in the research work may be highlighted using a footnote within the corrected article.
- d. Complaints received by readers that risk the integrity and dignity of the research work will be investigated by the CNSS Editorial Board and the Ethical Committee. Such errors and corrections also require a discussion with the author(s) and a follow-up corrigendum to be uploaded alongside the publication.

The author(s) will constantly be in the loop when corrections and peer review processes are in motion.

3.4 Expression of Concern (EoC)

In the event of misleading information or major errors in the research work, an Expression of Concern (EoC) will be issued by CNSS. Such decisions will be taken by CNSS alone, after notifying the author(s) but without their approval or agreement. CNSS may also choose to issue materials, figures, or data provided by the author(s) as part of the investigation to notify the readers of the errors and proceedings. The authors' affiliated institution or organization and the funding agency (if any) will also be notified with the EoC, especially if multiple articles are sent from scholars of one institute.

An Expression of Concern will be published by CNSS if the following issues are found:

- i. If the research article contains information that can potentially mislead our readers, the CNSS Editorial Board will issue an EoC.
- ii. If during the research work, the author(s) did not comply with the research and publication ethical conduct, CNSS will notify its readers with an EoC.
- iii. If a research work is considered by CNSS for an investigation based on a well-founded concern, an EoC is issued. Similar documents will also be issued when such investigations are ongoing and likely to take some time to resolve.

The EoC(s) will be attached to the published article(s); it may also be replaced by a corrigendum or even a retraction if the outcomes of the investigation turn out against the author(s). In the event an investigation remains inconclusive, the article will be retracted until the investigation comes to an end.

Centre for National Security Studies (CNSS)

Prior Publication Policy

The author(s) must disclose information regarding any prior publication or the distribution of the manuscript to the Editor along with the submission of the article. This helps the CNSS Editorial Board to mitigate such issues before the review and publication process begins. It is important for the clarity of understanding of our readers that proper attribution is given to any prior publication so that the readers can refer to the original work. If a significant portion of the submitted article has already been published, the manuscript will not be acceptable for review and publication. However, the CNSS Editorial Board might make special decisions based on the importance and validity of the research work and consider it for publication. The author(s) has to include a description of any prior distribution of the article along with the manuscript.

1. Conference Abstracts and Presentations

If the manuscripts are based on papers that have been presented at conferences, the CNSS Editorial Board allows them for review only if the presented papers have not been published and the author(s) still retains their rights to the manuscript. The Board will review if the submitted manuscript and the presented paper are not different significantly. It is also kept in mind whether such publications will enable the article to reach an audience that the conference paper did not previously reach. In case any prior publication of an abstract will not impact the eligibility for review and publication.

2. Preprints and Peer Review Policy

If the manuscript submitted by the author(s) was posted on a preprint server before it was accepted by CNSS, the author(s) must include a link to the preprint version to be attached to the final published version of the research article. The author(s) must keep in mind that the CNSS Journals follow a double-anonymised peer review process. By posting the articles on the preprint server on a similar scholarly contribution, the author(s) make their identities discoverable for the reviewers. Such cases will be handled by the CNSS Editorial Board at its discretion.

3. Contingency Options of Publication

While CNSS understands that the author(s) might send their article to other journals, the author(s) should refrain from posting updated versions of the research on other publications until a decision is made. This ensures that one article is not published twice and saves time for the CNSS Editorial Board to move on to the next article.

CNSS Journal for National Security Studies (CNSS)

Research and Publication Ethics Policies

The Centre for National Security Studies (CNSS) aims to publish content that meets its high standards of research acumen and publication integrity, also aimed at ensuring the accuracy, indigeneity and inclusivity of research to the people. CNSS encourages the authors, editors and reviewers to acquaint themselves with the Publication Ethics Policies to ensure that the submissions meet the standards of the journal. In case published articles are found to fall short of these standards, we will correct or retract the article according to our corrections and retractions policies.

1. General Research Ethics

To ensure the conduct of an ethical study and its publication, the following points are to be considered:

- i. The authors are requested to confirm that the research work which has local relevance should be conducted in collaboration with the concerned local communities. In that process, the inclusion of local scholars is preferable, with proper authorship given to them. Please refer to the Authorship Guidelines for more information on authorship. Joint first and/or joint senior authorship is an option here.
- ii. The authors must confirm that a local ethics review was pursued and if not, please explain the reasons why (not).
- iii. It is to be mentioned whether the research work involved any risk to participants. Please describe the measures taken to ensure their safety and well-being that were agreed upon with local partners.
- iv. The authors are required to explain how the communication between the author and the participants was done to ensure that informed consent by the participants was freely given. Any potential cultural sensitivities that were explored in advance are also required to check the ethical considerations.
- v. It is compulsory that the authors confirm that all research work was conducted to the highest possible ethical standards, regardless of the requirements of the local setting.

2. Authorship Guidelines

To ensure fair and transparent credit for all authors involved in the research, CNSS follows the following guidelines while considering a research article for publication. To learn more about the guidelines regarding the criteria for authorship, author roles, group authorship, author affiliations, changes and disputes related to authorship, and issues regarding deceased and incapacitated authors, please check our comprehensive Authorship Guidelines.

2.1 Name Change Requests

Please refer to the Name Change Policy for a detailed instruction.

3. Declaration of Conflicting Interests

A conflict of interest can be defined as any direct or indirect interest that might influence the assessment of or conducting of the research reported in the article. Any interests within five years before beginning the research are considered relevant. However, if any interests before this time influence the research, the authors must disclose them in this section.

To make informed judgements about the research article and its potential biases, the authors are required to disclose any direct or indirect interests that relate to their submission to any CNSS journal. The following interests may present a conflict and should be declared upon submission:

3.1 Financial Interests

Whenever the author receives a grant from a funding agency or a commercial entity and such organisations benefit from the research financially, such information should be written under this section. It is also to be mentioned in this section when the researcher(s) are affiliated with or employed at an organisation that benefits from the research work. Stocks, shares, patents, patent applications or other forms of financial holdings that are likely to benefit from the publication and dissemination of the research are supposed to be declared in the ‘Conflict of Interest’ section. Any kind of payments made to the author to carry out the research and any close relatives to the author who may financially benefit from the research work should also be explained in this section.

3.2 Non-Financial Interests

Affiliation to or membership at an organisation that has an interest in the outcome of the research work constitutes a non-financial conflict of interests. Such interests also include the ideology, beliefs and faith relevant to the research topic and advocacy work related to the research should be mentioned in this section. Political inclinations or legal action relevant to the research or its potential conclusion, research competition, previous personal disagreements, and close working relationships with editors and editorial board members are to be mentioned in this section. In case the authors have editorial responsibilities at CNSS or membership of the editorial board of the journal, it is to be declared as a conflict of interest.

3.3 Procedure of Declaration

The author(s) should declare their conflicting interests under the heading “Declaration of Conflicting Interests” after the Acknowledgement section and preceding the sections like Funding, Notes and References. Please check our Submission Guidelines for more information.

If there are no conflicting interests, we will publish the following statement:

‘The author(s) declared no potential conflicts of interest with respect to the research, authorship, and/or publication of this article’.

3.4 Contributor Agreement

In the Contributor Agreement, the author will be asked to certify that:

- i. All the financial support received from commercial entities or funding agencies is acknowledged in your article.
- ii. Any commercial or financial arrangements related to your article have been discussed with your Editor, who will advise whether details should be declared.
- iii. You have not signed an agreement with any sponsor that might compromise the impartial reporting of data.

It is to be understood that the submissions will be evaluated impartially and will not necessarily be rejected when any conflicting interests are declared. If a conflict of interest of relevance and importance that was not declared by the author(s) becomes apparent at any time during the peer review or publishing process, the CNSS Editorial Board reserves the right to reject the submission.

3.5 Editor's Declaration

The Editors associated with the journal's selection, scrutiny, retraction, rejection, review, and publishing process are required to declare any conflicts of interest that may impact the aforementioned process. If a conflict arises, an alternative member of the Editorial Board must be appointed and the Editor with the conflict must recuse themselves from the decision-making process. These conflicts include financial and non-financial interests listed above.

The CNSS Journal Editors or members of the CNSS Editorial Board submitting their research to their journals may do so and must declare their involvement with the journal as a conflict of interest. In such cases, the Journal Editor or Editorial Board member must recuse themselves from the peer review process and appoint another member of the Editorial Board who will invite two or more subject experts to evaluate the manuscript.

3.6 CNSS Editorial Board

The Editorial Board at CNSS are required to declare their employment at CNSS as a conflict of interest in any submission they send to the CNSS journal. These submissions are treated as any other submissions within the journal.

4. Funding Statements

All submissions must have a funding statement which should appear under the heading "Funding", after the "Acknowledgements" and "Declaration of Conflicting Interests" sections and before "Notes and References". For your ease, two statement examples are written below:

If funding was received, the following should be written in bold, followed by the full name of the funding agency, and the grant number in square brackets:

"The author(s) disclosed receipt of the following financial support for the research, authorship, and/or publication of this article: This work was supported by the _____
[grant agency and grant number xxxx].

If the author(s) received grants from multiple agencies, they are required to write grant agencies and grant numbers in separate statements in the same section.

In case the research was supported indirectly by grants available to your institution, but not to the author(s) personally, simply include the statement:

“The author(s) received no financial support for the research, authorship, and/or publication of this article.”

The Declaration of Conflicting Interests and Funding Statement(s) will not be included in the document sent for the peer review process.

4.1 Industry-Funded Research

In case the research work is being funded by an industry, the author(s) must mention such collaborations in detail along with the role of such industries in the design of the study or the analysis and interpretation of the data collected. Both direct and indirect funding must be declared in this section. Indirect funding includes the monetary support received by the organisations to which the author is affiliated. It is also to be declared whether the funding is in full or in part.

In the case where the author fails to declare industry-specific funding, the CNSS Editorial Board reserves the right to reject the article. CNSS will also retract the whole article if the oversight comes to light after publication.

5. Ethics approval and informed consent statements

We ensure our high ethical standards in publishing by including clear statements in support of results reported in articles. Here are a few examples:

5.1 Studies involving Humans

All the studies that involve humans and their data must be evaluated in terms of ethical considerations. Ethics statements, apart from being mentioned in the methods section in the article body, must also be written under a separate section “Ethical Considerations”, above the “Declaration of Conflicting Interests”. Please check the CNSS Submission Guidelines for more information.

Ethics Approval

In case the author has been able to be granted ethical approval for the research work, the following examples can be used to write the ethics approval statements:

“This study was approved by the XXXX Research Ethics Committee (approval no. XYZ123) on Month DD, YYYY.”

Or, “The XXXX Ethics Review Committee at XXXX University approved our interviews (approval: XYZ123) on Month DD, YYYY. Respondents gave written consent for review and signature before starting interviews.”

In any case, if the author has not been able to get approval from their respective ethical committees, it is requested that the author(s) send the details regarding such issues to the CNSS Editorial Board via email.

Participant consent

In all cases, it is necessary to state that consent has been granted to use any personal information, and how that consent has been permitted. Informed consent includes three key components:

- i. Communication of information
- ii. Comprehension of information
- iii. Voluntary participation

Apart from mentioning it in the methods section of the research articles, the author(s) must also state in this section whether the participants provided written or verbal informed consent. This statement should also include whether the participants provided such consent with a sound mind, after understanding the details of the research, its ethical considerations and the implications such research can have on the participants. Therefore, consent from the participants has to be taken to conduct the study, publish the study, and have their photos or other images used (if necessary).

In case the identities of the participants are anonymised, they should be clearly stated too. Since the articles are being published on an open-access basis, the participants must be aware that the article will be available to anyone with an internet connection.

The American Psychological Association (APA) recommends that for those who are legally incapable of giving informed consent, researchers should:

- i. Provide an appropriate explanation
- ii. Seek the individual's assent
- iii. Consider the person's preferences and best interests

If the participant is unable to give their consent, the author(s) will need to indicate the steps taken to protect their rights and safety. The participants should be thoroughly informed about:

- i. The aim, duration, and method of the research;
- ii. The participants have the right to decline their participation. They should also be notified about the process of withdrawing from the research along with the possible consequences of doing so;
- iii. The various issues such as potential risks and adverse effects that may be expected to influence their inclination to participate in the research work;
- iv. The potential research benefits are to be communicated to the participants. Probable research outcomes must not be sugar-coated to the participants to influence their decision on consent;
- v. Any incentive to the participants is to be communicated before they take part in the research work;
- vi. The limitations of confidentiality should be communicated to the participants;
- vii. The participants should also be given the option to contact a person who can direct them especially to know and understand their (research) participation rights.

Please find the CNSS Consent Form on our website and fill up with the signatures of the participants after a thorough understanding of the nature of their participation. However, do

not include the consent forms with your submission as such actions will breach the confidentiality of the participants in front of the Editorial Board and Reviewers. In situations where the CNSS Ethics Committee and Editorial Board think that ethical infringements have been committed, especially with participation consent and maintaining confidentiality, the author(s) would be specifically requested to send it to the Ethical Committee for review.

In the manuscript submitted, the author(s) should confirm that written informed consent has been acquired from the participants and that maximum confidentiality (wherever required) has been practised.

Ethnographic Research and Informed Consent

Ethnographic research requires maximum adherence to the aforementioned ethical considerations. The author(s) who implement such a method of data collection have to follow the ethical guidelines prescribed by CNSS.

Given below are a few examples to write if and how consent was obtained:

i. Written informed consent

“The study was approved by the XXXX (Ethical Clearance Reference Number: XYZ123) on Month DD, YYYY. All participants provided written informed consent prior to participating.

Written informed consent can be written in this format if such consent was obtained from a legally authorised representative for anonymised participant information to be published in this article. Such clearances are also accepted if it is given by your institutional Ethics Committee undersigned by its member(s).

ii. Verbal informed consent

“Informed consent was obtained verbally before participation.”

The consent has to be audio-recorded in the attendance of an autonomous witness. In case verbal informed consent has been taken, the CNSS Ethics Committee will look into the research work to check if any ethical guideline has been breached.

iii. If consent was not obtained

“Informed consent for information published in this article was not obtained because [please state the reason].”

CNSS Journal for National Security Studies

Name Change Policy

The Centre for National Security Studies follows the SAGE Name Change Policies and is committed to addressing the needs of all communities in research to respect their diversity, impartiality, and inclusivity. For that purpose, CNSS allows ‘name change’ and ‘pronoun change’ for the authors. This name change policy also includes ‘name changes’ due to gender (re)affirmation, religious conversion, and marriage or divorce. For this purpose, no supporting document is required.

After a ‘name change’ request has been filed with CNSS, the relevant articles will be fully replaced online with the updated credentials and their identification at sites such as Google Scholar. CNSS also ensures that the citation information such as the DOI for the article remains the same. This way, all previous citations to the paper remain valid.

In the case of the co-authors, they will be notified by CNSS regarding the ‘name change’ of the particular author with their consent, to update the way they cite the article. The author may also prefer to update such information to the co-authors themselves and is left to the discretion of the author.

Please be aware that the misspellings or errors in the author’s name in the published articles will be handled through the means of the Post-Publication Corrections Policy. Previous affiliations or changes to email addresses that are not because of changes to the author’s name will not be updated. While this policy is new and is incorporated by major Journals in our areas of study, CNSS is constantly looking for ways in which the ‘name change’ process can be made more user-friendly for the authors.

To submit your request for a ‘name change’, write an email to CNSS including the information for the following data points.

- i. Request for the name and pronoun change;
- ii. DOIs of the manuscript(s) in question;
- iii. Confirmation for CNSS to contact co-authors.

The sent email will be checked only by the Editorial Board to maintain the confidentiality and security of the author.

As with other forms of misconduct, CNSS reserves the right to investigate and act against misuse of this policy.

CNSS Journal for National Security Studies

Post-Acceptance of Article

After the article has been accepted and published, the CNSS Editorial Board will send an email containing the instructions to complete the Post-Acceptance process.

1. Contributor's Publishing Agreement

Before the article is sent for publication, CNSS requires the author(s) to sign a Journal Contributor's Publishing Agreement as the rights holder of the article. Please find the Agreement form along with the Consent Form.

EXAMPLE OF OPEN-ACCESS LICENSING: The journal publishes manuscripts under Creative Commons licenses. The standard license for the journal is Creative Commons by Attribution (CC BY), which allows others to re-use the work without permission as long as the work is properly referenced and the use is non-commercial. For more information, you are advised to visit Sage's OA licenses page.

2. Preprints

If the manuscript submitted by the author(s) was posted on a preprint server before it was accepted by CNSS, the author(s) must include a link to the preprint version to be attached to the final published version of the research article. The author(s) must keep in mind that the CNSS Journals follow a double-anonymised peer review process. By posting the articles on the preprint server on a similar scholarly contribution, the author(s) make their identities discoverable for the reviewers. Such cases will be handled by the CNSS Editorial Board at its discretion.

3. Production

The CNSS Editorial Board ensures transparency in the process of review and publication. The review and edits pointed out by the reviewers will be made available to the respective author(s) promptly via email to avoid delay in publication. Author(s) must proofread the later versions of manuscripts (if applicable) throughout the process.

4. Publication

CNSS aims to publish the accepted manuscripts fast. For that reason, the author(s) must also assume a proactive role during the review and edit process. The journal being an open-access repository, the articles will be published swiftly, online, and in a citable form with a DOI number and later into a physical copy.

5. Promoting your article

The production of good articles does not just end with Publication. CNSS ensures that your article is found, read, downloaded, and cited as widely as possible. For that, CNSS uses many effective tactics to promote the research articles. Promotion of articles by the author(s) is favourable.