

TERMS OF REFERENCES FOR 'CINTANAI' ('சிந்தனை') JOURNAL

FACULTY OF ARTS, UNIVERSITY OF JAFFNA, SRI LANKA

INTRODUCTION

The Research Journals which are published (Print version and online version) with the purpose of dissemination of knowledge and enhancing research culture from various faculties of the University of Jaffna are peer-reviewed, scientific and bi-annual. The Research Journals of the University of Jaffna seek to publish scientific, empirical and theoretical research, and literature reviews, conducted in diverse fields and emerging paradigms.

BACKGROUND

The University of Jaffna has a long and notable tradition of research annals. The historical development of the Research Journal of University began with 'CINTANAI' from the Faculty of Arts in 1976 and The 'Sri Lankan Journal of South Asian Studies' later joined as a journal publication from the same faculty and the first issue was brought out in 1978. In this sequence, 'Vingananam' Journal of Science from the Faculty of Science was launched in the year 1990 with the aim of promoting research dissemination including regional research and create a platform for young scientists. 'Vingananam' journal is now registered at the Sri Lankan Journal Online (SLJOL) platform. Moreover, the 'Journal of Business Studies' (JBS) is a publication of the Faculty of Management Studies and Commerce, University of Jaffna was launched in the year 2004. Later in the year 2013, it was re-formulated as a peer-reviewed scientific bi-annual publication in the year 2017 and it was included in the Sri Lankan Journal Online (SLJOL) database. In addition to JBS, in 2015, the Faculty of Management Studies and Commerce launched another journal namely 'International Journal of Accounting and Business Finance' (IJABF) focusing on accounting, finance, and economics. It is also a peer-reviewed bi-annual publication and registered with Sri Lankan Journal Online (SLJOL). It's noteworthy that the 'International Journal of Accounting and Business Finance' (IJABF) was included in the Australian Business Deans Council (ABDC) in the category – C, in 2019.

The Journal of Dry Zone Agriculture from the Faculty of Agriculture was added to the list of UoJ Journal Publications in the year 2010. It is a peer-reviewed bi-annual journal and registered with Sri Lankan Journal Online (SLJOL).

PART - I: CINTANAI, THE RESEARCH JOURNAL OF THE FACULTY OF ARTS, UNIVERSITY OF JAFFNA

1. Aims:

The primary aim of 'CINTANAI' is to publicize the thought-provoking research contributions; original research papers, review papers and book reviews from the members of the Faculty of Arts, University of Jaffna in Tamil, and the contributions from other scholars are also appreciated.

2. Frequency of the Publication:

'CINTANAI' will be published bi-annum, in January, and July. These two issues (இதழ்கள்) constitute one volume (தொகுதி).

3. Subject Areas Covered:

Anthropology, Archaeology, Art and Design, Art History, Christian and Islamic Civilization, Cultural Tourism, Dance, Drama and Theatre Arts, Economics, English, Geography, History, Home Economics, Information and Communication Technology, Law, Linguistics, Media Studies, Music, Philosophy, Planning, Political Science, Psychology, Sociology, Tamil, Translation Studies and other relevant disciplines.

4. Language:

Tamil

PART - II: THE EDITORIAL BOARD OF CINTANAI

1. Name:

The name of the board shall be 'The Editorial Board of 'CINTANAI', Faculty of Arts', University of Jaffna, Sri Lanka. The Editorial Board will, hereinafter, be referred to as 'The Board'.

2. Office and Venue:

The office and the place of meeting of 'The Board' shall be the Faculty of Arts, University of Jaffna, Thirunelvely premises.

3. Constitution of 'The Board':

The Board shall consist of (i) The Editor-in-Chief, (ii) The Associate Editor, (iii) The Managing Editor, and (iii) four members of the Editorial Committee. It is recommended that board members shall represent the broad disciplines of the Faculty.

4. In view of obtaining indexing from the recognized database, a minimum of 25% of the editorial board members shall be from outside the institution and preferably from outside the country.

5. The Faculty Board shall appoint the Editor-in-Chief and the members of the editorial board who have a strong and active research profile with a Doctorate degree, in concurrence with the Senate of the University.

6. Term of Office:

The term of office of the members of 'The Board' shall be three years. Any member of the Board not available or leaves the country for a stay abroad longer than three months is deemed to have rendered his post vacant and the Faculty Board at its subsequent meeting shall fill any such vacancy.

5. Meeting:

The Board shall meet at least once a term or as often as the occasion demands. The Editor-in-Chief shall be the Chairperson of such meetings and the Managing Editor will function as the Secretary.

6. Role of Editor-in-Chief :

- The Editor-in-Chief shall be responsible for the overall management of the Journal. The Chief Editor remains the chairperson of the editorial board. He/She shall make a final decision on any matters of concern in consultation with the editorial board.
- The Editor-in-Chief shall play a key role in maintaining and developing the journal's profile and reputation.

- The Editor-in-Chief shall, time to time, assign responsibilities to the members of the editorial board for efficiently managing the journal.
- The Editor-in-Chief and the Associate Editor and Managing Editor are accountable for publications.
- The Managing Editor shall keep an account of all sales including subscriptions and expenses of the journal and this will be audited by the Internal Audit of the University of Jaffna.
- The Editor-in-Chief collectively with the editorial board shall develop strategies to meet the scope and respond to the emerging needs and challenges.

7. Roles of Associate Editor and Managing Editor:

- Associate Editor and Managing Editor shall work under the direction and coordination of the Editor-in-Chief. Both shall assist the Editor-in-Chief to assign editorial board member/s to do the initial screening and recommend the name of potential reviewers then and there for the submission of papers for reviewing.
- Associate Editor and Managing Editor partake in decision making on the further processing of the paper based on the reviewers' reports such as requesting for the revision of the papers, acceptability of the submitted revision, language editing etc.
- The Associate Editor shall hold the above responsibilities in the absence of the Editor-in-Chief.
- In addition to this, The Managing Editor shall keep an account of all sales including subscriptions and expenses of the journal and this will be audited by the Internal Audit of the University of Jaffna.
- The meeting of the Editorial Board will be called for by the Managing Editor in concurrence with the Editor-in-Chief and he/she shall be responsible for the preparation of Reports and Minutes.

8. Role of Editorial Committee Members:

- All other Editorial Board members shall carry out the entrusted responsibilities under the direction and coordination with the Editor-in-Chief and Associate Editor and Managing Editor for the effective function of the entire Journal Publication process.

9. The Publicity and Advisory Committee:

- The Publicity and Advisory Committee of the journal comprises five members nominated by the Faculty Board considering the diversity of the disciplines among the reputed scholars from UoJ as well as institutions from abroad.
- The key role of the Journal Publicity and Advisory Committee is to bring about publicity and visibility and provide guidance to the editorial board to foster and promote the Journal.

PART - III - THE EDITORIAL POLICY OF 'CINTANAI'

1. Terms and Conditions of Publication of the Journal:

- The objective of the publication of the 'CINTANAI' is to promote research ability and capacity among the staff members of the Faculty of Arts.
- 'CINTANAI' adopts a double-blind and two-round independent peer-review process, open access and publishes original research papers within its scope and coverage.
- From time to time, the editorial board shall invite review papers to enrich the journal publication. “

2. Peer Review Process:

- 'CINTANAI' shall follow a double-blind and two-round independent peer-review process. 'CINTANAI's editorial board should make full confidentiality among authors and reviewers and not take biased decisions. The editorial board takes comments/opinions of a minimum of two Reviewers on a manuscript before taking any decision.
- The decision of the Editor-in-Chief with regard to acceptance/rejection of an article shall be final. The Editor-in-Chief may also send back an article for modifications based on suggestions from referees if any.
- The research papers authored by the staff of UoJ shall be reviewed by the reputed scholars from the institutions outside the University of Jaffna.
- Whenever a member of the editorial committee submits a paper for publication or is invited to submit a paper, he/she should disassociate from the entire publication process of the paper.

3. Special Issues of 'CINTANAI'

- The Editorial Board can decide to bring out special issues of 'CINTANAI' for which a guest editor may be appointed by the Faculty Board of Arts.
- Special issues should be on selected areas/ themes approved by the Faculty Board of the Faculty of Arts.
- The Editorial Board also may organize discussions /seminars on papers published.

4. Declaration of Authorship:

- Authors of the papers are required to make a declaration on the originality, contribution of co-author/s, copyright of the paper, funding assistance of the research carried out, if any, and statement of non-submission of the paper to any other journal/ publications and any possible conflict of interest.

5. Confidentiality:

- Management of the 'CINTANAI' strictly maintains all the communication relevant to submitted manuscripts with authors and referees in a confidential manner.

6. Licensing and Copyright:

- 'CINTANAI' required the authors to assign the copyright of their published original research papers to the respective journals. Digital copies of articles are published under <https://creativecommons.org/licenses/by-nc-nd/4.0/> (Attribution-Non-Commercial-No Derivatives 4.0 International (CC BY-NC-ND 4.0) - See Annexure 1

7. Administration:

- The Dean with the assistance of the Registrar attached to the Faculty of Arts shall administrate the journal with regard to financial management, procurement of printing services, marketing, archiving and record-keeping etc.

PART – IV: CRITERIA FOR PUBLICATION

1. Typescript Required for Consideration :

- **Research papers/articles** (max length: 5000 words or 15 typed pages of A4 size including figures, but excluding references) containing original research findings clearly and concisely. Papers reporting theoretical, laboratory and field test results are also accepted.
- **Review articles on an invitation** (max length: 8000 words or 20 typed pages of A4 size including figures, but excluding references) are expected to cover, survey, integrate, and critically examine new information accumulated in recent years in a particular subject field. Review articles from subject experts are also commissioned by the Editor-in-Chief.
- **Short communications/Research notes/Scientific correspondence** (Max length: 2000 words or 8 typed pages including figures, but excluding references) are normally brief reports or technical notes on the progress of ongoing research and/or an application.

2. Format of Papers and Notes for Contributors:

The Editor-in-Chief and the Editorial Board of 'CINTANAI' should ensure that a uniform practice is adopted with regard to the format of papers published, and contributors requested to submit papers conforming to the format given below.

- Research article/paper submitted to 'CINTANAI' should be original and should not be under consideration for any other publications.
- The following main aspects should be maintained appropriately in the research article/paper, along with the abstract.

▪ Introduction:

A strong introduction engages the reader in the problem of interest and provides a context for the study at hand. In introducing the research concern, the author should provide a clear rationale for why the problem deserves new research, placing the study in the context of current knowledge and prior theoretical and empirical work on the topic. The summary of the results should reflect the abstract.

- **Literature Review:**

The author needs to extend the background to the article's introduction and identify the most relevant previous literature on the topic for positioning the paper and demonstrating its significance. A separate section for setting out the theoretical or conceptual framework is recommended. In short, this section of the literature review should explain the motivation for the paper and the importance of this research relevant to the contributions.

- **Methodology and Analysis:**

The author is required to provide the relevant and reliable supporting empirical or other material to the conclusion and that the methodology is appropriate and systematic.

- **Results and Discussion:**

Results should be clear and concise. The significance of the results of the research work, without repeatedly mentioning of results in the text is often appropriate.

- The complete clear copy should be submitted along with the softcopy. The research article/paper includes the title, author information, abstract, text, tables, figures, notes, references, and appendices, by using Bamini font in Tamil and Times New Roman wherever English is used, with a font size of 12.
- The research article/paper should be typed on one side of the paper, double spaced, and with the margins on all sides one inch each.
- The cover page of the manuscript should contain the title of the article, the author's full name, the author's institutional affiliation with the designation, contact address in both languages Tamil and English and email address.
- The title of the research article/paper should be written very precisely and express the key theme vividly.
- The research article/paper with the title should proceed with the research summary or abstract of 150-200 words and the main technical terms or keywords of a maximum of five.

- The footnotes should be used sparingly and typed serially in double space on relevant pages, and the references will be typed alphabetically in a separate sheet at the end of the article.
- Diagrams, figures, photographs, tables, etc., can be used if needed.
- The full form of abbreviations for abstracting and abstracting purposes should be presented in the manuscript.
- The hard copy should be submitted to the following address along with the soft copy in word and pdf formats.

Editor-in-Chief
'CINTANAI'
Faculty of Arts
University of Jaffna
Jaffna
Sri Lanka

In addition to this, the softcopy can be sent to cintanaijournal@gmail.com with the details of the submission of the hard copies.

- The research article/paper for 'CINTANAI' should be written in the Tamil Language. However, the footnotes, citations, and references could be used even in English and Sinhala Languages if the original texts are available in those languages.
- The editorial committee does not need to agree with the views expressed in the article.

PART - V: FUNDS AND SUBSCRIPTION

1. Business correspondence should be addressed to the Managing Editor, 'CINTANAI', Faculty of Arts, University of Jaffna, Jaffna, Sri Lanka.
2. The contributor will receive one free copy of the issue in which the article appears. Additional copies may be purchased and should be ordered when the contributor gets the intimation regarding the acceptance for the publication.

3. Steps should be taken to generate funds through active and systematic sales, by soliciting contributions from various sources - both local and foreign, including financial support from the University (yearly allocations) and through other means.
4. The "Faculty Publications Fund" may be utilized to meet a part of the cost of publishing Faculty Journal, 'CINTANAI'.
5. Faculty members shall be encouraged to become annual subscribers to the journal.
6. The annual subscription is SL Rs 1500/15 US \$ and single-issue SL Rs 500/5 US\$.

Annexure- I: Licensing and Copyright

You (Author) are free to:

- Share — copy and redistribute the material in any medium or format
- The licensor cannot revoke these freedoms as long as you follow the license terms.
- Under the following terms:
 - Attribution — You must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use.
 - Non Commercial — You may not use the material for commercial purposes.
 - No Derivatives — If you remix, transform, or build upon the material, you may not distribute the modified material.
 - No additional restrictions — You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits.

Annexure-II: Reference Style

- **Referencing: In-Text**

In-text references must be included following the use of a quote or paraphrase taken from another piece of work.

Author Surname (Year, Page number) Or (Author Surname, Year, Page number)

- **Referencing: Book**

Author Surname, Initial(s). (Year). *Title*. Edition (if not the first edition). Place of publication: Publisher.

- **Referencing: Edited Book**

Surname, Initials. (ed(s)). (Year). *Title*. Edition (if not the first edition). Place of publication: Publisher.

- **Referencing: Chapter in an Edited Book**

Chapter Author Surname, Initials. (Year). Title of chapter. In Editor(s) Initial. Editor(s) Surname, ed(s). *Title of book*. Edition (if not first). Place of publication: Publisher. Page numbers (p. or pp.) (ப. அல்லது பக்.)

- **Referencing: Journal Article**

Author of article Surname, Initial(s). (Year). Title of article. *Journal title*. Volume in bold (Issue), Place of Publication: Publisher, Page Range.

- **Referencing: E-Resources**

Surname, Initials. (ed(s)). (Year). *Title*. (online). Available at: URL (Accessed: Date/Month/Year and Time)