

NFSU Journal of Forensic Justice

A Peer-Reviewed Refereed Journal

Volume 3, Issues 1 and 2 (January to December 2024)

eISSN 2584-0924

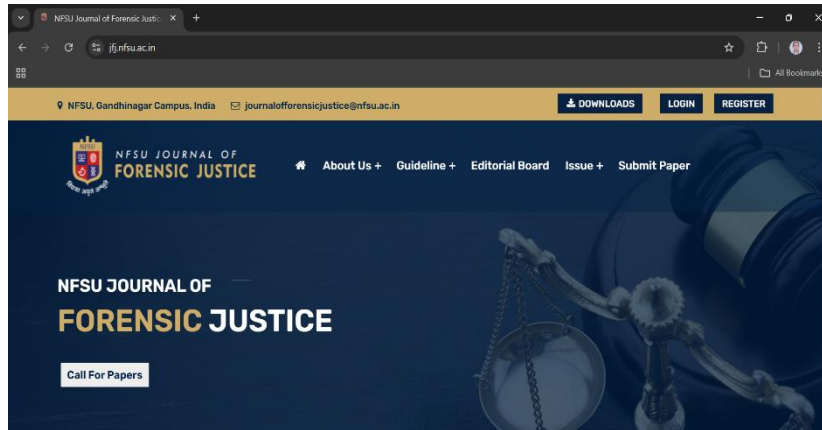
Submission Guide

Dear Authors,

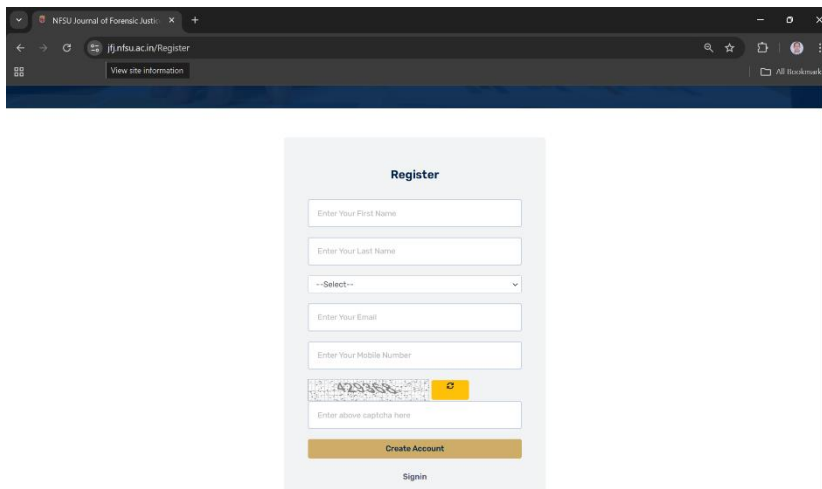
We have prepared this document to ease the submission of your manuscript for consideration for our Journal.

Step 1: Register over our Website

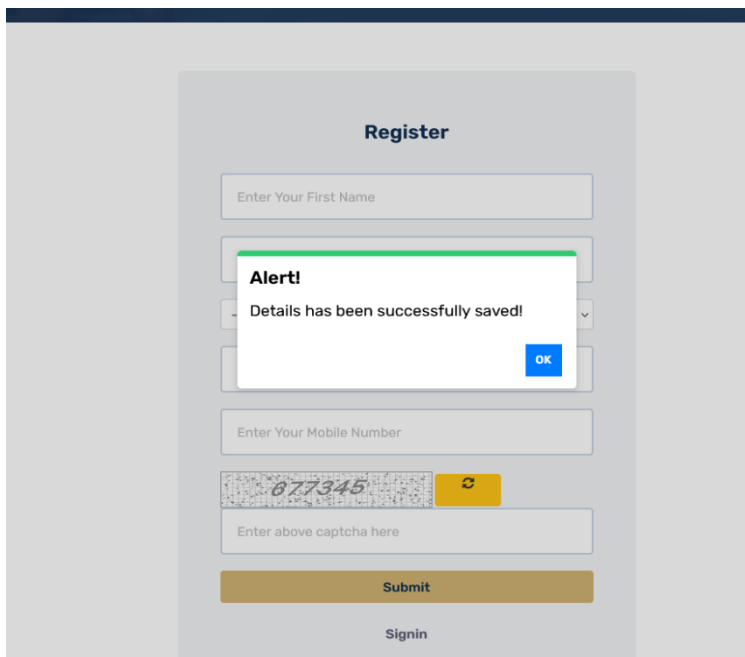
- Visit our webpage at <https://jff.nfsu.ac.in/Home>
- The following page shall open:



- Click on the '**Register**' button at the top right corner. This shall lead you to the following page:



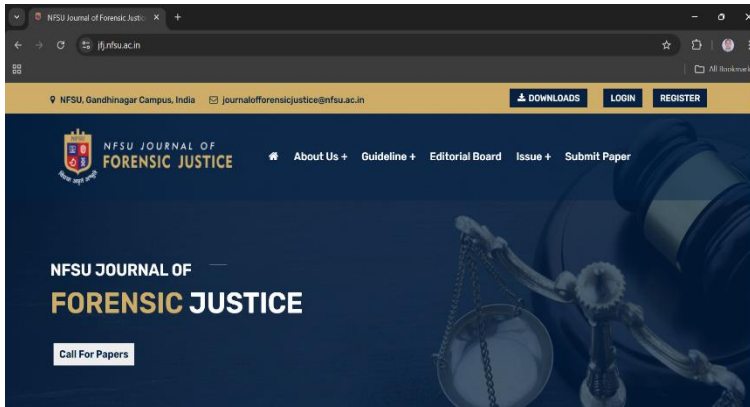
- d. Enter all the requested details, fill the captcha, and then click on 'Create Account'. This shall result in the following tab:



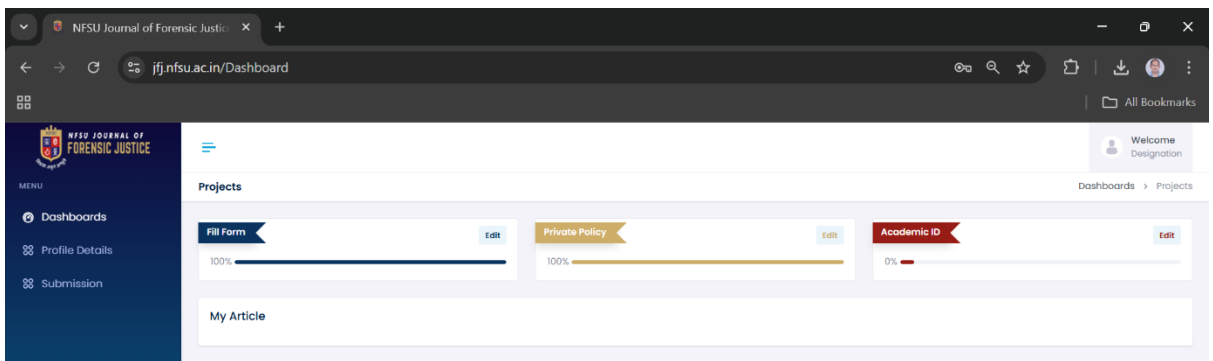
- e. You will receive an email over your registered email id containing the login password for your Account.

Step 2: Login to our Submission Portal:

- a. Visit our webpage at <https://jfi.nfsu.ac.in/Home>
- b. The following page shall open:

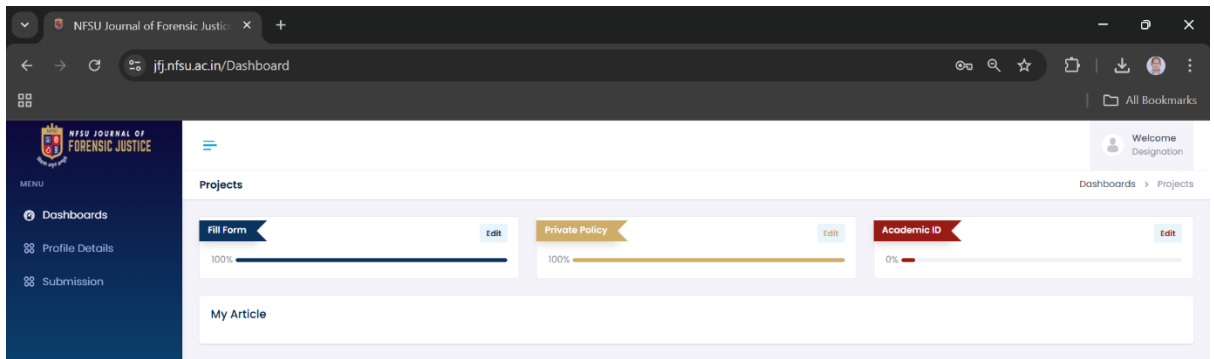


- c. Click on the **'Login'** button at the upper right corner.
- d. Login using your Registered Email Id, and the password that you received over email.
- e. The following page shall open:

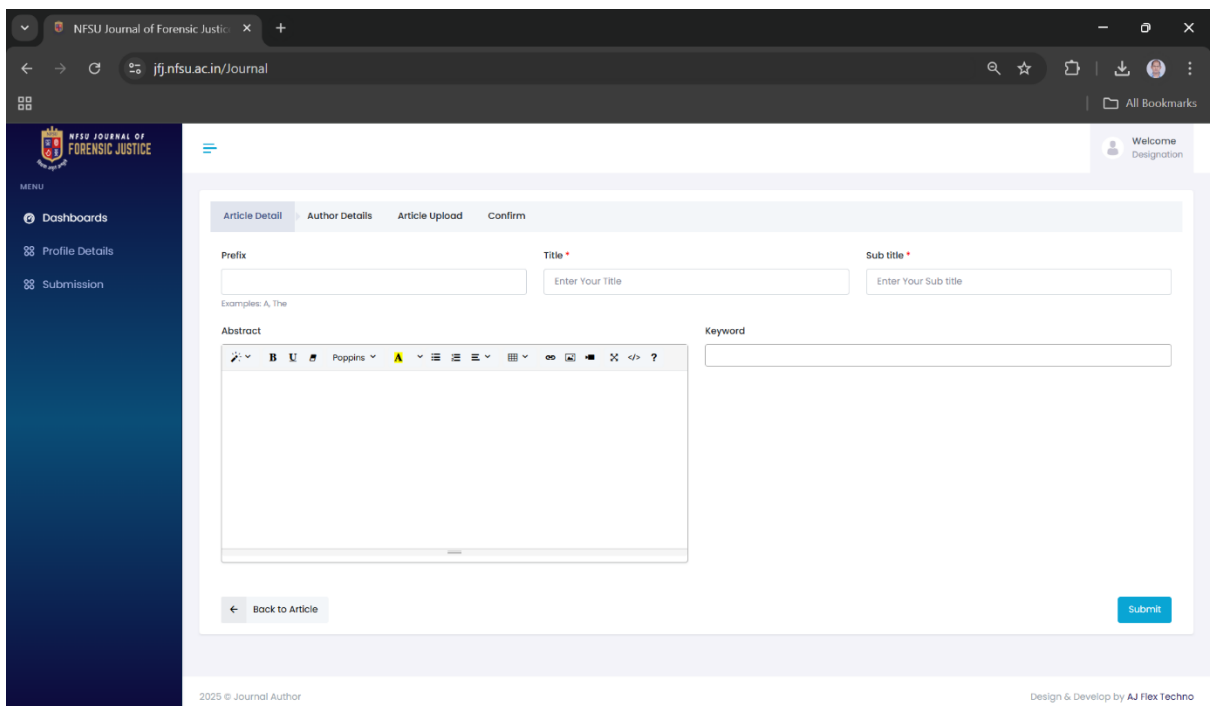


Step 3: Submission of the Manuscript:

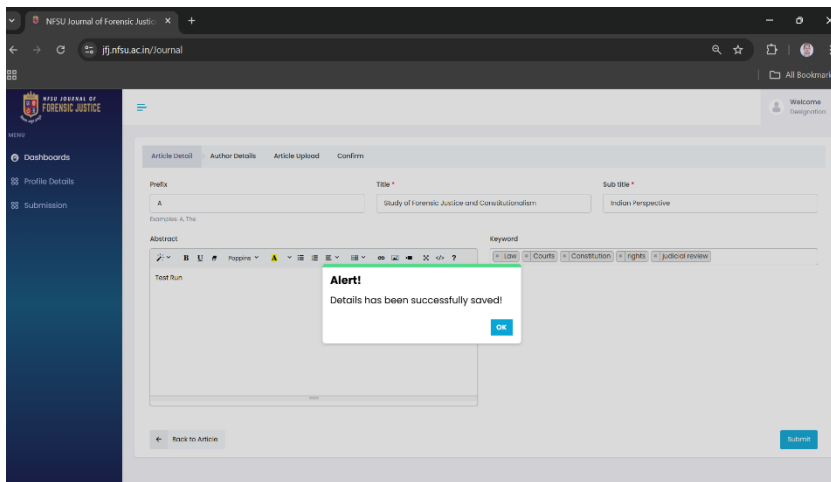
- a. Click on **'Submission'** in the left panel. This shall lead to the following page:



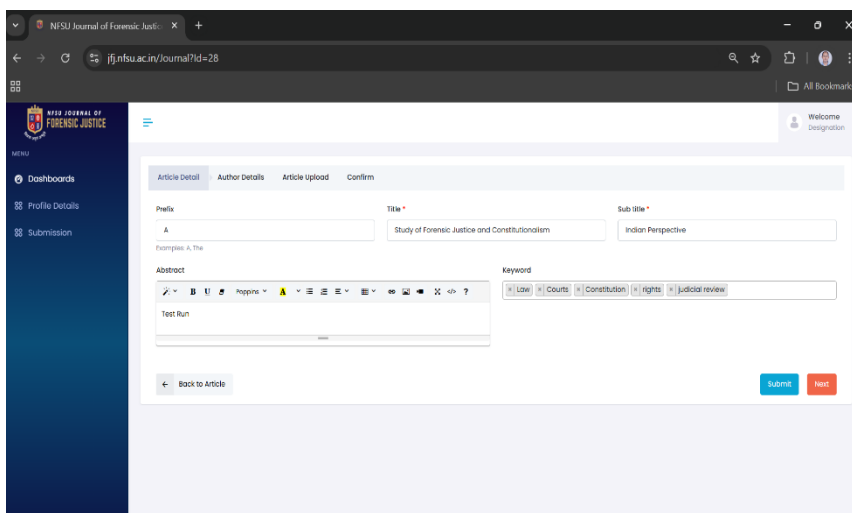
- b. Click on **'Add New Article'** in the Upper Right Corner. The following page shall open:



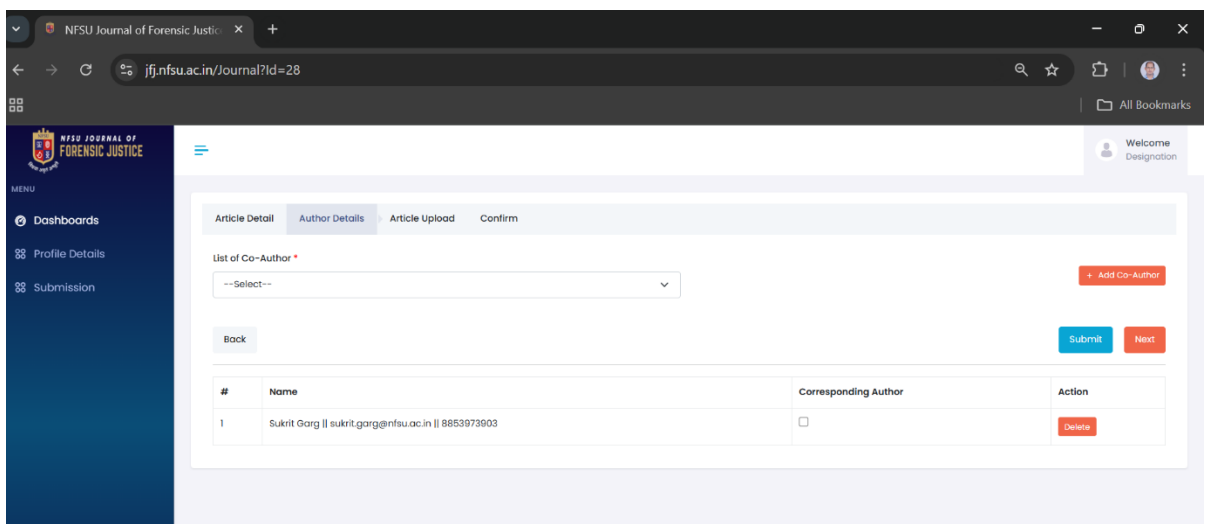
- c. Fill the required details.
- d. Do not leave any of the tabs blank. If your manuscript does not carry a subtitle, write NA in the tab for Subtitle.
- e. Write your abstract (in no more than 250 words) in the tab for abstract.
- f. Give 5 keywords for your paper in the Keywords tab. Once you type a keyword, click on the representation presented below the tab to select it, and thereafter continue typing in your next keyword.
- g. Once all the details are filled, click on **'Submit'**. The following pop-up box shall appear:



h. Click on **'Ok'** in the pop-up box. This shall lead you to the following screen:

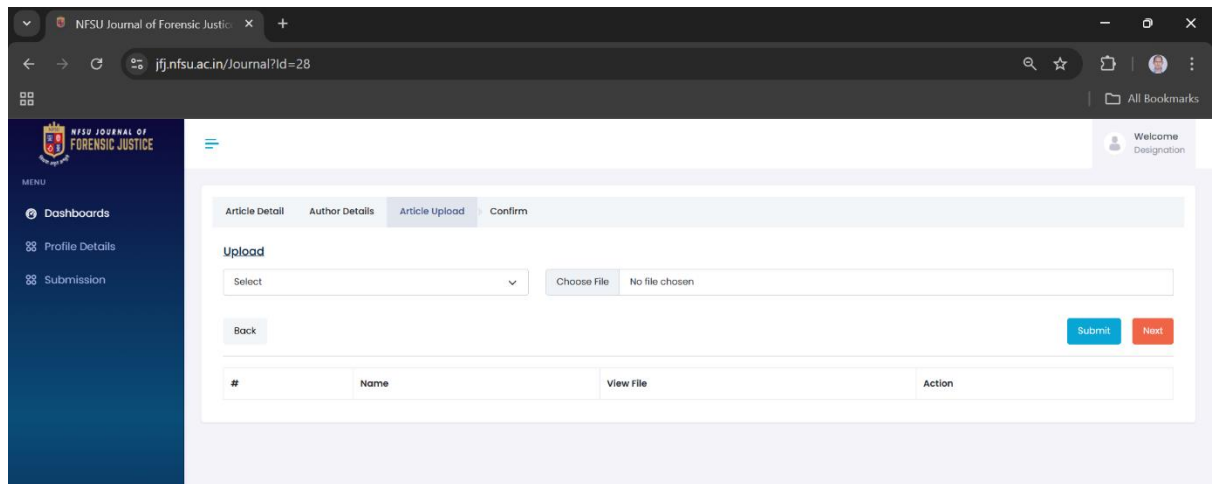


i. Click on **'Next'** in the lower right corner. This shall lead you to the following page:

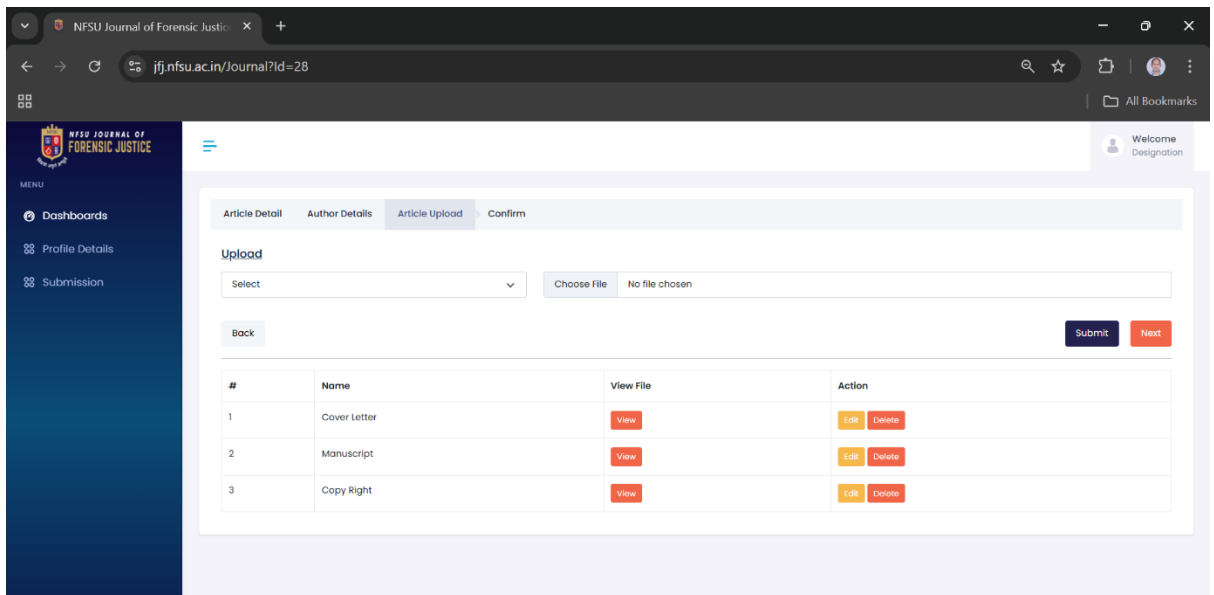


j. In case you have a co-author, click on **'Add Co-Author'** on the right hand side of the webpage, and fill the details.

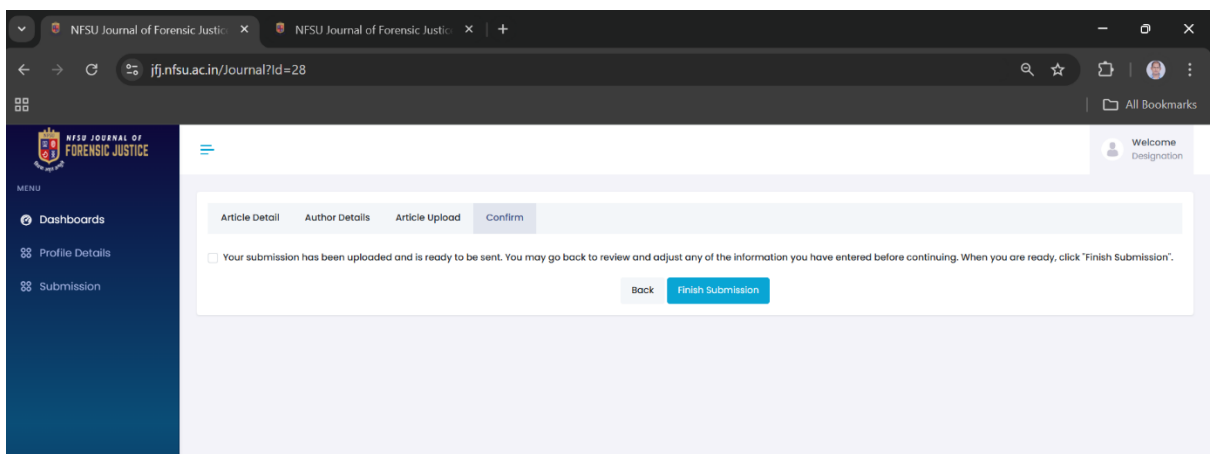
- k. Once you have filled the details of the co-author, or if you do not have a co-author, then click on **'Corresponding Author'** box against the name of the author you wish to designate for all correspondence with the Journal.
- l. Once the details are saved, click on the **'Next'** button.
- m. Now you shall land on the page for Article Submission as shown below:



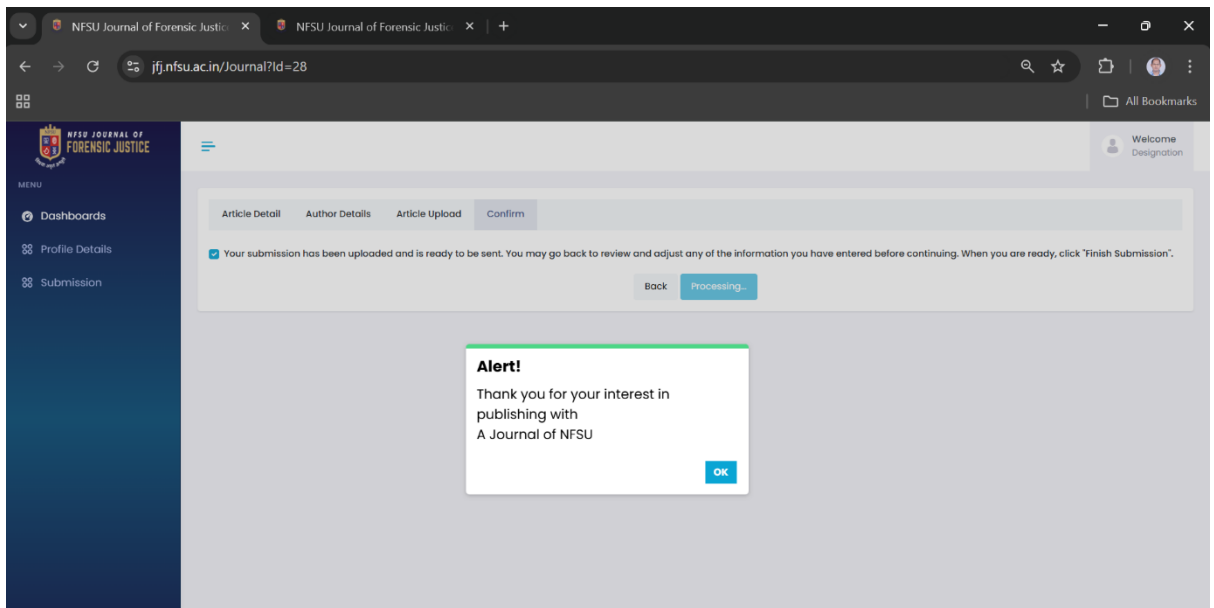
- n. Here, you are required to submit 3 documents: 1. Cover Letter (format for the same is available over the Downloads tab on the Journal website), 2. Copyright Form (format for the same is available over the Downloads tab on the Journal website), and 3. Manuscript.
- o. Download the Cover Letter and Copyright Agreement formats from our website [here](#). Make the necessary edits to both the formats. Take a print out of the Copyright Agreement, and sign it manually.
- p. Note that Copyright Agreement shall be in PDF format. The Cover Letter and the Manuscript shall be in Word format.
- q. You will be required to upload all the three aforementioned documents. If you do not submit any of the said three documents, you will not be able to move further with the submission process.
- r. Ensure that you choose the correct option from the drop-down menu while uploading the corresponding file.
- s. Once you have uploaded the requisite documents, the page shall appear as follows:



- t. Once all the three documents (Cover Letter, Manuscript, and Copyright Agreement) are uploaded, click on **'Next'**.
- u. You will land on the following page:



- v. Click the checkbox if you are satisfied with all the documents uploaded.
- w. Click on **'Finish Submission'**.
- x. The following pop-up box shall appear:



- y. You will receive a Paper Submission Acknowledgement mail from our side.
- z. Congratulations your paper has been submitted!