

## Reservation and Publication of Special Issue

The **Indian Society for Technical Education (ISTE)**, New Delhi, has been publishing the journal **Indian Journal of Technical Education (IJTE)** in print format (ISSN 0971-3034) for the past 48 years. The Indian Journal of Technical Education is a **scholarly, peer-reviewed, and open-access** publication committed to promoting excellence in technical education and research. In addition, the journal brings out **Special Issues** to encourage academic and research institutions organizing national or international conferences by publishing a selection of high-quality papers that meet the rigorous standards prescribed by the IJTE Editorial Board.

### Publication Cost:

Institutions intending to **reserve a Special Issue** are **requested to transfer the undermentioned publication cost in a single payment** to the **Indian Society for Technical Education (ISTE)**, New Delhi. Before making the payment, institutions are **requested to contact us at mobile number: 9786655812** to confirm the **availability of the desired Special Issue**. After transferring the funds, the **transaction details** may kindly be forwarded in the prescribed **Transaction Details** format to **admin@ijteonline.in**, with a copy to **editor@ijteonline.in**

**For 100 printed copies - Rs.1,60,000 + 18% GST (total Rs. 1,88,800)**

**For 50 printed copies - Rs.1,40,000 + 18% GST (total Rs. 1,65,200)**

### Account Details:

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Name of the Bank - HDFC

A/C No. – 50100771116575

IFSC Code – HDFC0002055

Branch - Katwaria Sarai, New Delhi

### Guidelines for Publication of Special Issue:

#### 1. Eligibility

Requests for special issues will be entertained only from the AICTE, New Delhi-approved institutions, government and private universities, research institutions, and technical institutions of national importance.

#### 2. Scope of Publications

Only manuscripts related to Engineering, Business Administration, and Computer Applications received from the AICTE-approved institutions and universities will be considered for publication.

#### 3. Article Requirements

- Each article may have a **maximum of four authors**, clearly mentioning their affiliation, email address, and identifying the corresponding author.
- Articles must be submitted in **Word and PDF formats**.
- All images, figures, and tables must be of **high resolution and excellent quality**.
- Each article should have an **average of six pages** after formatting. Short articles (two to three pages) should be avoided.

- A maximum of **350 pages or up to 55 articles (whichever is higher)** will be allowed per issue.
- Every article must be accompanied by a **Copyright Form (CRF)** signed by each author.

#### 4. Editorial Process

- All manuscripts will undergo plagiarism checking, peer review, composing, and editing before the publication.
- After all manuscripts are composed, the compiled version will be sent to the institution for **proofreading** and final approval.
- After the articles are received from the institution, no additions, deletions, or changes of author(s) will be entertained.
- Once printing approval is received, no further changes or revisions will be accepted.

#### 5. Printing Details

- Printing will include 100 or 50 copies, with a maximum of 350 pages in black and white, and a multi-coloured cover page.
- The institution required to arrange a multi-coloured advertisement on the back cover and inside back cover page. These designed pages must be submitted in high resolution and high quality to the IJTE, with the following dimensions:

Position	Width (cm)	Height (cm)
Back Cover	21.5	18.5
Inside Back Cover	21.5	27.7

#### 6. Charges and Conditions

- An additional charge will apply if the total number of pages exceeds 350.
  - o The cost for each additional page is ₹175.00 (inclusive of GST).
- More than 400 pages in a Special Issue will not be permitted.
- If the total number of articles exceeds 55, an additional charge of ₹500.00 per manuscript (inclusive of GST) will be levied.
- The final decision on the total number of articles to be published rests with the Editor.
- Negotiations regarding publication fees, number of copies, articles, or pages are strictly not entertained.
- Publication charges, once paid, are non-refundable, non-transferable, and cannot be adjusted against any other Special Issue.

#### 7. Payment Procedure

- Institutions intending to reserve a Special Issue are requested to transfer the above-mentioned publication cost in a **single payment** to the Indian Society for Technical Education (ISTE), New Delhi, only after receiving confirmation of the availability of the desired issue.
- The payment must be made **exclusively through the institution's official account**. Payments from third parties or agencies will not be accepted.

- Before making a payment, institutions must contact us at mobile number 9786655812 to confirm the availability of the desired Special Issue month and number.
- After transferring the funds, the transaction details should be sent in the **prescribed format along with conference brochure** to admin@ijteonline.in, with a copy to editor@ijteonline.in.

## 8. Post-Publication Access and Delivery

- TheIJTE web portal (www.ijteonline.in) will host a soft copy of the Special Issue in PDF format.
- Conference details will be made available on the IJTE web portal until the end of the conference.
- Printed copies of the Special Issue as reserved (100 or 50 copies) **will be delivered to the organizing institution** through Indian Post, courier, goods carrier, or private transportation, whichever is most suitable and cost-effective.
- If the copies are sent through private transportation or a goods carrier, the institutional representative must collect the packages from the transport office or delivery point.

## 9. Editorial Discretion

The IJTE Editorial Board **reserves the right** to cancel or defer a Special Issue due to any unforeseen or unavoidable circumstances on the part of IJTE. In such cases, the publication cost already transferred by the institution will be refunded in full.

## 10. Contact Information

For any queries, please contact:

✉ editor@ijteonline.in

✉ admin@ijteonline.in

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With Best Wishes and Regards

**Dr. Y. R. M. Rao**

Editor

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