

No. DD (PD & SPD)/Misc./BPR&D-2022
Government of India
Ministry of Home Affairs
Bureau of Police Research & Development

NH- 8, Mahipalpur
New Delhi- 110037

Date: 28.09.2022

Sub: Standard Operating Procedure for the Indian Police Journal

Please find enclosed herewith the Standard Operating Procedure for the Indian Police Journal issued with the approval of DG, BPR&D for information.


(Shashi Kant Upadhyay)
Deputy Director (PD & SPD)

1. PS to DG, BPR&D
2. PA to ADG, BPR&D
3. Divisional Directors (NPM / Mod. / R&CA / Admn. / Trg.)
4. Director, CAPT, Bhopal
5. Director CDTIs (Kolkata / Hyderabad / Chandigarh / Jaipur / Ghaziabad)
6. AD (SPD)
7. AD (Systems) – for uploading the SOP on BPR&D website
8. Library, BPR&D

SOP for the Indian Police Journal

The Indian Police Journal is the most respected publication of the Bureau of Police Research & Development on Policing and the Correctional administration. Its first edition was published in 1954 by the Intelligence Bureau. Since the creation of the BPR&D in 1970, this responsibility has been assigned to the Bureau.

The Bureau has been continuously enriching the police personnel and correctional administration officials through well-researched articles on Contemporary Policing, General Policing, Management, Correctional Administration, Forensic Science, Investigation, Internal Security, Forensic Medicine, law & order, Cyber Crimes, Organized Crime, Crime against women, Gender Policing, Juvenile Delinquency, Human Resource Development, Police Reforms, Human Rights Intelligence, Corruption, Terrorism, and Counter-Terrorism, Community Policing, Criminology, Police Technology, and Police Administration, etc. Further, to standardize the publication of the IPJ, the following instructions are issued:


1. The SPD Division will approach the State / UT Police, CAPFs, Research Organizations, Autonomous Bodies, Heads of the Prisons of the States, IITs, IIMs, Central and State Universities (Faculty & Research Scholars), reputed NGOs, and well-known freelance writers to contribute to the articles for the Indian Police Journal, from time to time through letters, emails and mass appeal and through BPR&D website.
2. The Assistant, IPJ, will maintain the excel sheet on the Computer in the following format:
(i)Sl. No. (ii) Date of receipt of the article, (iii) Name of article, (iv) Name of author/authors, (v) Date of Plagiarism Check, (vi) Date of Sending to the Reviewers, (vii) Name of reviewers,(viii) Reminder issued to the reviewer, (ix) Remarks of the Reviewers(x) The IPJ Edition in which included (xi) If returned to the author with observations or being below benchmark grading (xi) Remark.
3. Upon receiving the articles from the authors, they will immediately be put through anti-plagiarism (Turnitin) check software to ensure the authenticity/originality of the papers. If matters of any essay are found to be more than 10 % Plagiarized, it will be returned to the authors with

the remarks of the plagiarism check. However, even after the percentage, DIG(SPD) will physically check the plagiarism percentage articles to take the final call.

4. Once the article passes through the plagiarism check, it will be sent for review.
5. DIG(SPD)/AD(SPD) will decide which particular reviewer articles are to be sent.
6. The reviewer will be given 15 days to review the article and return it through email. While sending the article, it will be ensured that the review proforma is attached to the articles so that all the reviewers are reviewing the articles on a standard template.
7. Benchmark for publishing the articles in IPJ will be Very Good and Above. Further, DG, BPRD is the final authority to accept the article for publishing or rejecting it despite any grading.
8. Depending upon the article's length, 12 to 15 papers will be included in the one edition, keeping the present limit of 175 pages, not exceeding (+ - 10 pages).
9. As per practice/ accepted norms, the 3,000 to 5,000 word limit per article should continue. Any article found shorter and not in the journal format may be returned to the authors immediately upon receipt.
10. The standard article should contain the abstract, keyword, introduction or background, methodology, data collection and analysis, interpretation of result/ discussion, conclusion, contributor's detail, and references in APA style.
11. The reviewer shall be paid an Honorarium of Rs.1000/- per article, whereas authors will be paid Rs.5000/- per published article. The amount will be shared proportionately if the article is jointly authored.
12. Payment will be made through ECS.
13. The IPJ Assistant will maintain the email address and bank accounts of all Reviewers and Authors.

14. Payment shall be made on edition to edition basis and will not be clubbed.
15. Once the articles are approved for inclusion in an edition of the IPJ by the DG, these articles will be sent to the printer, who will prepare the Dummy. Upon receipt of the Dummy, it will be sent to the editor/Consultant for editing, including paraphrasing, per the terms and conditions specified in the appointment. The Dummy should, at least, be edited three times or till the time it is absolutely free from error. Once the Dummy is certified by the Editor or Consultant Editor for publication, the final approval of the Dummy will be obtained from the DG.
16. With the approval of the DG, an order will be issued to the printer for printing the approved quantity of Journals. However, the number can be increased depending upon the need, with the approval of the DG. Besides the hard copy, a soft copy of the approved e-version of the IPJ will also be taken from the printer and uploaded to the BPR&D website. The e-version/ navigator will facilitate the reader to go to the desired articles, pages, etc.
17. Upon receiving the hard copy, the same will be immediately sent to the concerned institutions, readers, and authors, as per the distribution/ mailing list. SPD Division will continuously update the mailing list.
18. Emphasis should be given to the wide e-circulation of IPJ.
19. However, these instructions are not exhaustive. The division is expected to exercise due diligence to meet and upgrade the IPJ's standard and create broad outreach among the stakeholders.
20. DG, BPRD has the power to override any/all provisions of the SOP.

This is issued with the approval of the DG, BPR&D.


(Shashi Kant Upadhyay)
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