



**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS
WITH INTELLECTUAL DISABILITIES (DIVYANGJAN)**

(Formerly National Institute for the Mentally Handicapped)

Department of Empowerment of Persons with Disabilities (Divyangjan)

Ministry of Social Justice and Empowerment, Government of India

INDIAN JOURNAL OF REHABILITATION SCIENCES

A Peer-Reviewed, Open-Access Journal of NIEPID

GUIDELINES FOR AUTHORS

2026

Manovikas Nagar, Secunderabad – 500 009, Telangana, India

Website: www.niepid.nic.in | Email: editor.ijrsniepid@gmail.com

Contents

1. About the Journal	3
2. Aims and Scope	4
3. Types of Manuscripts	5
4. Editorial Process and Peer Review	6
5. Manuscript Preparation	7
6. Guidance on Manuscript Sections	8
7. Tables and Figures	9
8. Authorship and Contributions	9
9. Submission Process	9
10. Review and Publication Timeline	10
11. Contact Information	11
12. Resources for Authors	12

1. About the Journal

1.1 Overview

The Indian Journal of Rehabilitation Sciences (IJRS) is the official peer-reviewed publication of the National Institute for the Empowerment of Persons with Intellectual Disabilities (Divyangjan), Secunderabad. It is a premier academic publication dedicated to advancing knowledge in disability rehabilitation and special education. As a scholarly platform, the journal serves researchers, practitioners, educators, and policymakers working to improve outcomes for individuals with disabilities and their families.

These guidelines provide complete instructions for preparing and submitting manuscripts to the journal. Careful adherence to the guidelines facilitates efficient peer review and timely publication.

1.2 Open-Access Policy

The journal operates as an open-access publication, ensuring that all research findings are freely available to the global community without subscription barriers. This commitment to open science promotes:

- Unrestricted access to cutting-edge research for practitioners in low-resource settings;
- Enhanced visibility and citation potential for authors;
- Accelerated knowledge transfer from research to practice; and
- Global collaboration among researchers and clinicians.

1.3 Peer Review Standards

The journal employs a rigorous double-blind peer review process that ensures:

- Unbiased evaluation, in which neither authors nor reviewers know each other's identities;
- Quality assurance through expert assessment of methodology, significance, and contribution;
- Constructive feedback to improve manuscript quality; and
- Transparency in editorial decisions, with detailed reviewer comments.

1.4 Publication Schedule

The journal is published bi-annually (twice per year). This schedule allows for thorough peer review while maintaining timely dissemination of research findings. The authors can submit the article throughout the year in online mode.

Issue	Month of Publication	Submission Deadline
Spring Issue	June	31 st March
Fall Issue	December	30 th September

1.5 Readership

The journal serves multiple stakeholder groups:

- **Researchers** seeking to publish high-quality studies and access current literature;
- **Clinicians** looking for evidence-based practices and intervention strategies;
- **Educators** developing curricula and training programmes;
- **Policymakers** requiring research evidence for decision-making;
- **Students** conducting literature reviews and thesis research; and
- **Families and advocates** seeking an understanding of current research developments.

1.6 Mission and Values

The journal is committed to:

- Advancing scientific knowledge in disability and rehabilitation sciences;
- Promoting evidence-based practice through rigorous research dissemination;
- Supporting inclusive education and community integration;
- Fostering international collaboration among researchers and practitioners;
- Maintaining the highest ethical standards in research and publication; and
- Ensuring accessibility of research findings to all stakeholders.

2. Aims and Scope

The journal promotes advances in research across multiple disciplines to enhance evidence-based care and improve the lives of children with special needs and their families. It publishes high-quality research in the following areas but not limited to these.

2.1 Primary Focus Areas

- Special Education and Inclusive Education
- Psychology and Psychiatry
- Physiotherapy and Occupational Therapy
- Speech-Language Pathology and Audiology
- Pediatrics and Developmental Medicine

2.2 Specific Topics of Interest

- Autism Spectrum Disorders and ADHD
- Intellectual and Learning Disabilities
- Neurodevelopmental Disorders and Developmental Delays
- Early Intervention and Evidence-Based Practices
- Behavioural Issues and Behaviour Modification
- Family-Centred Multidisciplinary Interventions

- Neurogenetic Disorders Affecting Child Development
- Preventive Aspects in Adolescence and Pregnancy
- Vocational Training and Rehabilitation
- Assistive Technology and Adaptive Equipment

3. Types of Manuscripts

The journal welcomes the following categories of contributions. Table 1 summarises the principal requirements; detailed descriptions follow.

Table 1. Summary of manuscript categories and requirements

Category	Word Limit	Abstract	Key Requirements
Original Article	5,000	Structured; Max. 250 words	IMRaD structure; maximum 30 references
Review Article	5,000	Structured; Max. 250 words	Maximum 50 references
Brief Communication	1,000	Required, with keywords	Maximum 10 references; one table or figure
Case Report / Case Studies	1,500	Required, with keywords	Written patient consent mandatory
Letter to the Editor	500	Not required	Relevant references
Book Review	1,000	Not required	Complete bibliographic details; reviewer credentials

3.1 Original Research Articles

Original articles present previously unpublished empirical research organised in the conventional Introduction, Methods, Results, and Discussion (IMRaD) structure, with a structured abstract of no more than 300 words. The journal welcomes a broad range of research designs, including:

- **Quantitative research:** experimental designs, surveys, and observational studies;
- **Qualitative research:** ethnographic studies, phenomenological research, and case-based inquiry;
- **Mixed-methods research:** studies combining quantitative and qualitative approaches; and
- **Clinical trials:** intervention studies with rigorous methodology.

3.2 Review Articles

Review articles are comprehensive examinations of current knowledge, whether commissioned or unsolicited. They should include an introduction, the methodology used for the literature search, the main content, and conclusions, together with a structured abstract of no more than 300 words. Acceptable forms include:

- **Systematic reviews**, following PRISMA guidelines for literature synthesis;
- **Meta-analyses**, providing statistical synthesis of multiple studies;
- **Narrative reviews**, offering expert perspectives on emerging topics;
- **Scoping reviews**, mapping research landscapes in developing areas; and
- **Critical reviews**, presenting analytical examination of debated topics.

3.3 Brief Communications

Brief communications report preliminary findings, immediately relevant results, or novel observations in no more than 1,000 words. They may include a maximum of 10 references and one table or figure, and must be accompanied by an abstract with keywords.

3.4 Case Reports and Case Studies

Case reports describe clinically interesting cases in no more than 1,500 words, structured as introduction, case presentation, discussion, and conclusion, with appropriate references. Written informed consent from the patient (or parent/guardian) is mandatory. The journal also welcomes related forms of case-based scholarship, including:

- Single-case studies providing in-depth analysis of individual cases;
- Multiple-case studies offering comparative analysis across cases;
- Programme evaluations assessing intervention programmes;
- Institutional case studies of organisational change and implementation; and
- Longitudinal case studies documenting development and progress over time.

3.5 Letters to the Editor

Letters provide scholarly commentary on articles published in the journal or on contemporary issues in the field, in no more than 500 words, supported by relevant references.

3.6 Book Reviews

Book reviews offer critical evaluations of recently published books in no more than 1,000 words. Reviews must include the complete bibliographic details of the book and the reviewer's credentials.

3.7 Other Scholarly Contributions

The journal also considers:

- **Technical reports** describing innovative assessment or intervention tools; and
- **Position papers** presenting expert opinion on policy or practice issues.

4. Editorial Process and Peer Review

4.1 Peer Review System

All submissions undergo double-blind peer review through a three-tier screening process:

- **Tier 1 – Initial screening:** the Reviewer Board Committee assesses each submission for relevance to the journal's aims and scope;
- **Tier 2 – Secondary review:** the Advisory Board Committee undertakes detailed evaluation of the manuscript; and
- **Tier 3 – Final evaluation:** the Editorial Board and the Editor-in-Chief take the final editorial decision.

Plagiarism detection software is employed for all submissions, and ethical standards are maintained at every stage of the process.

4.2 Publication Ethics

- The journal adheres to the guidelines of the Committee on Publication Ethics (COPE) and the recommendations of the International Committee of Medical Journal Editors (ICMJE).
- All manuscripts undergo rigorous ethical review.
- Promotional therapy articles and research with undisclosed funding will be rejected.
- All conflicts of interest must be declared at the time of submission.

5. Manuscript Preparation

5.1 General Formatting Requirements

Element	Requirement
Software	Microsoft Word
Font	Times New Roman, 12-point
Spacing	Double-spaced throughout
Margins	1 inch (2.54 cm) on all sides
Page numbering	Consecutive, bottom centre

5.2 Manuscript Structure

Page 1: Title Page

- Article title (concise and descriptive);
- Complete author information:
 - full names and academic degrees;
 - institutional affiliations; and
 - contact information for the corresponding author;

- Word count (excluding abstract, references, tables, and figures);
- Number of tables and figures;
- Funding sources and acknowledgements; and
- Conflict of interest declaration.

Page 2: Abstract and Keywords

- Structured abstract (Aim, Methods, Results, Conclusions) of no more than 300 words; and
- 3–6 keywords using appropriate indexing terminology.

Page 3 onwards: Main Manuscript

- Title (repeated);
- Main text with appropriate headings;
- References;
- Tables (each on a separate page);
- Figure legends (on a separate page); and
- Figures (as high-resolution files).

6. Guidance on Manuscript Sections

6.1 Abstract

For empirical studies, use the structured format:

- **Aim/Objective:** study purpose and hypothesis;
- **Methods:** study design, participants, and procedures;
- **Results:** key findings with statistical significance; and
- **Conclusions:** clinical implications and significance.

6.2 Introduction

Provide relevant background and context, state the problem and its significance, and clearly define the study objectives or hypotheses. The introduction should normally not exceed 2–3 pages.

6.3 Methods

- **Participants:** description, selection criteria, and demographic characteristics;
- **Procedures:** methodology described in sufficient detail to permit replication;
- **Instruments:** psychometric properties, where applicable;
- **Statistical analysis:** software used and significance levels adopted; and
- **Ethics:** institutional ethics/IRB approval and informed consent procedures.

6.4 Results

Present findings logically and objectively, using tables and figures effectively. Report statistical results with confidence intervals, and avoid redundancy between the text and the tables or figures.

6.5 Discussion

Interpret the findings in the context of the existing literature, address the limitations of the study honestly, discuss clinical implications, and suggest directions for future research. Overgeneralisation should be avoided.

6.6 References

- **Format:** APA Style (7th edition);
- **Limit:** maximum 30 references for original articles and 50 for review articles;
- **Currency:** the majority of references should be from the last 10 years; and
- **Quality:** peer-reviewed sources are preferred.

7. Tables and Figures

7.1 Tables

- Number tables consecutively (Table 1, Table 2, and so on);
- Provide a descriptive title for each table;
- Use horizontal lines only;
- Include indicators of statistical significance where relevant; and
- Cite each table in the text before it appears.

7.2 Figures

- Supply figures in high-resolution digital format (JPEG, PNG, or TIFF);
- Ensure a minimum resolution of 300 DPI;
- Maintain a clear, professional appearance;
- Provide comprehensive figure legends on a separate page; and
- Obtain written permission for any copyrighted material reproduced.

8. Authorship and Contributions

8.1 Authorship Criteria

Consistent with ICMJE recommendations, all listed authors must satisfy each of the following requirements:

- Substantial contribution to the conception, design, data acquisition, or analysis of the work;

- Drafting the manuscript or revising it critically for important intellectual content;
- Final approval of the version to be published; and
- Agreement to be accountable for all aspects of the work.

8.2 Author Responsibilities

- **Corresponding author:** acts as the primary contact and is responsible for manuscript submission and revisions;
- **Co-authors:** review and approve the final manuscript; and
- **Guarantor:** takes overall responsibility for the integrity of the work.

9. Submission Process

9.1 Required Documents

(a) Cover letter, including:

- a statement of originality;
- a description of author contributions;
- a declaration of conflicts of interest; and
- Suggested reviewers (optional).

(b) Manuscript files:

- main document (Microsoft Word format);
- tables (in a separate Word document);
- figures (as high-resolution image files); and
- Supplementary materials, if applicable.

(c) Supporting documents:

- institutional ethics/IRB approval letter;
- informed consent forms;
- copyright permissions for reproduced material; and
- Conflict of interest forms.

9.2 How to Submit

- Manuscripts should be submitted electronically by submitting the Journal submission form provided in the NIEPID website and for any queries email to editor.ijsniepid@gmail.com (see Section 11), with all files enclosed as attachments;
- Name files using the convention *AuthorLastName_ManuscriptType_Date*; and
- An acknowledgement of receipt will be sent within 48 hours.

9.3 Submission Checklist

Before submitting, please confirm the following:

- ☐ The manuscript follows the prescribed formatting (Times New Roman 12-point, double-spaced, 1-inch margins, and consecutive page numbers).
- ☐ The title page is complete, with all author details, word count, funding, and conflict of interest declaration.
- ☐ A structured abstract of no more than 300 words and 3–6 keywords are provided.
- ☐ The word count is within the limit for the chosen manuscript category (Table 1).
- ☐ References follow APA Style (7th edition) and are within the permitted number.
- ☐ Tables appear on separate pages and are cited in the text.
- ☐ Figures are of at least 300 DPI, with legends on a separate page.
- ☐ A cover letter accompanies the submission.
- ☐ Ethics approval and informed consent documentation are enclosed, where applicable.
- ☐ Permissions for copyrighted material are enclosed, where applicable.
- ☐ Files are named according to the prescribed convention.

10. Review and Publication Timeline

The journal endeavours to adhere to the following indicative timeline:

Stage	Duration
Initial editorial screening	2 weeks
External peer review	6–8 weeks
Author revisions	Up to 4 weeks
Final decision	2 weeks after submission of the revised manuscript
Publication	8–12 weeks after acceptance

11. Contact Information

Purpose	Contact
Manuscript submission	Mr. Himanshu Verma Head, Department of Library and Information Science NIEPID, Secunderabad, India Email: dlis@nimhindia.gov.in

Purpose	Contact
Editorial inquiries	Mr. Venkat Reddy Pitta Information Development Officer, NIEPID, Secunderabad Phone: 040-27759106, +91 92991 02838
Editorial inquiries	Dr. Mega Arora Assistant Librarian, NIEPID, Secunderabad Email: editor.ijrsniepid@gmail.com Phone: +91 99275 05067

Technical support: for technical issues relating to manuscript preparation or submission, please contact the editorial office during business hours (9:00 a.m. – 5:00 p.m. IST, Monday to Friday).

12. Resources for Authors

12.1 Ethical Guidelines

- Committee on Publication Ethics (COPE) guidelines;
- International Committee of Medical Journal Editors (ICMJE) recommendations; and
- Institutional Review Board (IRB) approval requirements.

12.2 Reporting and Writing Resources

- APA Style Guide (7th edition);
- CONSORT guidelines for clinical trials;
- STROBE guidelines for observational studies; and
- PRISMA guidelines for systematic reviews and meta-analyses.

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