

## About the Journal

**The Indian Journal of Extension Education** is the peer-reviewed official publication of the Indian Society of Extension Education (ISEE), Division of Agricultural Extension, ICAR-Indian Agricultural Research Institute, New Delhi.

The ISEE is a registered professional society under Societies Registration Act 21 of 1860 (Punjab Amendment Act, 1957) as extended to the Union Territory of Delhi. The registration number is S-2504 of 1964-65.

The ISEE is mandated to advance the cause of Extension Education. The Society shall seek to achieve the objects by publishing the Indian Journal of Extension (ISSN 0537-1996 (print) and 2454-552X9 (online)), books, monographs etc.

The ISEE facilitates closer association amongst members and other scientific workers in India and abroad for promoting professional experience in teaching, research, and extension.

The ISEE encourages fundamental as well as applied researches in the field of extension education.

The focus subject areas of the Indian Journal of Extension Education include; Agricultural Extension, Agricultural Communication, Agricultural Entrepreneurship, Extension Management, Agricultural Education, Socioeconomic Studies, Rural Sociology & Educational Psychology, Adoption & Diffusion of Farm Innovations, Agricultural Diversification, ICT application in Agriculture, Planned Agricultural Change, Agricultural & Rural Development, and contemporary agricultural extension issues related to Agricultural Science/ Dairying / Communication/ Home Science / Fisheries / Veterinary and allied social sciences.

The Indian Journal of Extension Education publishes peer-reviewed original research papers in the field of extension education and allied fields. The journal accepts original research papers and research notes only.

To publish a paper in the Indian Journal of Extension Education, it is preferred that at least the first or corresponding author must be a life member/ ordinary member of the Indian Society of Extension Education.

As per bylaws of ISEE anyone with a post-graduate degree in Extension Education/ Agricultural Extension/ Dairy Extension/ Agricultural Communication/ Home Science Extension/ Fisheries Extension/ Veterinary Extension and allied social sciences can become a life member. However, ordinary membership (annual only) is open to all those who are interested in the field of extension education. Student membership is open for any student of university/ technical college/ research institute/ college/ technical school perusing a Master or Doctoral degree in any of the branch (agriculture/ dairy/veterinary/home science/ fisheries etc.) of extension education. The student membership is valid for five years only.

<https://portal.issn.org/resource/ISSN/2454-552X>

## **ISEE MEMBERSHIP**

### **Life membership (Open for Extension Discipline only)**

(Indian) : Rs. 4000.00  
(Foreign) : US \$ 250.00  
(Institution) : Rs. 5000.00

### **Student membership**

Valid for five years: Rs. 2000.00

### **Ordinary member (open for all interested in the field of extension education)**

(Annual only) : Rs. 3000.00

## **Subscription Rate for IJEE**

Indian (annual) : Rs. 3200.00  
Single Copy (India) : Rs. 1650.00  
Foreign (annual) : US \$ 40.00  
Single Copy (Foreign) : US \$ 20.00

**Payment to be made (online, DD, Check or M.O.) in favour of Indian Society of Extension Education, New Delhi. The account details are as follows:**

**Account Holder: INDIAN SOCIETY OF EXTENSION EDUCATION**  
**Name of the Bank: PUNJAB NATIONAL BANK, MAWAI BUZURG (Banda) UP**  
**RTGS/ NEFT IFS Code: PUNB0743900**  
**Account No.: 7439002100000198**

All remittances and correspondence relating to Membership, Subscription, Sales, etc. should be addressed to the

**Secretary,**  
Indian Society of Extension Education,  
Division of Agricultural Extension,  
ICAR-Indian Agricultural Research Institute,  
New Delhi-110 012  
Phone : 011: 25846434, email: [secretaryisee@gmail.com](mailto:secretaryisee@gmail.com)

# Peer Review Process

The practice of peer review is to ensure that only good science is published. It is an objective process at the heart of good scholarly publishing and is carried out by all reputable scientific journals. Our referees play a vital role in maintaining the high standards Transport Policy and all manuscripts are peer-reviewed following the procedure outlined below.

**Initial manuscript evaluation** The Editorial desk first evaluates all manuscripts and it is possible for to be rejected at this stage. Manuscripts rejected at this stage may be suffering from one or more of the reasons like not being as per the author's guidelines, lack of originality, serious scientific flaws, poor grammar or language, or outside the aims and scope of the journal. Those that meet the minimum criteria are passed on to 2 experts in the field for review.

**Type of Peer Review:** Blind review policy is applied where the referee remain anonymous throughout the process. Referees are matched to the paper according to their expertise. One referee out of two is tried to be the Zonal Editor of the Indian Society of Extension Education. Referees are asked to evaluate whether the manuscript: - Is original - Is methodologically sound - Follows appropriate ethical and author guidelines - Has results been clearly presented and support the conclusions - Correctly referenced previous relevant work, Is Language appropriate etc. The review form is also asked to be filled by the reviewer for each manuscript.

**How long does the review process take?** The time required for the review process varies as per the response of the referees. Normally one week time is given to the reviewer to respond regarding the acceptance of the assignment. Once the reviewer accepts the assignment he/ she is supposed to complete the task within the next seven days. The referee report is sent to the author(s) with recommendations made by the referees, which usually includes verbatim comments by the referees. Revised manuscripts is received by the editor and returned to the initial referees (if recommended at first stage) who may then recommend revision of manuscript/ acceptance or rejection of the manuscript. In case of minor revision, the revised manuscript is checked by chief editor/editors for its suitability. Finally, the Editor's decision as per the recommendations of the referees will be sent to the author.

**Final report:** A final decision to accept or reject the manuscript will be sent to the author along with any recommendations made by the referees, and may include verbatim comments by the referees.

**Editor's Decision is final:** Referees advise the Chief Editor, who is responsible for the final decision to accept or reject the article.

**Becoming a referee:** Any life member of the Indian Society of Extension Education may be selected as the referee for the manuscripts submitted to the Indian Journal of Extension Education. To become a referee, one needs to seek the life membership of the Indian Society of Extension Education. Life membership is open to anyone with a post-graduate degree in Extension Education/ Agricultural Extension/ Dairy Extension/ Agricultural Communication/ Home Science Extension/ Fisheries Extension/ Veterinary Extension and allied social sciences. Ordinary membership is open to all those who are interested in the field of extension education. Student membership is open for any student of university/ technical college/ research institute/ college/ technical school perusing a Master or Doctoral degree in any of the branch (agriculture/ dairy/ veterinary/ home science/ fisheries etc.) of extension education.

The list of referees is updated regularly

# Publication Frequency

The Indian Journal of Extension Education is a quarterly publication of the Indian Society of Extension Education, ICAR-IARI, New Delhi-110012. The publisher, ISSN number, frequency, and publication schedule is as follows:

**Publisher:** Indian Society of Extension Education

**Online ISSN:** 2454-552X

**Print ISSN:** 0537- 1996

**Number of issues per year:** 4

**Frequency:** Quarterly

**Review Process:** Double Blind Peer Review, Refereed Journal

**Month(s) of publication:** March (April- June issue), June (July- September issue), September (October-December issue), and December (January-March issue)

## Open Access Policy

This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge.

## Archiving

This journal utilizes the LOCKSS system to create a distributed archiving system among participating libraries and permits those libraries to create permanent archives of the journal for purposes of preservation and restoration.

## Publication Ethics and Malpractice Statement

### PUBLICATION ETHICS AND MALPRACTICE STATEMENT

**Indian Journal of Extension Education** is committed to upholding the integrity of the scientific record. The journal follows the COPE guidelines on how to deal with potential acts of malpractice. All the editors, authors and reviewers of the Indian Journal of Extension Education agree upon standards of proper ethical behavior and accept the responsibility for fulfilling the following duties and responsibilities as set by the COPE Code of Conduct for Journal Editors. The application for the membership of COPE stand submitted on Wednesday, 4 November 2020 - 12:00pm. Our key expectations of authors, peer-reviewers and editors, and penalty for malpractice are as follows:

Manuscripts submitted to the **Indian Journal of Extension Education** (IJEE) are evaluated entirely on the basis of their scientific content. There are no publication charges. All possible measures are taken to uphold the highest standards of publication ethics and to prevent malpractices. Authors who submit papers to our Journals attest that their work is original and unpublished and is not under consideration for publication elsewhere. In addition, authors confirm that their paper is their own original work, that has not been copied or plagiarized, in whole or in part, from other works, and if the authors have used the works of others the same has been appropriately cited or quoted. Our publication ethics and malpractice statement is based on the guidelines for journal editors developed by the [Committee on Publication Ethics \(COPE\)](#).

**The chief editor and the editors of the Indian Journal of Extension Education are responsible for**

- Deciding which of the manuscripts submitted to the journal should be published. In making these decisions, they are guided by the policies of the journal (Guidelines for Submission and Publication of Manuscripts, available at <http://epubs.icar.org.in/ejournal/index.php/ijee/about/submissions#authorGuidelines> ) and by legal requirements regarding libel, copyright infringement, and plagiarism;
- Providing guidance to, authors and reviewers on everything that is expected of them and also a description of peer review processes;
- Providing new reviewer members with guidelines on everything that is expected of them and keeping existing members updated on new policies and developments;
- Evaluating manuscripts exclusively on the basis of their academic and intellectual merit, without regard to the author(s)' race, age, gender, sexual orientation, disability, ethnic origin, religious belief, citizenship, political orientation, or social class;
- Ensuring a fair and unbiased double-blind peer review of the manuscripts and that all information related to them is kept confidential. They also ensure that both authors' and peer reviewers' identities are protected;
- Ensuring that appropriate reviewers are selected;
- Developing and maintaining a database of suitable reviewers and updating it on the basis of reviewer performance;
- Ensuring that unpublished materials disclosed in a submitted manuscript are not used in an editor's own research without the express written consent of the author;
- Taking reasonable responsive measures when ethical complaints are presented concerning a submitted or published manuscript.
- Publishing corrections, clarifications, retractions, and apologies whenever needed.

### Authors' Responsibilities

- Authors should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the manuscript. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable;
- Authors should not submit the same manuscript simultaneously to more than one publication at a time. This constitutes unethical publishing behaviour and is unacceptable;
- Authors must ensure that they have written original works and that any work or words of other authors, contributors, or sources have been appropriately credited and referenced;
- Authors submitting their works for publication as original articles confirm that the submitted works represent their own contributions and have not been copied or plagiarized in whole or in part from other works without clearly citing the source. Authors should cite relevant publications;
- Plagiarism in all its forms constitutes unethical publishing behavior and is unacceptable;
- Authors must ensure that the manuscript has not been published elsewhere;
- Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Organizations, respondents, funding agencies of research, etc. may be acknowledged while online submitting the research in appropriate columns;
- The corresponding author with the journal should ensure that all appropriate co-authors are included in the author list of the manuscript and that there is a full consensus of all co-authors in approving the final version of the paper and its submission for publication;
- Authors should disclose financial or other conflicts of interest that might influence the results or interpretation of their manuscript. All sources of financial support should be disclosed;
- When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editors and cooperate with them to retract or correct the manuscript.
- To submit article certificate duly signed by all the authors before its publication (<http://epubs.icar.org.in/ejournal/index.php/jjee/about/editorialPolicies#custom-0>)

### Reviewers' Responsibilities

- Peer review assists the chief editor and editorial board in making editorial decisions and, through the editorial communication with the author, may also assist the author in improving the manuscript;
- Any reviewer who feels unqualified to review the research reported in a manuscript or knows that its timely review will be impossible should immediately notify the editor so that alternative reviewers can be contacted;
- Any manuscripts received for review must be treated as confidential documents;
- Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage;
- Reviewers must report to the chief editor if they are aware of copyright infringement and plagiarism on the author's part;
- § Reviews should be conducted objectively, and observations should be formulated clearly with supporting arguments so that authors can use them for improving the paper;
- Reviewers evaluate manuscripts based on content without regard to the authors' race, age, gender, ethnic origin, sexual orientation, disability, religious belief, citizenship, political orientation, or social class;
- Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.
- Reviewers are expected to fill up the review form for each manuscript they are evaluating.

### Publisher's Responsibilities

As publisher of Indian Journal of Extension Education is Indian Society of Extension Education through its elected President and ACS publishers has been identified as registering agency for DOI, submitting data to crossref and other indexing agencies. The publisher;

- Provides practical support to the chief editor and editorial board of Indian Journal of Extension Education so that they can follow the Code of Conduct for Journal;
- Ensures the autonomy of editorial decisions;
- Protects intellectual property and copyright;
- Ensures that good practice is maintained to the standards defined above.

### **Publication Responsibility**

Journal takes reasonable steps to identify and prevent the publication of manuscripts where research misconduct has occurred. In case of seriously flawed articles, the complete retraction of the article will ensue.

Journal demonstrates that care has been taken to ensure high ethical and professional standards. Editors will promptly respond to possible misconduct in the publishing process including authors and reviewers.

Copyright and licensing information are clearly described on the journal website. The copyright of each manuscript published is automatically transferred to the Indian Journal of Extension Education and is mentioned on each article.

Journal clearly indicates plans for electronic backup and preservation of access to the journal content in the event a journal is no longer published. This journal utilizes the LOCKSS system to create a distributed archiving system among participating libraries and permits those libraries to create permanent archives of the journal for purposes of preservation and restoration.

### **Corrections and retractions**

When errors are identified in published articles, the publisher will consider what action is required and may consult the editors and the authors' institution(s).

Errors by the authors may be corrected by a corrigendum and errors by the publisher by an erratum.

If there are errors that significantly affect the conclusions or there is evidence of misconduct, this may require retraction or an expression of concern following the [COPE Retraction Guidelines](#).

All authors are asked to agree to the content of the notice.

## **Publisher and Editorial Board Details**

### **Publisher**

**Dr. U. S. Gautam, President, Indian Society of Extension Education, ICAR-IARI, New Delhi-110012** email: [presidentisee@gmail.com](mailto:presidentisee@gmail.com)

### **DOI Registering agency**

ACS Publisher, Plot No. 100/1, Abchal Nagar, Nilothi Extension, New Delhi – 110041 and London, 45, Olieve Street, London.

Email: [acspublisher@gmail.com](mailto:acspublisher@gmail.com), [support@acspublisher.com](mailto:support@acspublisher.com)

### **Editorial Board details**

#### **a) Chief Editor**

1. Dr. Manjeet Singh Nain, Principal Scientist, Division of Agricultural Extension, ICAR-IARI, New Delhi-110012. <https://scholar.google.co.in/citations?user=I3OiYjUAAAAJ&hl=hi> , <https://orcid.org/0000-0002-7526-1091>, email: [chiefeditorisee@gmail.com](mailto:chiefeditorisee@gmail.com) , <https://www.researchgate.net/profile/MsNain>

#### **b) Zonal Editors**

1. Dr. Kalyan Ghadei, Professor, **Department of Extension Education, Institute of Agricultural Sciences**, Banaras Hindu University, Varanasi-221005, UP <https://scholar.google.com/citations?user=7g0b4a8AAAAJ&hl=en> <http://orcid.org/0000-0001-6548-4673>, email: [kalyan@bhu.ac.in](mailto:kalyan@bhu.ac.in)

2. Dr. Rajeev Bairathi, Professor, Directorate of Extension Education, Maharana Pratap University of Agriculture & Technology, Udaipur, India, 313001, Mobile: 94142 39548, E-mail [rbairathi@rediffmail.com](mailto:rbairathi@rediffmail.com) , ORCID <https://orcid.org/0000-0001-8200-2189>

3. Dr. Himansu Kumar De, Principal Scientist, ICAR-Central Institute of Freshwater Aquaculture, Bhubaneswar, Odisha 751002 <https://scholar.google.com/citations?user=k7oHFtYAAAAJ&hl=en> <http://orcid.org/0000000261833618>, email: bhuthnath@gmail.com

4. Dr. V P S Yadav, Professor (Extension Education, KVK, CCSHAU, Faridabad (Haryana) email: [vpsyadav@yahoo.com](mailto:vpsyadav@yahoo.com), [https://scholar.google.com/citations?hl=en&user=RT0I0IAAAA&view\\_op=list\\_works&sortby=pubdate](https://scholar.google.com/citations?hl=en&user=RT0I0IAAAA&view_op=list_works&sortby=pubdate)

5. Dr. S. S. Dolli, Professor, UAS, Dharwad, Karnataka email: [dollis@uasd.in](mailto:dollis@uasd.in), [https://scholar.google.co.in/citations?hl=en&user=3luZ7QAAAA&view\\_op=list\\_works&sortby=pubdate](https://scholar.google.co.in/citations?hl=en&user=3luZ7QAAAA&view_op=list_works&sortby=pubdate)

## Reviewer's guidelines

A blind review policy is applied where the referee remains anonymous throughout the process. Referees are matched to the paper according to their expertise. One referee out of two is tried to be the Zonal Editor of the Indian Society of Extension Education. Referees are asked to evaluate whether the manuscript: - Is original - Is methodologically sound - Follows appropriate ethical and author guidelines - Has results that are clearly presented and support the conclusions - Correctly references previous relevant work, Is Language appropriate, etc.

## Reviewer Guidelines

The number of scientific articles published each year continues to grow, hence the peer-review process, together with the merit of the editorial board, is cited as the primary influence on a journal's reputation, impact factor, and standing in the field. Reviewers do this difficult job without honorarium as they are good citizens of the scientific community.

*The Indian Journal of Extension Educations* relies on expert and objective review by knowledgeable researchers to ensure the quality of the papers it publishes.

### 1. The refereeing system

- i. A referee's duties are to assist the editor in maintaining the quality of the papers appearing in his journal and to help the authors by constructive criticism of their efforts.
- ii. Referees are selected in recognition of authoritative scientific work in the fields covered by a journal.
- iii. Each paper submitted for publication is reviewed by two independent referees. If their reports disagree with regard to the suitability of the paper for publication, the advice of a third referee is sought.
- iv. Referees are expected to respond to the editor's request for advice within a limited period of time. Its length (7 days) is clearly stated by the editor. If a referee finds himself unable to attend to a manuscript within this period, he is asked to return the script immediately without comments in order to allow the editor to select another referee without further delay.
- v. A referee's report is meant to guide the editor, who usually transmits it to the author in order to help him improve his paper or understand the reasons for rejection.
- vi. Although the editor in most cases transmits the comments of a referee verbatim to the author, yet he ensures that the referee remains anonymous.
- vii. Although the refereeing system helps to maintain and improve the quality of a journal, there are certain pitfalls, which an editor is always aware hence never uses the referees' comments blindly.
- viii. Authors are asked to follow the suggestions made by the referees, or otherwise state to the editor their reasons for not doing so.

### 2. Identifying and selecting appropriate reviewers

- i. Editor strives to establish and maintain a database of suitably qualified peer reviewers. The qualities of a good reviewer are:
  - a. Expertise in one or more areas of paper
  - b. Objectivity
  - c. No conflicts of interest
  - d. Good judgment
  - e. Able to think clearly and logically
  - f. Able to write a good critique
  - g. Accurate
  - h. Readable

- i. Helpful to editors and authors
  - j. Reliable in returning reviews
  - k. Able to do the review in the allotted time-frame
- ii. A database of suitably qualified peer reviewers has been established and is maintained.
- iii. Editor objectively monitors the performance of peer reviewers and records the quality and timeliness of their reviews. Editor generally ignores rude, defamatory peer review. Peer reviewers who repeatedly produce poor quality, tardy, abusive or unconstructive reviews are not used again.
- iv. The editor encourages peer reviewers to identify if they have a conflict of interest with the material they are being asked to review and asks that peer reviewers decline invitations requesting peer review where any circumstances might prevent them from producing fair peer review.
- v. If authors request that an individual (or individuals) does not peer review their paper objectively, editors use this information while selecting the peer reviewer.
- vi. The editor may choose to use peer reviewers suggested by authors, but authors' suggestions are not binding.
- vii. Editor requests the peer reviewers who delegate peer review to members of their staff to inform the editor when this occurs.

### 3. Fair peer-review process is aimed to minimize bias.

- i. The peer-review system that best suits this cross-discipline journal has been selected.
- ii. Peer review system is blinded and multiple reviewers. Research articles and review articles are always peer reviewed.
- iii. Consistent standards are applied in peer-review processes.
- iv. If discussions between an author, editor, and peer reviewer have taken place in confidence it remains in confidence unless explicit consent has been given by all parties or there are exceptional circumstances (for example, when they might help substantiate claims of intellectual property theft during peer review ).
- v. Editors or board members are never involved in editorial decisions about their own work. Journal does not accept original research papers and reviews from editors or employees of the journal.
- vi. Journal editors, members of editorial boards and other editorial staff are requested to withdraw from discussions about submissions where any circumstances might prevent them offering unbiased editorial decisions.

### 4. Authors have a right to appeal editorial decisions.

- i. Authors may appeal peer review decisions.
- ii. Editor mediates all exchanges between authors and peer reviewers during the peer-review process (i.e. prior to publication).
- iii. If agreement cannot be reached, the editor invites comments from additional peer reviewer(s).
- iv. The editor's decision in consultation with the editorial board chairman/member (subject matter specialist) following such an appeal is final.

### 5 Editorial independence

5.1 Editorial independence is respected. Decisions by editors about whether to publish individual items submitted to a journal is not be influenced by pressure

#### Checklists for reviewers

- A. The reviewer must consider the scientific focus, readership, standards, and policies of the journal as he/she reviews the paper. The journal needs scientific expertise, not editorial assistance. Journal relies on its reviewers to evaluate the quality, importance, and novelty of the science presented in the manuscript.
- B. Reviewers' comments that focus completely on minor editorial problems (typographical errors, misspellings) and do not comment on the science in the paper, have limited value as they do not advise the editor on the importance and validity of the science and do not help the editor to make an informed decision concerning publication.
- C. The reviewer is the representative of the journal and not the friend of the author. The reviewer must remember that it is unethical to allow a badly flawed paper to pass unchallenged into the peer-reviewed literature, where it will be a trap to the unsophisticated reader who will read the manuscript (or perhaps only the abstract) superficially and will simply accept the flawed conclusions at face value. The peer-review process is viewed by scientists and the public as providing a scientific stamp of approval to the paper and its contents. The reviewer, therefore, has an ethical obligation to support work of high quality while appropriately challenging flawed papers.
- D. The following questions should be taken into account while reviewing articles for *The Indian Journal of Extension Education*.
  - Is the work important and novel?
  - Does the title reflect the content appropriately?
  - Does the abstract describe the content accurately?
  - Are the objectives clearly stated?
  - Are materials, methods, and experimental model systems appropriate?
  - Check the rigor of the experimental design (including the inclusion of appropriate controls).
  - Check the quality of the data.
  - Check the appropriateness of the statistical analyses.
  - Is the argument expressed clearly, strongly, and convincingly?
  - Is the article well structured?



- Are there any irrelevant sections?
- Is the field adequately covered? Are there any relevant areas that should have been included?
- Is the article well-supported with bibliographic and other authoritative sources?
- Is the information, or the interpretation of the information, new?
- Is the interpretation of results made on scientific reasoning?
- Are conclusions drawn in the paper validity?
- Is the information factually correct?
- Are the conclusions supported by the discussion?
- Are the supporting illustrations/graphs/other media well chosen?
- Do they add impact to the article? Does the article contribute significantly to knowledge and/or understanding of wells as living springs, foci of the community etc as discussed in *the Indian Journal of Extension Education*?
- E. The reviewer should also comment on
  - The length of the paper
  - The writing quality
  - The clarity, accuracy, and completeness of the figures and tables
  - The accuracy and adequacy of the introduction frame the area of the research, of the discussions of prior and related work, and of the citations to the literature.
- F. Some editorial comments are appropriate
  - should identify sentences or paragraphs where the wording is sufficiently erroneous or ambiguous that the science is unclear.
  - should also point out language errors that result in scientific misstatements.
  - should point out errors in referencing.
  - A note that a manuscript requires major editorial assistance or a warning that a manuscript is so carelessly prepared that the science cannot be rigorously reviewed, is always very important.
  - Reviewers should not waste inordinate amounts of time correcting minor problems with spelling, grammar, or punctuation; instead, suggest correcting them.
- G. **Writing the comments**
  - These must be clear, concise, and accurate.
  - Although their primary purpose is to advise the editor, comments to the author frequently are of value in guiding revision of the paper for the same or a different journal and in suggesting ways to improve the project by the inclusion of additional data or experiments.
  - Comments to the author may be very brief, especially in the case of an excellent, well-prepared paper.
  - They may be extensive if the reviewer feels the paper has valuable elements but requires extensive revisions to present the findings effectively.
  - Comments and recommendations should be clear and should be supported with citations to specific areas in the text of the paper.
  - When the reviewer's criticisms rely on or are supported by data in the literature, the reviewer should provide citations to the relevant papers.
  - A good review should help the authors to think more clearly about their work and its design, execution, presentation, and significance.
  - Some reviewers submit critiques that are so rude, snide, sarcastic, argumentative, or even obscene that they must be censored before being sent to the authors.
  - Some are not transmitted, depriving the author of any beneficial insights the reviewer might have had.
  - Rudeness, personal criticism and locker room humor are never appropriate.
  - Even the most serious scientific criticisms can be worded and presented in such a way as to be constructive and collegial.
  - Reviewers should write critiques using a style and tone that they would want to see in the reviews that they or their trainees receive.
  - Reviewers should remember that they are setting the standards of behavior and collegiality for their field, as well as the standards of science.
  - The reviewer should always work to provide reviews that meet high standards of ethics as well as high standards of science.
- H. **Sanctity of Manuscript -- Points to remember**
  - Manuscripts under review are confidential documents.
  - These are unpublished data and ideas, which must be kept confidential.
  - The reviewer cannot share the paper or its contents with his colleagues.
  - The manuscript should be kept in a secure place, where it is not readily accessible to the curious or unscrupulous. The reviewer cannot use the information in the paper in his own research or cite it in his publications. This can raise serious ethical issues if the work is used to benefit the reviewer's research.
  - The outcome and content of the review as well as the paper are confidential.
  - Lapses in confidentiality undermine the review process, betray the trust of the authors and the editors, and can create serious problems for everyone involved in the review process.
  - Can the paper be passed on to someone else to review? For permission, the editor should be contacted in advance.

- The reviewer initially contacted should always let the editor know that the manuscript has been given to another reviewer because it is:
  - a. Important for the records of the journal
  - b. The information may be required to configure a web portal for the new reviewer
  - c. The actual reviewer receives credit for his/her efforts
  - d. Adds the new reviewers to the journal's database, facilitating future invitations to review papers
  - e. Increases reviewers' visibility - journal lists and thanks reviewers in journal
- I. **Reviewer should avoid**
  - misrepresenting facts in a review,
  - unreasonably delaying the review process,
  - unfairly criticizing a competitor's work,
  - breaching the confidentiality of the review.
  - proposing changes that appear to support the reviewer's own work or hypotheses.
  - making use of confidential information to achieve personal or professional gain.
  - using ideas or text from a manuscript under review.
  - including personal criticism of the author(s).
  - failing to disclose a conflict of interest that would have excluded the reviewer from the process.

*The Indian Journal of Extension Education* relies on expert and objective review by knowledgeable researchers to ensure the quality of the papers it publishes

## Article certificate and Conflict of Interest Statement

**INDIAN JOURNAL OF EXTENSION EDUCATION** (<http://www.isee.org.in/>)  
(ISSN0537-1996 Print and 2454-552X online)

### ARTICLE CERTIFICATE

(To be submitted in original to Chief Editor, Indian Journal of Extension Education)

Article ID: ..... (Electronic Submission)

Dated .....

Article entitled: .....  
.....

Title changed to:

Author(s) name : ....., .....

**It is certified that:**

1. The article has been seen by all the authors (signatures given below), who are satisfied with its form and content.
2. The sequence of names of authors in the by-line is as per their relative contribution to this experiment, giving due credit to all who made notable contribution to it.
3. The address of the organization where the research was conducted is given in the by-line (changes of author's address is given in the footnote).
4. The experiment was carried out during (year) ..... and the article is submitted soon after completion of the experiment/ lapse of ..... months (Mention time in months) at ..... (mention Institute/University)
5. The article is exclusive for this journal, and the results reported here have not been sent (and will not be sent during its consideration by this journal) for publication in any other journal.
6. The article has not been rejected for publication in any other journal/rejected in \_\_\_\_\_ whose comments are attached (such a rejection does not disqualify the article for consideration in this journal).
7. It is based/not based on a part/complete M.Sc./M.Phil/ Ph. D thesis of the first author, who submitted the thesis (university, place).
8. Correct data and facts are presented in the article.
9. I/we agree to abide by the objective comments of referees and do agree to modify the article into a short note as per the recommendation, for publication in the *Indian Journal of Extension Education*.

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