

Guide for Contributors

THE JOURNAL PUBLISHES SUBMISSIONS IN FOUR CATEGORIES

- I. RESEARCH ARTICLES
 - II. BOOK REVIEWS
 - III. ANNOUNCEMENTS
 - IV. NOTES AND COMMENTS
-

DIFFERENT FORMATS AND REQUIREMENTS OBTAIN FOR EACH CATEGORY

I. RESEARCH ARTICLES

MANUSCRIPT:

For the initial submission of manuscripts for consideration, submit a hardcopy with disk [The manuscript, including references cited, should be typed or laser-printed, double-spaced on bond or heavy-bodied paper A4 or 8.5x11.7" (21 x 29.5 cm), or the nearest local equivalent, with a 1" (2.5 cm) margin on all sides. Number the manuscript pages consecutively, beginning with the title page. Submit an original manuscript, including the text and one set of original illustrations. In addition, two copies of the text and two good-quality copies of the illustrations are required for review purposes. The manuscript should have a uniform style and be submitted exactly as it is to appear in print.]

OR

E-mail the text to kre@airtelmail.in

The manuscripts are categorised under three types - Regular Articles, Short Communications and Reviews. Prepare the manuscript as per style of the Journal. Manuscripts which do not fully confirm to Journal style will be returned to the Authors.

MANUSCRIPT SHOULD CONSIST OF THE FOLLOWING SUBDIVISIONS (1-10) EACH PREP-ARED AS A UNIT ON SEPARATE SHEETS:

1. Title Page, 2. Key words, 3. Abstract, 4. Text, 5. Acknowledgement (if any), 6. Footnotes, 7. Refer-ences, 8. Tables, 9. Figures/Illustrations, 10. Appendix (if any), 11. Metric System, 12. Symbols.

1. TITLE PAGE:

The title page must contain:

- Title
- Author's Name (or Names)
- Institution from which the paper emanated, with City, State, Country, Postal Code, and E-mail Address
- Number of Text Pages, plus References, Figures, Graphs, Charts, and Tables
- Abbreviated Title (Running Headline) not to exceed 50 letters and spaces
- Name, Address, Telephone Number, Fax Number, and E-mail Address of the Person to whom all the correspondence is to be addressed.

2. KEY WORDS:

Key words should be included, should not repeat terms used in the article title, and should not exceed 80 characters and spaces.

3. ABSTRACT:

The abstract should consist of 250 words or less. The abstract should be written in complete sentences and should succinctly state the objectives, the experimental design of the paper, and the principal observations and conclusions; it should be intelligible without reference to the rest of the paper.

4. TEXT:

- Indent the first line of every paragraph.
- Do not divide words at the ends of lines; if they are unfamiliar to the printer, they may be incorrectly hyphenated.
- Corrections to the manuscript should be typed or printed legibly in ink.
- Do not begin sentences with abbreviations.
- The word "Figure" is not abbreviated in the text, except when it appears in parentheses: (Fig. 2) (Figs. 4-6).
- The spelling of nontechnical terms should be that recommended in the current Webster's International Dictionary.
- Always spell out numbers when they stand as the first word in a sentence; do not follow such numbers with abbreviations. Numbers indicating time, weight, and measurements are to be in Arabic numerals when followed by abbreviations (e.g., 5 mm; 4 sec; 9 ml)
- Use italic font for text that is to be italicized. If italic font is not available, use normal font and underline text.

5. ACKNOWLEDGEMENT (IF ANY):

The acknowledgement should consist of 150 words or less. The acknowledgement should be written in complete sentences.

6. FOOTNOTES:

Footnote text should be placed as endnotes following the last page to text. Footnotes to the text should be limited as much as possible and must be numbered consecutively. The corresponding reference numbers must be clearly indicated in the text. Additional references to the identical footnotes are to be numbered with the next following consecutive number; for example:

²Material used for this experiment was provided by

³See footnote 2.

Footnotes to a table should be typed directly beneath the table and numbered with superscripts (1, 2, 3, etc.). They should not be numbered in sequence with the footnotes in the text. Also, if superscript numbers could be mistaken for exponents, substitute superscript a, b, c, etc.

7. REFERENCES:

References in the Text: References citations in the text should be in parentheses and include author name(s) and year of publication. Text citations of two or more works at the time should be given in chronological order. When citing a paper written by three or more authors, write the name of the first author plus "et al." (However, all authors must be given in the Reference section). Where there are two or more papers by the same author in one year, distinguishing letter (a, b, c....) should be added to year. All references should be carefully cross-checked; it is the author's responsibility to ensure that references are correct.

Examples:

In the text, references to the literature should be cited by author's surname followed by year of publication:

.....studies by Bhasin (1992) reveal.....
studies by Behera and Patel (1997) reveal.....
studies by Bhasin et al. (1991) reveal
an earlier report (Howard 1946)

When more than one author is cited, the listing should be first alphabetical by name and then chronological by date:

.....earlier reports (Bhasin et al. 1992, 1993; Weil 1997).....

When references are made to more than one paper by the same author, published in the same year, they should be designated in the text as (Bhasin, 1996a, b)

Bhasin Veena 1996a. Caste Dynamics in a Transhumant Society. *J Hum Ecol*, 7(2): 77-94.

Bhasin Veena 1996b. Changpas - The Transhumants of Ladakh. *J Hum Ecol*, 7(4): 225-264.

References should be listed at the end of article, arranged alphabetically according to the surnames of the authors and in chronologically. Following are examples of the proper reference style of various sources:

Journals:

Mueller M 1995. Why communication policy is passing "mass communication" by: political economy as the missing link. *Critical Studies in Mass Communication*, 12: 459-473.

Books:

Akindele R, Lamidi K 2001. *Fundamentals of Mass Communication*. Ibadan: Adalef Communications.

Sections of Books:

Pilotta J 1992. Cultural integrity in the global communication order: action research principles. In: C Okigbo, Y Abubakar (Eds.): *New Perspectives in International News Flow*. Lagos: Communication Research Projects. pp. 105-122.

Newspaper / Magazine:

Bhasin Veena 1982. Ecology and Gaddi Culture. *Hindustan Times, Weekly*, August 29, 1982, P. 9.

Radio/Television Talk:

Bhasin Veena 1986. Radio Talk - Gaddis of Himachal Pradesh. *All India Radio 'Yuv Vani'* -1st July, 1986.

Meeting Paper:

Khatib H 1993. The human development index as a policy and planning tool. *Paper presented at seminar on the Uses of The Human Development Index, UNDP, New York*, 17- 18 February.

Report:

Pronk Jan, Haq Mehbub ul 1992. Sustainable Development: From Concept to Action. The Hague: The Hague Report, Ministry of Development Co-operation, and New York:: UNDP.

Thesis / Dissertation:

Bhasin Veena 1981. *Ecological Influence on the Socio cultural System of the Gaddis of Bharmour Sub-Tehsil, Chamba District, Himachal Pradesh*. Ph. D. Thesis, Unpublished. Delhi: University of Delhi.

Work "in press":

Omoera Osakue Stevenson 2009. The Import of the Media in an Emerging Democracy: An Evaluation of the Nigerian Situation. *J Soc Sci*, (in press)

Website:

Britney A 2008) Millennium Development Goals: The UN Millennium Development Goals for 2015 (online). <http://www.about.com> (Retrieved on December 31, 2008)

When there are more than five authors, use et al. in place of rest of the authors.

The References list must be arranged alphabetically by Author's or Authors' Surname(s) and chronologically for each author, in the following style:

Author's Name (or Names), Year of Publication, Complete Title, Volume, and inclusive Pages as follows:

- Akindele R, Lamidi K 2001. *Fundamentals of Mass Communication*. Ibadan: Adalef Communications.
- Bhasin Veena 1981. *Ecological Influence on the Socio cultural System of the Gaddis of Bharmour Sub-Tehsil, Chamba District, Himachal Pradesh*. Ph. D. Thesis, Unpublished. Delhi: University of Delhi.
- Bhasin Veena 1982. Ecology and Gaddi Culture. *Hindustan Times, Weekly*, August 29, 1982, P. 9.
- Bhasin Veena 1986. Radio Talk - Gaddis of Himachal Pradesh. *All India Radio 'Yuv Vani'* -1st July, 1986.
- Britney A 2008. Millennium Development Goals: The UN Millennium Development Goals for 2015 (online). <http://www.about.com> (Retrieved on December 31, 2008)
- Khatib H 1993. The human development index as a policy and planning tool. *Paper presented at seminar on the Uses of The Human Development Index, UNDP, New York*, 17- 18 February.
- Mueller M 1995. Why communication policy is passing "mass communication" by: political economy as the missing link. *Critical Studies in Mass Communication*, 12: 459-473.
- Pilotta J 1992. Cultural integrity in the global communication order: action research principles. In: C Okigbo, Y Abubakar (Eds.): *New Perspectives in International News Flow*. Lagos: Communication Research Projects. pp. 105-122.
- Pronk Jan, Haq Mehbub ul 1992. *Sustainable Development: From Concept to Action*. The Hague: The Hague Report, Ministry of Development Co-operation, and New York:: UNDP.

8. TABLES:

All tables must be cited in the text. They should be numbered consecutively with Arabic numerals. Tables should be paginated and page numbers should follow consecutively from the last page of the References section. If a Table continues over a page, note at the bottom of the page, e.g., "Table 2 continued on page x"; at the top of page x, note "Table 2 continued from page 1." Since tabular material is expensive to reproduce, it should be simple and uncomplicated, with as few vertical and horizontal rules as possible. Type double spaced. Indicate in the margin where the tables are to appear in the text. Table titles should be complete but brief. Information other than that defining the data should be presented in footnotes, not in the table heading. Please consult a current issue of our journal for table heading format.

9. FIGURES/ILLUSTRATIONS:

All figures must be cited in the text. Figure legends are to be numbered consecutively as follows:

Fig. 1. . . , Fig. 2... , and should follow the sequence of reference in the text. Type double spaced.

Abbreviations for all figures should be listed alphabetically and placed before the first figure mentioning them:

Whenever possible, figures should be integrated into the text. Reference to relevant text pages can often reduce the length of legends and avoid redundancy.

Illustrations: Reproduction of illustrations is costly. Authors should limit the number of figures to that which adequately presents the findings. To achieve greatest fidelity and rendition of detail, it is preferable that the printer work directly from original drawings or high-quality photographic prints (but not photocopies made on an office duplicating machine). All illustrations must be submitted in complete and finished form with adequate labeling. To achieve optimum halftone quality, photographic prints submitted for reproduction must be of adequate contrast and if multiple prints are included in a single figure, they should be of uniform tone.

Black-and-White Prints: Prints should be on white, nonmatte paper.

Colour Illustrations: These can be made either from good-quality transparencies or from colour prints. Do not use silk finish or matte surface papers for colour prints. Authors are encouraged to submit colour illustrations that highlight the text and convey essential scientific information. For best reproduction, bright, clear colours should be used. Dark colours against a dark background do not reproduce well; please place your colour images against a white background wherever possible.

For all the Black and White Photographs and Colour Figures authors are requested to pay the cost of reproducing them in print.

Reduction to Printed Size: The author should indicate clearly on each illustration the reduction desired, bearing the following in mind:

- Illustrations cannot be reduced to less than 20% of their submitted size.
- Submitted line drawings cannot exceed 5 x 7½" (12x18 cm)/3½ x 6½" (8 x 16 cm).
- Lettering and labels must be readable after reduction. When reduced the maximum height of a capital letter should not be less than 2.5 mm for photomicrograph and 1 mm for a graph or chart.
- When printed, an individual figure or group of figures should not exceed the dimensions of 5" (12 cm) wide by 7½" (18cm) long, or 2.5" (6 cm) wide by 7½" (18 cm) long in the case of a single-column placement. Whereas for the book size (5½ x 9" - 14½ x 22 cm), it is 3½" (8 cm) wide by 6½" (16 cm) long for page size.

As far as possible, the publisher will adhere to the author's suggested reduction. However, discretionary adjustments may have to be made, and the scale of illustrated objects should be indicated in the figure, not in the caption.

Line Drawings: Figures should be drawn with black ink on medium-weight white paper or lightweight artboard.

- The reverse side of each illustration should indicate: Author's Name; Number, Top Side of Illustration; Reduction Requested: "Review Copy" on those copies intended only for reviewers.
- Do not fasten illustrations with paper clips, staples, etc., since they will mark the surface of the Illustrations.
- Illustrations should be shipped flat and protected by heavy cardboard.

Lettering and Labels: Illustrations should be lettered and numbered with printed paste-on or transfer labels.

- Typewriter and Dot-matrix fonts are in general not acceptable as labels.
- Labels should be large enough to allow for suitable reduction and sturdy enough to withstand mailing and handling in the production process.
- For protection, it is recommended that labeling be sprayed with clear adhesive to prevent it from becoming scratched or being torn off.
- Labeling should be done directly on the drawing or photographic print, never on an overlay.
- All labeling should be placed at least 1/8" (3 mm) from the edges of the illustrations.

Numbering: Figures, including charts and graphs, should be numbered consecutively.

10. APPENDIX (IF ANY):

The Appendix should be avoided if possible.

11. METRIC SYSTEM:

The metric system should be used for all measurements, weight, etc. Temperatures should always be expressed in degrees Celsius (centigrade). Metric abbreviations, as listed below, should be expressed in lower-case without periods.

Length: km (kilometer); m (meter); cm (centimeter); mm (millimeter); μm (micrometer) (micron); nm (nanometer); pm (picometer); Å (Angstrom unit) ($10\text{Å}=1\text{nm}$).

Area: km^2 (square kilometer); m^2 (square meter); mm^2 (square centimeter); mm^2 (square millimeter); μm^2 (square micrometer); nm^2 (square nanometer); km^3 (cubic kilometer); m^3 (cubic meter); cm^3 (cubic centimeter); mm^3 (cubic millimeter); μm^3 (cubic micrometer); nm^3 (cubic nanometer).

Volume: kl (kiloliter); liter (always spell out); ml (milliliter); μl (microliter); nl (nanoliter); pl (picoliter).

Weight: kg (kilogram); gm (gram); mg (milligram); μg (microgram); ng (nanogram); pg (picogram).

12. SYMBOLS:

When preceded by a digit, the following symbols are to be used: % percent; ° for degree.

SIZE:

An article should not generally exceed twelve printed pages (18 double spaced typed pages of MS Word). The authors would be charged for additional pages, even if a longer article is accepted for publication. Reporting of frequency data may be accepted in the form of small report. Such reports should generally not exceed four pages, including tables/figures.

SCREENING OF THE PAPER:

Each paper is screened (not reviewed) by the Member of the Editorial Board to check its suitability for favour of publication in the Peer-reviewed Scientific and Research international journal. *If it is observed that it can be considered for publication* than the Corresponding Author is asked to complete the initial formalities i. e., List of Referees to review the paper and payment of processing fee of the paper.

LIST OF REFEREES:

The contributor may send the names of at least three Referees (Present Status Senior Reader -Associate Professor/ Professor or equivalent) in the field of specialisation as the subject of the paper demands, who may be requested for review of the paper (Separate List of different Referees for each paper). The Referees should be other than the Members of Editorial Board of the Journal, who are known to you and aware of the research activities of your Department/Institute, but are not from yours' Department/Institute (Provide their postal & e-mail address and field of specialisation).

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The contributor has to pay the processing fee of the paper and photographs, if any, in the paper, which is mandatory.

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After receiving the list of Referees and payment, the paper will be processed to submit it for review to the Referees.

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After final acceptance, the disk along with the final and exactly matching printed versions with the underlining clearly marked should be submitted or e-mail the text to kre@airtelmail.in. Acceptance of paper will be acknowledged via e-mail.

AUTHORISATION AND DECLARATION:

Authors must accept full responsibility for the content of their articles. The Members of the Editorial Board and the Publisher of the journal are not responsible for the statements and opinions expressed by the authors in their articles/write-up published in the journal. It is also for the authors to seek the permission whose copyrighted material they may use in preparation of their manuscript. While submitting the paper the author (s) must give a declaration that “the article has not been published or sent for publication elsewhere”.

II. BOOK REVIEWS

Book Reviews are solicited by the Editor/Managing Editor. Unsolicited reviews will not ordinarily be considered for publication. A book review should begin by stating the Title, Author(s), Publisher, Date, Page Count, Price, and ISBN Number of the work reviewed:

Indian Diaspora: 21st Century Challenges, Globalisation, Ethnicity, and Identity. By Anand Singh (Editor). Delhi: Kamla-Raj Enterprises. 2009. X+106 pp., \$55.00 (Hardbound). ISBN 81-85264-50-3

The review should include no other front matter (title, abstract, key words) headings, tables or illustrations. Bibliographical citations should be avoided if possible. The reviewer's name and address should be placed at end of the review.

III. ANNOUNCEMENTS

Announcements of general interest may be published without charge at the discretion of the Editor and Publisher. Submissions should consist of text only and be submitted exactly as they are to appear in print. Announcements concerning goods and services offered for sale will not be published gratis and must be submitted as advertising copy (For detail information write to the Publisher).

IV. NOTES AND COMMENTS

The Notes and Comments section is reserved for short articles of general interest and responses to previously published items. Three categories of items are included in the Notes and Comments section:

1. Technical Notes, 2. Brief Communications, 3. Letters to the Editor

1. *Technical Notes:* These are very short, Methodological Articles

2. *Brief Communication:* It reports the outcome of a very small, problem-based study Papers submitted as a Technical Note or Brief Communication should not ordinarily exceed 8 double spaced pages, including the Cover Page and References cited section. Tables, Figures, and References cited should be minimized.

3. *Letters to the Editor:* A letter should be of general interest or a response to a previously published item. Letters normally should not be longer than 1500 words, and figures, tables, and literature cited should be avoided. An author on whose article the letter writer is commenting will be given an opportunity to read the letter, and to respond. If the two letters are acceptable, the reply is published immediately after the original letter, preferably in the same issue of the journal.

In all other respects, submissions under these three headings should follow the rules governing the preparation of copy and illustrations for research articles.

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The editor and publisher reserve the right to return to the author for revision manuscripts and illustrations that are not in proper finished form.

The Publisher reserves copyright of the article published in the journal.

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DISKETTE SUBMISSION INSTRUCTIONS

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