

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 manuscript for consideration submit it via e-mail 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):

1. Title Page, 2. Key words, 3. Abstract, 4. Text, 5. Acknowledgement (if any), 6. Footnotes, 7. References, 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 100-150 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:

- Do not divide words at the ends of lines; if they are unfamiliar to the printer, they may be incorrectly hyphenated.
- 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.

5. ACKNOWLEDGEMENT (IF ANY):

The acknowledgement should be written in complete sentences.

6. FOOTNOTES:

Footnote text should be placed as Endnotes before the List of references.

Footnotes to a table should be typed directly beneath the table and numbered with superscripts.

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. From <<http://www.about.com>> (Retrieved on 31 December 2008).

When there are more than three 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. From <<http://www.about.com>> (Retrieved on 31 December 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. Table titles should be complete but brief. Information other than that defining the data should be presented in footnotes, not in the table heading.

- Give number to each table in the paper. Start the number from one onwards and use numbers in Arabic (1, 2, 3...)
- Table titles should be complete
- Table should either in the end after the references or after the text of the table
- Don't use above/below in the text for the table
- Write all percentages in one decimal place in all the Tables in the text (for example 25.3 or 25.33)
- Do not submit any scan table with the paper (send only Typed Tables)
- All the tables must be in black and white and without any background
- While the Tables clearly present the data, it is unnecessary to adopt whole questionnaire items as description for variables. The authors may wish to abbreviate the variables in smaller sentences that convey the same meaning
- In percentage column always use at least one digit after dot (for example 25.3 or 25.33)
- All the tables must be prepared as per format of the journal.
- Use Microsoft tool to draw yours Table and cite it in the text

9. FIGURES/ILLUSTRATIONS:

- Give number to each figure in the paper. Start the number from one onwards and use numbers in Arabic (1, 2, 3...)
- Figure title should be complete
- All the figures must be cited in the text.
- Figure should either in the end after the references or after the text of the figure
- Don't use above/below in the text for the figure
- Delete the figure if table is there for that observations.
- Delete the figures and give the data in the form of tables for research paper. The figures in the paper will be more suitable while presenting the findings in a seminar/conference, but not in the printed form
- All the figures must be in black and white only (without any background).
- Fill the bars or/and circles with dots and line only but not in light and dark shade
- Figure/s in line drawing and lettering on them must be clear and concise
- Check lettering and labels should be large enough to allow for suitable reduction and readable after reduction.
- Send the figure in JPG form only separately (not in MSWORD format or in PDF) for final processing
- Permission to publish photograph of a subject:
- Include the copy of the consent of the parents of the subject which permits the authors to publish the photograph of the subject, and also cover both the eyes and also nose bridge to make the figure appear better.

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); μ m (micrometer) (micron); nm (nanometer); pm (picometer); Å (Ångstrom unit) (10Å=1nm).

Area: km² (square kilometer); m² (square meter); mm² (square centimeter); nm² (square millimeter); μ m² (square micrometer); nm² (square nanometer); km³ (cubic kilometer); m³ (cubic meter); cm³ (cubic centimeter); mm³ (cubic millimeter); μ m³ (cubic micrometer); nm³ (cubic nanometer).
Volume: kl (kiloliter); liter (always spell out); ml (milliliter); μ l (microliter); nl (nanoliter); pl (picoliter).
Weight: kg (kilogram); gm (gram); mg (milligram); μ g (microgram); ng (nanogram); pg (picogram).

12. SYMBOLS:

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

13. 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.

14. 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.

15. REFEREES FOR REVIEW OF PAPER:

The authors are also requested to provide the contact details of at least three potential peer reviewers/ list of Referees for the paper who may be asked to review the paper with the instructions that the Referees' present status must be either Associate Professor/Reader or Professor (University/Institute) in the field of specialisation as the subject of the paper demands to whom we may request for review of the paper and the Referees should be other than the Members of Editorial Board of the Journal, who are known to the authors and aware of the research activities of their Department/Institute, but are not from their Department/Institute). They should be experts in the field of study, who will be able to provide an objective assessment of the manuscript's quality. The paper may also be sent to others for review in addition to the list of Referees provided by the corresponding author.

Please provide the following information about the Referees:

- Full Name:
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Paper is sent to the three Referees (who are specialized in the field of the topic of Research Paper) with the Referees' Report Form for providing his/her comments in that form (BLIND REVIEW). The Referees are requested to provide their comments within six to eight week time period.

17. PLAGIARISM CHECK:

Paper will be checked for Plagiarism.

18. PAPER CHARGES:

Pay the charges of the paper and for Black and White and Coloured Photographs, if any in the paper (Not for Line Drawings/Graphs in Black and White only), which is mandatory. Please check that the payment of Paper Charges is not a guarantee that the paper may be accepted as it is.

19. ACCEPTED PAPER:

Acceptance of paper will be acknowledged via e-mail.

20. 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:

Peer Victimization in Schools: An International Perspective . By O Aluede, AD McEachern, MC Kenney (Editors). Delhi: Kamla-Raj Enterprises. 2001. viii+ 72 pp., \$55.00 (Hardbound). ISBN 81-85264-40-6

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 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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