
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:

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.

For the initial submission of manuscripts for consideration, hardcopies with floppy or e-mail the text to kre@vsnl.com Prepare the manuscript as per style of the Journal. Manuscripts which do not fully confirm to Journal style will be returned to the Authors.

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@vsnl.com Acceptance of paper will be acknowledged by a letter from the Managing Editor. The authors are required to pay processing fee of the paper which is mandatory.

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.

It should consist of the following subdivisions (1-10) each prepared as a unit on separate sheets:

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 the Proof is to be sent.

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 Sanghvi (1978) reveal.....
-studies by Bhasin and Fuhrmann (1972) reveal.....
-studies by Bhasin et al. (1973) reveal
-an earlier report (Haldane, 1940)

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; Walter et al. 1993).....

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 and Khanna, 1992a,b)

Bhasin, M. K. and Khanna, Asha: Serological variations among two tribal groups of Ladakh, Jammu and Kashmir, India. *J. Hum. Ecol.*, **3**: 151-154 (1992a).

Bhasin, M. K. and Khanna, Asha: Distribution of blood groups among the Bodhs, Baltis and Tibetans of Jammu and Kashmir, India. *J. Hum. Ecol.*, **3**: 163-166 (1992b).

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

Journals:

Chopra, V.P.: Population structure of the Indian people. Some *microevoluntary aspects*. *Anthrop. Anz.*, **41**: 111-117 (1983).

Books:

Bhasin, M.K.: Biology of the People of Indian Region. A Classified and Comprehensive Bibliography (Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Sri Lanka). *Kamla -Raj Enterprises, Delhi* (1988).

Sections of Books:

Bhasin, M.K. and Bhasin, V.: Ecology and Health: The Indian Scenario, pp. 43-82, In: *Human Ecology in the New Millennium*. Veena Bhasin, Vinay K. Srivastava and M. K. Bhasin (Eds.). Kamla-Raj Enterprises, Delhi (2001).

Newspaper / Magazine:

Bhasin, Veena: Ecology and Gaddi Culture. *Hindustan Times, Weekly*, August 29, 1982 p.9 (1982).

Radio/Television Talk:

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

Meeting Paper:

Bhasin, V., Bhasin, M.K. and Singh, I.P.: Some problems in the education of Gaddis of Bharmour, Chamba District, Himachal Pradesh. *Paper presented in Seminar on Education and Social Change in Himachal Pradesh (H.P.)* in H.P. University, Shimla, November 13 to 16, 1978 (1978).

Report:

UNESCO: Report of an Expert Panel on MAB Project 6: Impact of Human Activities on Mountain and Tundra Ecosystems. *MAB Report Series No. 14, Unesco, Paris* (1974).

Thesis / Dissertation:

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

Work "in press":

Bhasin, Veena: Economic pursuits and strategies of survival among Damor of Rajasthan. *J. Hum. Ecol.*, (in press) (2004).

Website:

Official Home Page of Work and Income New Zealand (2004). from <<http://www.workandincome.govt.nz>> (Retrieved March 18, 2004)

When there are more than five authors et al. should be used.

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), Complete Title, Volume, inclusive Pages and Year of Publication as follows:

Dixon, R.B.: Women's rights and fertility. *Reports on Population / Family Planning No. 17*. The Population Council, New York (1975).

- Kwon, T.H. and Lee, Y.H.: Preference for number and sex of children in a Korean town. *Bulletin of the Population and Development Studies Centre*. Vol. V. The Population and Development Studies Centre, Seoul National University (1976).
- Lapham, R.J. Wright, N.H., Quandt, M.D. and Quandt, S. : The influence of special mortality reduction programme on fertility: an initial look at some empirical data and measurements problems. p. 247. *Paper Presented at the Seminar on Infant Mortality in Relation to the Level to the Fertility, Bangkok*. CIRCRED Series, Paris (1975).
- National Family Health Survey, India, 1992-93*. International Institute for Population Sciences, Bombay (1995).
- Preston, S.H. (Ed.): *The effects of the Infant and Child Mortality on Fertility*. Academic Press, New York (1978).
- United Nations: *Determinants and Consequences of Population Trends*. Population Studies No. 17, United Nations, New York (1953).

Abbreviations of Journal titles should follow those used in *Index Medicus*

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. Please contact Sonny Fritz at 212-850-8867/sfritz@wiley.com for further information.

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. To reduce weight and postal charges, photographic prints may be submitted in lieu of original drawings. The artwork should be sharp and black too achieve maximum contrast.

Use stippling and hatching techniques to achieve tonal quality. Avoid the use of shading (pencil, wash or airbrush) for tonal effect unless the drawing is to be reproduced as a halftone with its attendant gray-tint background. If original graphs are submitted, they should be drawn on blue-ruled paper: colours other than blue will reproduce.

- 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.

Mounting Figures: Photomicrographs and Illustrations should be mounted as follows:

- Figures should be trimmed straight on all sides with right-angled corners.
- Figures should be mounted on strong bristol board of about 15 points (0.4 mm) thickness with at least a 1" (2.5 cm) margin surrounding the figure or grouping of figures.
- Figures should be attached to the bristol board with appropriate dry mounting materials, or a cement or glue that is white or colourless when set.
- When two or more figures are assembled, they should be mounted close together and separated by no more than 1/8" (3 mm).
- Illustrations grouped to form a single figure should be of similar density and tone to prevent loss of detail.

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.
- To achieve adequate contrast between the label or letter and its background, place white labels over dark backgrounds and black labels over light backgrounds, or shadow the labels with an appropriately light or dark highlight.

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

General Illustration Instructions: One set of original illustrations, and two sets of good-contrast photographic copies for review purposes, should be submitted with the manuscript.

- If the original drawings are too large for shipment, photographic prints should be submitted
- Photocopies of illustrations made on an office duplicating machine are not acceptable; copies of the manuscript only will be permitted.

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 (Ångstrom unit) ($10\text{Å}=1\text{nm}$).

Area: km^2 (square kilometer); m^2 (square meter); cm^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.

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:**

Genetics of Castes and Tribes of India. By M.K. Bhasin and H. Walter. Delhi: Kamla-Raj Enterprises. 2001. viii+516 pp., \$60.00 (Hardbound). ISBN 81-85264-26-0

The review should include no other front matter (title, abstract, keywords) 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.

OTHER INFORMATION

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.

Proof: A single set of page and illustration proofs will be sent to the corresponding author for correction of typographical errors only; *alterations other than correction of printer errors will be charged to the author.* All corrections should be marked clearly, directly on page proofs. *Send the corrected proofs with the processing fee of the paper.*

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DISKETTE SUBMISSION INSTRUCTIONS

Storage Medium: 3-1/2" high-density disk in Windows

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