

Manuscript Preparation

1. Language

Manuscripts should be typed in MS Word, should be in English and should be sent online only via e-mail.

2. Length of paper

The length of the paper should not exceed 25 pages. Paper containing more than 25 pages words will be returned to the author(s) to abridge. Articles should be typed in double-space (including footnotes and references) on one side of the paper only (preferably A4) with wide margins. Authors are urged to write as concisely as possible, but not at the expense of clarity.

3. Instructions about Title Page

Title page is generally a separate page and come before the text of the manuscript. It should include following details in the given sequence:

Title

Title of your work should be very concise and meaningful because titles of the manuscripts are often used to search the required contents by the users so avoid using formulas, abbreviations and jargons where possible.

Author names and affiliations

Authors' name along with family names should be written clearly. Right below the authors' name, write authors' affiliation addresses i.e. where the actual work was done. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Also should be included in this part the full postal addresses of authors' each affiliation which include city and country name, and, if available, the e-mail address, and telephone number of each author.

Corresponding author

Clearly indicate who is willing to handle correspondence at all stages of refereeing, publication and also post-publication. Ensure that telephone numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address.

Sponsoring information

If the submitted research work is sponsored or supported in any way by an organization or an NGO, please mention it.

How to prepare your text?

4. Abstract

Your research work should be accompanied by an abstract which should not exceed 150 words. This abstract should entail the purpose of the study, methodology employed and findings of the study. Abstracts are often presented separate from the article/manuscript so it must be written in a way that it is able to stand alone.

5. Keywords

Right after the abstract, write down a maximum of 7 keywords. Try to avoid general and plural terms and multiple concepts (avoid, for instance, 'and', 'of'). Be very careful while using abbreviations in keywords; use only those abbreviations which are resolutely recognized in the field of study.

6. Subdivision of the manuscript

Authors are hereby directed to clearly divide their articles/manuscripts into defined and numbered sections. Subsections should also be numbered like 1., 2.,(then 1.1, 1.1.1, 1.1.2), 1.2, etc. (except the abstract which is not included in section numbering).

7. Figure legends, figures and schemes

Authors should include these, in this sequence, at the end of their articles/manuscripts. The files having high-resolution graphics must be provided separate from the main body of the article/manuscript.

8. Tables

Tables should also be presented at the end of the article. Kindly note that tables should be numbered one after the other according to their appearance in the text. Description of the tables should be presented right below the body of the table. Where possible, avoid vertical rules. Kindly make that data presented in the table do not duplicate the results presented in the manuscript elsewhere.

9. Formula

The text size of the formula, if any, should be similar to the normal text size of the manuscript.

10. References

It is the sole responsibility of the authors to be sure of the accuracy of bibliographic citations.

Citations in the text

Kindly make sure that every reference cited in the text should also be presented in the reference list and vice versa. Authors should avoid using citations in the abstract of the manuscript.

Personal communications and unpublished results should not be included in the reference list at the end of the manuscript but may be presented in the text. ‘In Press’ articles’ citation of a reference means that the work has been accepted for publication somewhere.

Citing and listing of web references

Wherever an author faces a problem of citation of a web reference, please include the full URL as a minimum. Any other information, if known to the author, should also be presented. This information may be about the author names, dates and reference to a source publication etc. For convenience of the authors and readers, web references can also be listed separately (for instance after the reference list) under the separate head if so desired by the author(s), or it can obviously be included in the reference list.

Text

Authors are advised to follow the referencing style used by American Psychological Association (APA). They can refer to the Publication Manual of the American Psychological Association (APA), Sixth Edition, on <http://www.apastyle.org/manual/index.aspx>

List

References at the end of the manuscript should be arranged in an alphabetical sequence at the first place and then further sorted chronologically if necessary. If there are more than one reference from the same author(s) in the same year then it must be identified using the letters “a”, “b”, “c”, etc., which is written right after the year of publication.