

## **GUIDELINES FOR AUTHORS**

### **General/ Manuscript submission**

Authors are invited to submit original research Papers as well as scholarly articles in English written in a clear and precise style. The journal expects the papers to be based on research carried out ethically and by the authors themselves or on an original effort at presenting issues concerning education in scholarly manner offering a fresh and original perspective.

Please note that submission of a paper to the journal implies that it has not been published elsewhere, exceptions being publication in the form of an abstract (as in the Souvenir/Proceedings of a seminar/conference) or an academic dissertation/thesis, and that it is not under consideration for publication elsewhere. The publisher shall not be held legally responsible for any claims for compensation or else, if arise. Also, if accepted, the author(s) will undertake that it will not be published elsewhere, in either English or any other language without the consent of the journal, which will hold the copyright of the article.

### **Online submission for review process**

Authors are required to submit their manuscripts and undertaking online in the form MS Word document, in single column to the following email ID, Figures and table must also be inserted into MS Word documents, if prepared in some other format, for submission. Each of the main components of the submission mentioned below should be submitted as separate documents.

## **REVIEW PROCESS**

### **Peer Review**

All contributions submitted will be subjected to peer review. To allow anonymous refereeing, please submit author(s) identification, affiliation, etc. in a separate sheet (not in the main text of the article).

### **Undertaking/ Declaration (Copyright Form is very common word)**

The author(s) is required to send an undertaking/declaration stating that the submission has not been published nor submitted for consideration for publication elsewhere. The author(s) is also required to state in the undertaking/declaration that the paper being submitted is original and the work of the author(s).

## **FORMAT OF THE PAPER FOR PEER REVIEW**

### **Title page (separate Page)**

The title page should be submitted as a separate document with the following details:

1. Title of paper
2. Name(s) of author(s)
3. Affiliation of author(s)
4. Brief introduction of author(s)

5. Name, telephone, fax (if any), postal address and email ID of corresponding author

### Abstract with keywords

The abstract should stand alone, that is, it should make complete sense without reference to the paper. The abstract should briefly and precisely, up to 300 words, state the rationale for the study, the key pointers of the methodology adopted, and the main results and conclusions. References and uncommon abbreviations should be avoided unless absolutely necessary; in that case, the author(s) and year should be cited and the abbreviation defined the first time it appears.

Four to five keywords should be mentioned; keywords should be chosen on the basis of whether they adequately refer to the key areas addressed in the paper.

### Format of Main Text

Authors are requested to prepare the paper for submission in the format below. The sections should be numbered, as 1, 2, 3... for the main headings and 1.1, 1.2, 1.3 for sub headings and 1.1.1, 1.1.2 for further sub headings. Font for the main headings should be Bold and Sentence case. The next level of headings (sub heading or second level) should be Bold, Sentence case and Italic. The third level should be Bold, Sentence case, Italic and Underline. If there is a fourth level, the font should be Bold, Sentence case and Underline.

Each paragraph should be indicated by an indentation. Quotes of more than two lines of typed text should be avoided, to ensure the authors' voice is heard to the maximum. Footnotes and endnotes should **not** be used. Words or phrases used in the text which are not in English should be italicized. Abbreviations should be defined the first time they appear, and the abbreviated form used throughout the text unless it is appearing at the start of a sentence.

The APA referencing style is to be used for the References/Bibliography section. Kindly refer to the on the tutorial available at the following link:

<http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx> (this link is good but we should give proper instructions such as which font and font size should be used, Spacing, Alignment etc.)

## THE FORMAT OF THE RESEARCH ARTICLE SHOULD BE AS FOLLOWS:

### Title

The paper should have the title of the article at the very beginning, without the details of authors (names and affiliations) so as to enable blinded peer review.

### Introduction

The introduction should contain the context of the study and its rationale, as well as objectives. While avoiding elaboration background of the study in great detail or a lengthy review of literature, it is important that the relevance of the study as well as its objectives are clear to the reader. Please do not give a summary of the results.

## Methodology

The methodology section should elaborate the design of the study, operational definitions (if any), the sampling methodology and the sample used for data collection, tools (including the validity and reliability of the tools), and processes followed for data collection and analysis. Limitations and delimitations, if any, may be shared.

## Results

Results should be presented in a clear and precise manner. The authors are requested to ensure results to each of the objectives stated in the Introduction section are clearly presented.

## Discussion

The authors are advised to discuss the significance of the results without repetition of the Results section. While it may be desirable to refer to literature while discussing the results, please endeavour to be clear and concise.

***Note: Results and discussion sections maybe combined if the author(s) feels it will make the paper more use relevant and readable.***

## Conclusions

The main conclusions of the study may be presented in this section. Any recommendations directly related to the results may also be placed in this section.

## References

The author(s) is requested to give references in preference to a bibliography. The references should be in the APA referencing style; you may please refer to the link mentioned earlier with reference to citing within the text.

## Tables and figures

Tables and figures must be cited in the text and numbered in order of their appearance in the text, table number and self-explanatory legend.

Please use figures and tables sparingly, and do ensure that the tables and figures do not repeat any information already provided in the text.

## Word count

While the word limit is by no means prescriptive, and author(s) are requested to write concisely while not losing out on the rigour of their reporting, the desirable word count of the paper should be between up to 3000 words.

## DOCUMENTS TO BE SUBMITTED

To summarize, the following documents need to be submitted:

1. Undertaking/Declaration
2. Title page
3. Abstract with keywords
4. Paper

## **FORMAT FOR CAMERA READY MANUSCRIPT**

We will ask for camera ready paper after peer review (only for accepted manuscripts)

Font – Bookman old Style

Font size – 10

Spacing – Single

Alignment –

- Main Heading – Center,
- Authors Detail – center
- Other headings – left with little indent

Appearance – Single Column

Tables and figures– Inserted in text

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