

MANUSCRIPT GUIDELINES FOR AUTHORS

- The authors must adhere to the following guidelines for submission of manuscripts:
- All manuscripts have to be submitted in UK English language and in word format only which means words should end like publicise, agonise, capitalise and so on
- Each manuscript should contain an abstract of not more than 300 words. Abstract does not include citations or references or quotes.
- Prepare the manuscript in Times New Roman font only with main titles, running titles and 5-6 keywords in the front page. The main title should not be more than 15-18 words. Keywords should not contain abbreviations and be written alphabetically.
- The main title should be in font size 14 and text should be in font size 12. References at the end should be in font size 10. The entire text should be in Times New Roman with 1.5 spacing. No other font type is permitted.
- The serial number of authors should be provided clearly with principal author to be marked as Author 1 and subsequently Author 2, Author 3 and so on. Complete names and institutional affiliations should be mentioned for all the authors in top of the front page.
- Corresponding author should be clearly specified in the manuscripts
- The manuscripts can be submitted both in hard copy as well as electronic form
- The manuscripts must be subjected to professional language editing and send the certificate for same with the paper
- The authors have to respond to revisions suggested by the Peer Review Board (within 7 days) and present valid reasons in case the changes are not acceptable to the authors for fast processing of publication
- Use that is, for "i.e." and for example, should be used for "e.g."
- Do not begin a sentence with digits/figures
- Abbreviations should be defined at the first use and then acronyms may be used in the text
- All references should be in APA Style. The authors may visit journal webpage for accessing complete information on the APA Style guidelines.
- There should not be more than 40 references for research paper and 30 for review papers, short articles may have 20-25 references and book reviews may have minimum 12-15 references. References should be cited in order of their appearance in the text. Do not cite any reference in the abstract, conclusion, recommendations and limitations
- Citations in text should be mentioned as author name, year of publication in brackets
- The abbreviation et al. should be used in case of citing three or more authors, an abbreviation meaning "and others." Note that et al. is italicized in text citation but it should not be italicized when you are using it as part of a reference citation. Here is how this would look for a source authored by Sookochoff, Lai, and Bakke published in 2017: (Sookochoff et al., 2017)
- Figures and tables should be numbered as per sequence of their appearance in the text
- Due acknowledgement of sources of data to be included in the manuscripts
- The research papers/review papers should be under the following heads: abstract, introduction, methodology, results and findings, discussion, conclusion, recommendations, limitations, acknowledgements, competing interests declaration, funding sources declaration, references. In short communications, all the required parts except for the abstract, introduction, conclusion and references must be given in single section.
- The book reviews must include in the beginning bibliographic information about the author like title of the book, author, place of publication, publisher, date of publication, edition, number of pages. The book review must follow the following format: Introduction of the book, body of review, conclusion and references
- All authors are required to submit final manuscripts as per templates provided by the editorial team on the webpage of the journal (once, manuscripts are accepted for publication)
- The decision of editorial team will be binding in all matters of publication
- All disputes arising out of publication are subject to discretion of publication management
- Any political tones or controversial criticisms should be avoided in the manuscripts
- All manuscripts should comply with publication ethics of the journal