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Format & Style to be Followed for Writing an Article

A) Manuscripts:

All manuscripts must be sent in Microsoft Times New Roman (font size 12) in single column single space on one side of A4 paper with margins of at least one inch on all sides. Authors should submit one soft copy through email (<u>iisrr09@gmail.com/ asitkd09@gmail.com</u>) and a hard copy of their manuscripts to the Editor in Chief by post.

B) Title/ Cover Page of the Article:

Manuscripts of the Paper should have a cover page providing followings:

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- i) Title of the paper
- ii) Paper to be published under

Subject Group (as mentioned above):

- iii) Name of the Author(s)
- iv) Address of Author(s)
- v) Phone No & Fax, Mobile :
- vi) Email ID

C) Abstract:

'Abstract' should contain the Title of Paper, the subtitle(s) "Abstract" or summary on the A4 paper in single column and single space, printed in Microsoft Times New Roman (font size 10) not exceeding 200 words along with three to four key words. The text of the paper should not start on this page, but on a fresh page. **Key words:** Main Keywords shall be mentioned just below the Abstract.

Abbreviations: Notable Abbreviations and their full form are preferred to mention just below the Keywords.

D) Body of the Article:

Headings and Sub-Headings with Numbering are preferred.

[A tentative Format is given bellow, but should not be restricted within the following framework.]

- 1. Introduction:
- 2. Aims & Objectives:
- 3. Literature Review/Previous Studies/ Research:
- 4. Methodology:
 - 4.1 Sample Designing/ Planning-4.2 Tools Used...
 - 4.3 Survey / Experiment Conducted.....
- 5. Data Collections and Analysis,
- 6. Interpretation of Results....
- 7. Findings and Recommendations, etc.
- 8. Limitations...

Guidelines for Author(s) [2/2]

E) Diagram, Figures, Chart, Tables:

Each diagram, figure, chart and/ or table should be numbered, titled and positions should be indicated in the text on a separate line with the words '*Table-1 about here'/or 'Diagramme-1 here*' etc. Both soft and hard copies (of diagrams, figures, charts, tables etc.) shall be sent along with the script.

F) References:

References should be cited in the style prescribed in the publication manual of the American Psychological Association (APA Guidelines). Please visit URL: <u>http://www.library.cornell.edu/resrch/citmanage/apa</u>

G) Foot Notes:

Foot notes shall be mentioned in each page, by using the **'References' tool bar**^[1] shown on the top of the of the Laptop/ Desktop. Corresponding Last Word to be Marked as $power^{[1]/[2]/[3]...}$ by using **X² tool bar**^[2] of the Computer. [Please see the Foot Notes [1] and [2] are noted at the bottom of this page

H) Hard & Soft copies of final Manuscripts:

Author(s) needs to send both *hard and soft copies of the Paper(s)*, along with *"Copy Right Declaration Form"*, duly signed by the author(s) and prescribed fees for publication.

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