

Guidelines for Author(s) [1/2]



IJSRR - International Journal of Research

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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/ Calibri Light (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 (ijsrr.journal@gmail.com) 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:

- 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 11) 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 below, 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 of Collected Data,
6. Results/ Findings Revealed
7. Interpretation of Results....
8. Suggestions, etc. ...
9. Limitations...
10. Comments:
11. References

E) Diagramme, 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. Word Copy of the Article should be sent to iisrr.journal@gmail.com . 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: <http://www.library.cornell.edu/resrch/citmanage/apa>

G) Foot Notes:

Foot notes shall be mentioned in each page, by using the '**References**' **tool bar**^[1] shown on the top 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.

¹ Home Insert Page Layout **References** Mailing s Review View Design Layout

² **B** **I** **U** **abc** **X₂** **X²** **Aa**



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To

The Editor-in-Chief

IJSRR - International Journal of Research

Indian Institute of Social Reform & Research

P-14, Regent Estate, Flat- 3B, Kolkata 700092, India

Email: ijsrr.research@gmail.com

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Author(s)

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1. Full Signature & Date

First Author

Name:

Address:

.....

2. Full Signature & Date

Second Author

Name:

Address:

.....

3. Full Signature& Date

Third Author

Name:

Address:



IJSRR - International Journal of Research

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Procedure of Peer-Review of Articles for Publication in the IJSRR-IJR

6- Steps Double-Blank Peer-Reviewed Process are being followed for
Selection & Publication of Articles in the IJSRR-IJR

Merit of the Article is the Main Criteria for Selection & Publication of Article

➤ **Step -1: Receiving of Papers/ Articles:**

All types of Articles / Papers/ Study Reports are being collected and checked by the Editor-in-Chief.

➤ **Step -2: Meeting of the Editorial Board:**

Editor-in-Chief discuss with the members of the Editorial Board (online meeting) about the received articles; and classified those Articles according to different disciplines. Sectional Co-Editors are assigned to review primarily and to select the papers, which can be sent to the Reviewers for their observations. Sectional Co-Editors submit a panel of 3-4 Reviewers of their respective discipline.

➤ **Step -3: Primary Observations about the Article:**

- (i) Each and every Article is being scrutinised critically, mainly on the technical aspects, and the 'Primary Observations about the Article' are being made on the Articles, which can be published after revisions. The 'Primary Observations are being sent to the respective Author(s) to revise the Article by complying with the 'Suggestions' made in their article(s); and asked them to send back the Revised Article within 3-5 days.
- (ii) After receiving the Revised Article, it is being checked by the Editorial Team. If the suggestions are properly complied with, then the Article is being sent to Reviewers.

➤ **Step -4: Sending of Articles to the Reviewers and after receiving the Reviewers' Report:**

4.1 Sending of Articles to the Reviewers:

As per recommendations of the Sectional Co-Editors, Chief Editor (his office) send request letters to two/ three Reviewers along a soft copy of the primarily selected articles and an evolution sheet/proforma for his/her review reports.

4.2 Review Report:

After receiving the Reports from the Reviewers, Sectional Co-Editors compile the Reports and select the Papers/ Articles which are to be published- (i) Without any editing; (ii) Minor Editing needing; (iii) Major Editing needed and send back to the Author(s); (iv) Not Publishable.

➤ **Step -5: Intimation to Authors:**

Chief Editor send intimation to the Authors along with consolidated Review Report, as per recommendation of the Sectional Co-Editors, and asked Author(s) to revise/ re-edit/ make necessary corrections of their Article(s). Authors are asked to make Plagiarism Checking and submit the **overall report** along with the **Final Edited Article**.

➤ **Step -6: Final Selection of the Articles for Publication:**

- i) Plagiarism Checking has to be made by the Authors concerned all publishable Articles/ Papers.
- ii) Final Selection of the Articles is being made by the Chief Editor on behalf of the Editorial Board, and their decision is final.

IISRR-IJR REVIEW REPORT (Proforma)

[Volume; Issue-; Month -; Year- 202....]

PART A:	
SECTION-I	
Reviewer's Name:	
E-Mail:	
Manuscript Number:	
Title of the Article:	
Date of Sending Article to Reviewer:	
Date of submission of Report:	
Author(s):	Not to be disclosed to Reviewers <i>[Editor will fill in after receiving the Report from Reviewer]</i>

PART B:	
Reviewer's Observations/ Comments [Section- II, III, IV & V]	
SECTION- II: Comments per Section of Manuscript [Excellent=1; Good= 2 ; Fair= 3 ; Poor =4]	
(i) General comment:	
(ii) Introduction:	
(iii) Methodology:	
(iv) Results:	
(v) Discussion:	
(vi) Bibliography/References:	
(vii) Others:	
(viii) Decision: [Accepted/Declined)	

SECTION - III : Please rate the following : (1 = Excellent) (2 = Good) (3 = Fair) (4 = Poor)	
(i) Originality:	
(ii) Contribution to the Field:	
(iii) Technical Quality:	
(iv) Clarity of Presentation:	
(v) Depth of Research:	

SECTION- IV : Your Recommendation : [Kindly Mark with Y (Yes), which you recommend, & Mark N, which you are not recommending]	
(i) Accept as it is:	
(ii) Requires Minor Corrections:	
(iii) Requires Moderate Revision:	
(iv) Requires Major Revision:	
(v) Submit to another Publication:	
(vi) Reject on Grounds of (Please Be Specific):	

SECTION - V: Additional Comments (if any)	
<i>Signature of the Reviewer</i> <i>Designation & Institution</i>	