

GUIDELINES FOR CONTRIBUTORS

The Research Publications and Development Cell (RPDC) of Jyoti Nivas College (Autonomous) has brought out a national Academic Journal titled *Academic Studies National Journal of Jyoti Research Academy*. The Journal covers areas under Humanities, Basic and Applied Sciences, Social Sciences, Arts, Commerce and Management. Papers are invited from teachers and research scholars in their particular areas of interest. Research papers may be either conceptual or application-oriented with a rigorous research methodology.

SUBMISSION OF MANUSCRIPTS

Authors should submit papers to the Editor-in-Chief or to the Associate Editor through the electronic submission system, using original source files. The manuscripts should be typed with double line spacing on one side of the paper, with a 3cm margin at each edge of the sheet.

Manuscripts should in general be organized in the following order to facilitate the process of publication:

- a) Title of the paper
- b) Name, affiliation and address of author(s)
- c) Name and Email, Telephone, Telex and Telefax numbers of corresponding author
- d) Abstract (200 – 250 words) upto 5 keywords

One good print of the article preferably in A4 size stationery along with a Floppy / CD formatted in Word for windows in Times New Roman font size 12, is required to be submitted. The Research paper can be in approximately 6000 words.

Along with the manuscript, the author should provide confirmation that the contribution is the original work of the author, that it has not been published earlier, nor been sent for publication elsewhere. Authors should obtain written permission to reproduce material, which has appeared in another publication.

Authors must acknowledge, through appropriate documentation, all the sources referred to in the article. This includes direct quotations, as well as ideas, concepts, data and diagrams. A detailed bibliography should be appended with the article at the time of submission for use of referees.

References and notes should be kept to a minimum and should be done in the endnote style. Citations should include full details of the name(s) of the author(s), title of the article or book, name of the journal, details of the publishers, year and month of publication and individual page numbers, as appropriate. Contributors can refer to the latest edition of the MLA Handbook.

All papers will be published in English and manuscripts must consistently use either standard British or American spelling.

ABSTRACT

Every paper for publication, including Review Commentaries and Short Communications, must be preceded by an abstract of not more than 250 words setting out the essential contents and typed on a separate sheet. The abstract should be sufficiently comprehensive to allow effective use by abstracting services.

ILLUSTRATIONS

Good quality illustrations, suitable for direct reproduction, must be submitted with the manuscript. Photocopies are not suitable. *Half-tone illustrations* should be kept to a minimum. Good glossy prints (and the original

negatives) should accompany the manuscript and should not be attached to the manuscript pages. If lettering is to appear on a photograph two prints should be sent (with lettering on one print only).

TABLES

Tables should be typed, double-spaced, each on a separate sheet, and identified by Arabic numerals corresponding to the order in which they appear in the manuscript. A brief explanatory title should head each Table.

Guidelines for authors in Pure and Applied Sciences:

- a) Manuscripts should be typed double-spaced on one side of white paper. The title should be brief, specific and amenable to indexing. Not more than five key words should be indicated separately; they should be chosen carefully and must not be lengthy phrases. Abstract / summary should be limited to 200 – 250 words and convey the main points of the paper, outline the results and conclusions and explain the significance of the results. One good print of the article, preferably in A4 size stationery along with a CD formatted in doc file in Times New Roman, font size 12 or latex and Pdf file are required to be submitted.
- b) Text: All papers should have a brief introduction. Text should define the technical terms used. Tables and figures should be referred to in numerical order. All symbols and abbreviations must be defined and used only when necessary. Superscripts, subscripts and ambiguous characters should be clearly indicated. Units of measure should be metric or preferably in SI.
- c) References should be numbered in superscript, serially in the order in which they appear, first through the text and then through table and figure legends. References should not include unpublished source materials. The list of references at the end of the text should be in the following format:

Bhogle S. and Prakash I.J. (1995), Development of the psychological well-being questionnaire. *Journal of Personality and Clinical Studies*, 11 (1-2), 5-9.

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