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Instruction to Author

The following are the general instructions regarding the structure/format of an article.

1 General Instructions

The following general instructions are to be followed by author(s) in contributing a paper.

- Articles should preferably be within 5000 words in length. This includes all text including references and appendices.
- The article should consist of the Title, Author(s) details, Indicative Abstract and subject keywords, Text with documentation, Table(s) (if any), Figure(s) (if any), Acknowledgment(s) (if any), References, and Appendices (if any).
- All sections of the article must be in Times New Roman font with specified point size in different sections of the manuscript as stated below.
- Equal margin of 2.54 cm (1 inch) should be provided at top, bottom, left, and right.
- Unless otherwise specified for different sections, as is stated below, all parts of the manuscript, in general (abstract, text, tables, figure captions, notes and references), must be single-spaced.
- Page orientation should generally be portrait.
- Page size should preferably be A4 (8.27" X 11.69").
- Entire text should be provided in one column.
- Beginning of each paragraph should get aligned left and double-spaced.
- There should be double space in between title, author details, abstract, main text, headings, sub headings, figure captions, notes and references.
- Papers may be submitted in either UK or US English provided usage is consistent.
- Abbreviations can be used within the text according to internationally accepted conventions.
- Notations should conform to international usage.
- Footnotes should not be used.
- Author(s) should submit article in a hard copy along with soft copy preferably through e-mail at librarian@libsc.jdvu.ac.in. It is assumed that the authors have kept an exact copy of the article submitted by them.
- For additional guidance on any matters not specifically addressed in the Specific Instructions listed below, the author(s) should consult the organizing secretary (by e-mail).

2 Specific Instructions

The following specific instructions are to be followed by author(s) in contributing a paper.

2.1 The First Page

The First Page of the article should be consisting of the following elements with prescribed specifications:

Article Title: The title should be a maximum of 15 words written in upper lower case with a 14-point bold font placed on the page top, centred on the first line.

- Author Details:** The author details should include full name, affiliation, and contact details including e-Mail Id(s) of the author(s) in upper lower case with a 12-point bold font centred.
- Indicative Abstract:** Contributions should be preceded by an indicative abstract of 100-150 words in a 10-point italic bold font with single spacing. The abstract should summarise the whole article, not just the approach or conclusions.
- Keywords:** The author(s) should provide three to six keywords expressing the exact nature and content of the article in a 10-point italic bold font. Each of the keywords needs to be separated by a comma (,).
- Type of Article:** Article type should be specified clearly keeping no scope of ambiguity.

2.2 Text Style and Format

Text style and format should be as per the following specifications.

Text with Documentation

- Text must be in a 11-point Times New Roman font in single space.

Headings

- Headings must be concise, with a clear indication of the distinction between the hierarchies of headings.
- All headings/sub-headings, etc. should get aligned left.
- Headings should be numbered with Arabic numerals starting from 1, e.g., 1 Introduction. Sub-headings (second-level headings) should be numbered 1.1., 1.2., 1.3., etc. Third- and fourth-level headings should be numbered, e.g., 1.2.1. and 1.2.1.1., respectively. There should be two blank spaces between the heading/sub-heading number and heading/subheading itself.
- All headings should be in a 12-point Times New Roman bold font, sub-headings (second-level heading) should be in a 10-point Times New Roman bold font, third-level heading should be in a 10-point Times New Roman bold font, and fourth-level heading should be in a 9-point Times New Roman bold italic font. Subsequent level headings should get reduced by 1-point and be in ordinary italic.

Tables

- There should be a title at the top of every table preceded by a number, in Arabic, if more than one table is used. A single sequence of numbers must be used even when tables differ in kind.
- A table in the text should be placed almost immediately after the point where it is first mentioned or referred to.
- If a table is merely supplementary, it should be placed in the appendix and mentioned in the text.
- Standard symbols and abbreviations may be used to save space.
- Figures in columns should be aligned under similar digits, ordinarily the right hand digit.
- If a table is taken from an outside source it should be duly acknowledged by mentioning the source in parentheses under the figure.
- If a note is needed to explain some part of a table, it should be placed under the table.

Figures

- There should be a caption at the bottom of every figure preceded by a number, in Arabic, if more than one figure is used. A single sequence of numbers must be used even when figures differ in kind.
- A figure in the text should be placed almost immediately after the point where it is first mentioned or referred to.
- If a figure is merely supplementary, it should be placed in the appendix and mentioned in the text.
- If a figure is taken from an outside source it should be duly acknowledged by mentioning the source in parentheses under the figure.

2.3 Acknowledgements

Acknowledgements, if any, should be at the end of the article (before the references).

2.4 Appendices

There should be a title at the top of every appendix preceded by a number, in Roman, if more than one appendix is used. A single sequence of numbers must be used even when appendices differ in kind.

2.5 References

Citations in the text and reference list should follow the procedure prescribed by the Style Manual of American Psychological Association (APA), Sixth Edition.

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