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AUTHOR GUIDELINES

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We only accept the manuscript(s) written in **English**. Authors are allowed to use both American and British version of English but one style must be constant.

B. STRUCTURE OF THE MANUSCRIPT(S)

1. Title of the paper
2. Name of Authors and affiliations (with author(s) email)
3. Abstract (Maximum 150 words)
4. Keywords (Maximum five words)
5. Introduction - including motivation, aims and overview etc.
6. Main body - explanation of methods, data used, instrumentation, results and discussion etc.
7. Conclusions
8. Acknowledgement (If any)
9. References

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Title: Cambria, Title case, Bold, First Letter of each word is capital, Font size -14

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Body Text: Times New Roman, font Size-10, Single Spaced, Justify both sides,

First Line of all Paragraphs indented (0.3), No Line Breaks between paragraphs

Paragraph Spacing: Above paragraph – 0 pt, below paragraph – 0 pt

Paragraph Tab Space: 0.3"

Heading 1: Times New Roman, Size-12, Bold, for example, **1. Introduction**

Heading 2: Times New Roman, Size-10, Bold, for example, **1.1 Leadership**

Heading 3: Times New Roman, Size-10, Italic, for example, *1.1.1 Leadership*

References: Times New Roman, font size -9

Page Setup: Margins: Top -0.4 inch & Bottom: 0.3 inch

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Paper: Portrait, A4 size (8.27 inch x 11.69 inch)

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Reference Examples:

Single Author

Daney, S. (2005). *Justice Beyond Borders: A Global Political Theory*. Oxford: Oxford University Press.

Multiple Authors

Bhasin, Pamla, & Khan, Mighat. (1986). *Some Questions on Feminism and its Relevance in South Asia*. New Delhi: Kali for Women.

Chapter in Edited Volume

Matthew, K.S. (1992). Cuddalore in the Eighteenth Century. In I. Banga (Ed.), *Ports and their Hinterlands in India, 1700–1950*, pp. 77–87. New Delhi: Manohar.

Journal Article

Bassett, D.K. (1989). British “Country” trade and local trade networks in the Thai and Malay states c.1680–1770. *Modern Asian Studies*, 23(4), pp. 625–643.

Contribution to a Conference

Gwetu, Thando D. (2004, July). *Patterns and Trends of Urbanization in Botswana and Policy Implications for Sustainability*. Paper presented at ‘City Futures: An International Conference on Globalism and Urban Change’, held at the University of Illinois at Chicago. Retrieved from http://www.uic.edu/cuppa/cityfutures/papers/webpapers/cityfuturespapers/session3_3/3_3patterns.pdf>

Report

Brunk, A.C. (n.d.). *Balodgahan Village* (Manuscript IV-17-21, Box 28, Charitable Institutions, fol. 1). Goshen, Indiana: AAMC.

Electronic Document

Centre for Science and Environment. (2003). *Sacred Groves: Last Refuge. Down to Earth*, Electronic document. Retrieved from http://www.cseindia.org/dte-supplement/forest20031231/sacred_disconnect.htm. Accessed 26 June 2005.

Unpublished Thesis

Iliffe, John. (1988). *The Socio-economic and Political History of the Herero of Mahalapye, Central District, 1922-1984* (Unpublished BA thesis). Department of History, University of Botswana.

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3. If reviewer(s) recommend some changes then author(s) revise the article.
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