

AUTHOR GUIDELINE

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A. GENERAL GUIDELINES

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
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

Author(s) Name: Times New Roman, font size -11

Affiliations, addresses, e-mail addresses: Times New Roman, font size - 10

Abstract: Times New Roman, font size - 10

Keywords: Times New Roman, font size -10

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

Left: 0.9 inch, Right: 0.6 inch

Header- 0.2 inch & Footer: 0.1 inch

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

Photographs: JPG and GIF format only and Inserted immediately after the citation in the text.

Table(s): Times New Roman, Font size-10 and Inserted immediately after the citation in the text and table titles are to be above the table.

Figure(s): Figure captions should be placed below the figure.

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List

At the end of the manuscript, references must be arranged in the alphabetical sequence. If there are more than one reference from the same author(s) in the same year then it must be identified using the letters “a”, “b”, “c”, etc., which is written right after the year of publication.

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_3pattern s.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

Iiffe, 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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2. We are using double blind peer-review system in which identity of author(s) remain anonymous to the reviewers (and vice versa) to make the review process fair. The review process may take 07 days to 10 days.
3. If reviewer(s) recommend some changes then author(s) revise the article.

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