

## **INSTRUCTIONS FOR AUTHORS**

- Manuscripts should be between 10 and 15 pages in length and must conform to the style of the Publication Manual of the American Psychological Association.
- The name(s), affiliation(s), and phone, fax, e-mail addresses), permanent and postal address and a brief biography of the author(s) should appear on a separate cover page.
- An Abstract of 100 words should also be submitted and typed on a separate page.
- The authors are requested to check the article thoroughly with spellings, figures, and illustrations, etc., before sending for publication. Incomplete articles will not be entertained.
- Composed documents should also be submitted on a PC formatted CD, using a recent version of Microsoft Word. The CD should be clearly labeled with the author(s) name(s) and name and version of the word processing programme used.
- The research papers are accepted for publication on the understanding that they have not been published earlier and are not being considered for publication elsewhere.
- Research papers/articles should be an original piece, including methodology, contents, data analysis and interpretation.
- Add something new to the existing stock of knowledge.
- The maximum number of authors for an article should be not more than 3.
- Authors should be clearly specified as i) main/corresponding author, ii) co-author, and/or iii) supporting author.
- Manuscripts will be reviewed by at least three consulting editors/reviewers. This process normally takes 3-4 months.
- After approval, these will be edited thoroughly. If conditionally approved, the authors will be required to revise within a specific time.

### **Guidelines for Submitting a Manuscript**

- Margins: One inch on all sides except left side with 1.5 inch.
- Font Size and Type: 12-pt. Times New Roman.
- Line Spacing: Double-space throughout the paper, including the title page, abstract, body of the document, references, appendixes, footnotes, tables, and figures.
- Spacing after Punctuation: Space once after commas, colons, and semicolons within sentences. Insert two spaces after punctuation marks that end sentences.

- Alignment: Flush left (creating uneven right margin)
- Paragraph Indentation: 5-7 spaces.
- Pagination: The page number appears one inch from the right edge of the paper on the first line of every page.
- Running Head: The running head is a short title that appears at the top of the pages of a paper or published article. The running head is typed flush left at the top of all pages. The running head should not exceed 50 characters, including punctuation and spacing.
- Referencing: Sources cited appear in parentheses after each reference (direct or otherwise), giving author's name (unless mentioned in text), year of publication, and page number(s) in the case of direct quotes. Enclose quotes of 40 or fewer words in double quotation marks in the text; indent quotes longer than 40 words in block format; page numbers must be given. List all sources alphabetically at the end of the manuscript under the heading References using APA style.
- Footnotes are not allowed, and the use of endnotes is discouraged; however, necessary brief explanatory notes, numbered consecutively and marked in the text with superscript numeral may appear before the References under the heading Notes; citations in notes follow the same format.
- Graphics: Mathematical symbols should be clearly marked. Number the tables and figures with Arabic numerals. Prepare tables using tabs without vertical lines; provide figures, charts, and diagrams in camera-ready form.
- Two hard and soft copies of the article complete in all respect and all correspondence regarding contribution to the Journal and other information should be addressed to:

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# SECTIONS TO BE FOLLOWED

## Title

Abstract: (250 to 300 words)

Key words: (3 to 5)

### Introduction

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### Literature Review

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### Methodology

Research Design

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Participants

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Instruments

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Reliability and Validity

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Data Analysis

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**Results**

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**Discussion**

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**Conclusion**

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**Acknowledgements (if any)**

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Appendix

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**References**

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**Other than the above sections:**

Follow APA style in text citation and references.

Follow APA format in headings; sub-headings; line spacing; font size; font style etc.