

Centre of Excellence for PhD Studies

Babarmahal, Kathmandu

Guidelines for Submitting Research Article

Introduction:

Journal of Advanced Academic Research (JAAR) is a peer-reviewed six-monthly published Journal which aims to cover pioneering and effective research papers, reviews, mini-reviews, case reports, and varieties of communications dealing with wide range of issues. The major objective of this journal is to provide platform for sharing research studies and information.

The Centre's aim is to produce highest quality of research, thus promotes their usages and impact in our society.

Scope of Journal

The Journal publishes wide range of research articles on several issues. The Journal also wishes to promote readership culture in academic and nonacademic field. It offers a platform for debate, dialogue and interviews, networking, experience sharing on research practices and methodologies. The journal gives preference and priority to original research based papers.

Online access to abstracts will be provided through the web-link of PhD Centre.

The Editorial Process

All the submitted manuscripts will have to go through the editorial screening. Manuscripts with insufficient originality, technical flaws, or lack of significance will be rejected. In case of good article with the scope of improvement, the author will be requested to re-submit the article after the revision as for the suggestion. The manuscripts will be shared among the PhD Scholars of respective faculties or subject for peer-review and feedback then it will be sent to expert committee of the subject without revealing the author's identity. The author will be informed about the reviewer's comment, suggestion, acceptance and rejection of the manuscript.

Accepted articles are subject to correction of grammar, punctuation, format and print style. Page proofs will be sent to the author for confirmation. Confirmation should be returned from author within the five days. Delay may cause to rejection of the paper.

Preparation of Manuscript:

Manuscript must be submitted in English using “MS WORD” following the APA format. Format must include: title page, abstract, key words, introduction, methods, result, discussion, conclusion, acknowledgement (if any), references and appendixes. The length of article should not exceed 4000 words. In special case, the article may be up to 8000 words but for this kind of article you need to get approval from the editorial team before hand. The pages should be numbered serially, starting from the title page. Do not use “&” and “@” in the text. Abbreviations must be full spelled when it first appears in the text.

All authors must provide signed consent along with the article. An electronic copy is mandatory. Authors should send their manuscripts to the address of Centre of Excellence for PhD Studies located at Babarmahal.

Title Page:

The title of the paper should be in separate page. The full title of article should be without abbreviation. It should be brief but informative, not more than 15 words. It should include the title and a running title (short title). The title page should include information of any funding agencies, and the author’s full name, qualification, affiliations, departments, email and address of organization affiliated.

Abstract:

Abstracts are important parts of academic assignments, reports and research papers. The abstract is the last item that you write, but the first thing people read when they want to have a quick overview of the whole paper. We suggest you leave writing the abstract to the end, because you

will have a clearer picture of all your findings and conclusions. The following points should be taken in consideration during the abstract writing:

- Word limits – 250 words
- No abbreviation to be used in abstract
- No citation
- One paragraph

Abstract should be comprehensive summary of your paper which must include the following points:

- Background
- Objectives
- Methods
- Results
- Conclusion

Key Words:

Provide 5-7 suitable key words after Abstract. These words must be typed at the end of abstract page. They must be arranged alphabetically.

Introduction:

Introduction should provide clear context, objectives, statement of the problem, research question, and its significance. Include only directly relevant references, and exclude any data or conclusions from the work being reported. This part must be understandable to colleagues of diverse range of fields. Introductions should be short and tell the reader why you undertook the study

Divide the Introduction into three parts

- a. The first paragraph should be a very short summary of the exiting knowledge of your research area.

- b. The second paragraph that summarizes what other people have done in this field, what limitations have been encountered with work to date, and what questions still need to be answered.
- c. The last paragraph should clearly state what you did and why.

Method:

The main method used must be briefly described. Selection of study area, sampling procedures and sample size, tools and techniques of the data collection and data analysis procedures must be detailed briefly. The statistical method and level of significance selected should be stated clearly. If applicable then you need to write about the ethical approval and patent consent.

Results:

The major findings and results must be presented clearly and where necessary statistical significance must be included.

- Clearly present relevant data
- Only significant results must be shown under this heading
- Use a mixture of text, tables, and figures with appropriate numbers and titles.

For pictures and images use TIFF or high resolution JPEG. 300dpi with minimum resolution of 800x600 pixel is preferred.

Discussion:

Provide and discuss with the literatures to support the study. Other studies should be quoted in relation to the findings of the present study (*compare your finding with previous study*) and show the similarity and variation of finding.

Conclusion:

Briefly summarize the major findings of the research and highlight its implication. This should not duplicate the abstract. Consider the following points to write the conclusion:

- What did this study show? Address the aims stated in the Introduction
- Strengths and weaknesses of methods
- Future directions “So what?” and “where next?” Impact on current thinking or practice (recommendation)

Acknowledgement:

Acknowledge any person or institute who have helped in the study. Make acknowledgement short and do not add praise or literature in this section

Reference:

APA format must be followed for citation and references.

Legend of Table and Figures:

Table must be typed on a separate page. It must be numbered with Arabic numerals in order to which they have been cited in the text. Title caption should be 12 point Times Roman Italic. The text inside the table should be 11 point. Figures should be on a separate page and must be referred to and numbered in Arabic numerals in the order they have been cited into the text. Legends must be listed in numerical order.

General format of APA

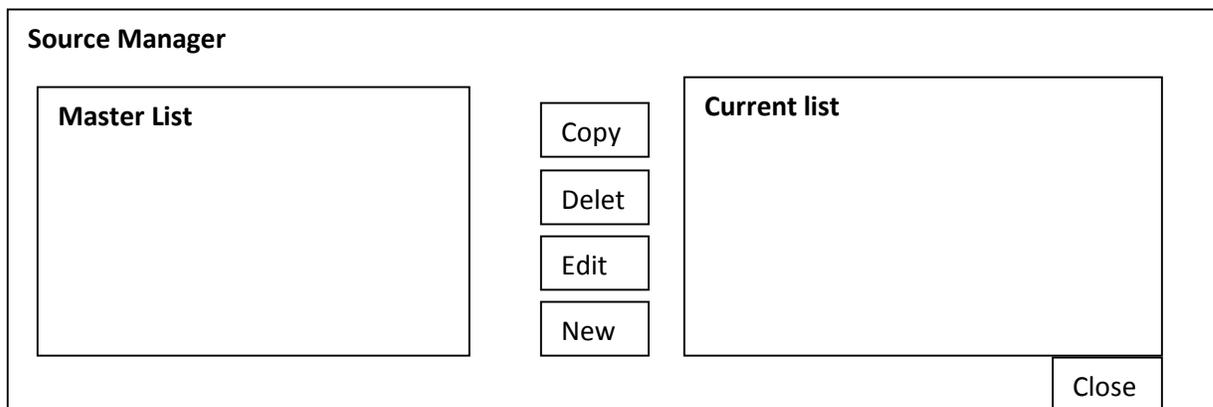
Following format should be followed for the article:

- **Font types and size:** Use Times New Roman, Font size 12 for text, 14 for sub-heading and 16 for main heading
- **Line spacing:** 1.5 inch space in all pages, including the title page and References page
- **Margin:** Use one-inch (2.5 cm) margins on all sides.
- **Paragraph:** Indent all paragraphs 5 spaces or one tab and no space between the two paragraphs.
- **Page Number:** Page number should be in the upper right-hand corner of the page in EVERY page of the paper, starting with the title page and the References page,

- References, and bibliography be prepared following the APA style

Steps of using the APA style in computer

1. Open the MS-Word
2. Click on Reference – see – Citations & Bibliography – and – see – style – where you will see the down arrow – click on that down arrow – and chose – APA
3. Click on Manage sources – you will see the Source Manager box having with Master list and current list with Copy, Edit, Delete and New tools, like below chart:



4. After clicking on New – you will see the Create Source box having blank format which must be filled out on the basis of types of resources.
5. From create source box, first you will see the 'Types of Sources' ...having down arrow bottom – click on that down arrow – you will see a lot of source like: Book, book section, Research article, reportetc – then chose one which suits with your reference documents – fill out the required information – click on 'Ok' and finally close the source manager also.
6. Now, click on Insert Citation – you will see the list of reference in alphabetical order – chose one which you are going to cite,
7. After completion of your document when you want to insert the Bibliography then go to the reference and click on Bibliography.

Eligibility as a Contributor

Please note that the articles written by only PhD holders or PhD Scholars will be accepted in this Journal. You have to show the proof of your identity and academic status. Contact at the Centre for the terms and conditions as a contributor before you send your article.

All manuscripts should be in electronic form and sent to tatwa@ica-nepal.org