

## **International Journal Advances in Social Science and Humanities (IJASSH)**

### **Author Guideline**

**Journal publishes peer-reviewed original research papers**, case studies, review articles and technical notes. The journal allows free access to its contents, which is likely to attract more readers and citations to articles published in **IJASSH**. The Journal will accept original and innovative submissions in English on the understanding that the work is unpublished and is not being considered for publication elsewhere.

### **Original Research Papers**

#### **Case studies**

#### **Review articles**

#### **Technical Notes**

**IJASSH publishes** work that contributes significantly to the scientific knowledge in Social sciences and relevant fields. The manuscripts must be single-spaced typed, written in clear, grammatical English with no typographical errors. Webster's New International Dictionary or the Oxford English Dictionary should be consulted for spelling. Latin plurals should not be used if the English equivalent has become the accepted form, e.g., formulas not formulae. Use of hyphens, capital letters and numbers written or spelled out (e.g., 8 or eight) should be consistent throughout the manuscript. Words at the end of a line should not be divided.

### **SUBMISSION OF MANUSCRIPT (PAPER)**

The manuscript should be submitted using the "**Online Submission**" section in our Web site ([www.ijassh.com](http://www.ijassh.com)). We also accept submissions by e-mail to [submissionijassh@gmail.com](mailto:submissionijassh@gmail.com)

Authors should submit their manuscript electronically via the homepage of this journal. Full instructions on how to use the online submission tool are available at the home page. Manuscripts submitted to the journal are accepted on the basis of following criteria:

**All manuscripts must be in English and in MS Word format**

**They have not been and will not be published in whole or in part in any other journal.**

**The e-mail addresses and telephone numbers of all authors must be provided.**

**Illustrations (figures) of manuscripts should be in computer format.**

**Authors must state in a covering letter when submitting papers for publication the novelty embodied in their work or in the approach taken in their research.**

**Manuscripts submitted under multiple authorship are reviewed on the assumption that all listed authors concur with the submission and that a copy of the final manuscript has been approved by all authors.**

We strongly recommend authors to submit manuscript via our online submission and review system. **Authors may suggest two reviewers.** Please provide the name, postal address, e-mail address, telephone and fax numbers, and fields of interest of suggested reviewers. Authors may also suggest that specific individuals not be involved as reviewers, but **IJASSH** reserves the right of final selection. Any technical queries will be referred back to the author, although the Editors reserve the right to make alterations in the text without altering the technical content.

### **MANUSCRIPT FORM AT & STYLE**

Text of manuscript should be arranged in the following order: **Title, Abstract, Introduction, Body Text, Results and Discussion, Conclusion, Acknowledgements and References.**

**Title:** Title should be short and explanatory enough.

**Abstract:** Abstract should be of no more than 150 words for brief reports and 250 words for original articles and other article types. The abstract should be structured for original articles. State the context (background), aims, settings and design, material and methods, statistical analysis used, results and conclusions. Below the abstract should provide 3 to 8 keywords. The abstract should not be structured for a brief report, review article, symposia and research methodology. Do not include references in abstract.

**Introduction:** Introduction should lead the reader to the importance of the study; tie-up published literature with the aims of the study and clearly states the rationale behind the investigation. It should state the purpose and summarize the rationale for the study and gives a concise background. Use references to provide the most salient background rather than an exhaustive review. The last sentence should concisely state your purpose for carrying out the study.

**Body Text:** It should be elaborative enough to explain all the procedures, methods, observations and data. Use heading, subheading, and references wherever needed.

**Result and discussion:** It is preferred to discuss all the results in detail in case of original research paper. To explain observed data you can use figures, graphs and tables.

**Conclusion:** A conclusion might elaborate on the importance of the work or suggest applications and extensions.

#### **Page Layout**

**Particulars Specifications Margins** Top = 1", Bottom = 1", Left = 1", Right = 1", Gutter = 0", Gutter Position = Left

**Paper Size** A4 (8.27" X 11.69")

**Headers** 0.5" **Footers** 0.3"

#### **Title and Author Details**

The title page should start with the journal name and type of manuscript, the title, name(s) of the author(s) and affiliations, and mailing address. Title page should contain title of the paper in bold face, title case (Times New Roman, font size 16), names of the authors in bold face, title case (Times New Roman, font size 12) followed by the affiliation address(s) in italic face, title case. (Times New Roman, font size 10). The title should be as short as possible and precisely indicate the nature of the work in the communication. Names of the authors should appear as surnames followed by initials. An asterisk (\*) should be added to the right of the corresponding author's name. Please indicate the corresponding author's e-mail address in the footnote. When there are two or more authors and they belong to more than one affiliation, the connection between each author and his or her affiliation should be indicated by italicized superscripts *1, 2, 3..* placed after each author's name and before each affiliation. At the bottom left corner of the title page, please mention "\*\*For correspondence" and provide complete postal address and functional e-mail address of corresponding author.

The title page should contain:

1. Type of manuscript (e.g. Original research article, Review article, case Report etc.).
2. The title of the article, which should be concise, but informative.
3. The name by which each contributor is known (Last name, First name and initials of middle name), with institutional affiliation.
4. The name of the department(s) and institution(s) to which the work should be attributed.
5. The name, address, phone numbers, and e-mail address of corresponding author.
6. If the manuscript was presented as part at a meeting, the organization, place, and exact date on which it was

read.

### **Format for Abstract**

Heading of abstract must be in a font size 12, bold and regular. The body of the section immediately follows the heading in the same paragraph in a font size 10, regular. It Abstract should be of no more than 150 words for review article, case studies & technical notes and 250 words for original research paper. Do not include references in abstract. Below the abstract, should provide 3 to 8 keywords.

### **Format for body Text**

The body of the manuscript text must be in a font size 10, regular.

### **Section Headings**

**Level-1 Heading: Main Heading (H1)** must be in a font size 12, bold face capitals, Left and should be spaced with single line above and below.

**Level-2 Heading: First Subheading (H2)** heading must be in a font size 11, Normal bold, left- and should be spaced 6 point above and 6 point below.

**Level-3 Heading: Second Subheading (H3)** must be in font size 11, Normal italic, left- and should be spaced 6 point above and 6 point below.

### **Figures and Tables**

Place figures and tables at the places where they needed. All tables should be in Classic 1 format with borders to heading and subheading columns. Large figures and tables may span across both columns. To do so select text above one column table and convert it in two column and then select text below one column table and convert it into two column. Figure captions should be below the figures; table heads should appear above the tables. Insert figures and tables after they are cited in the text. Use the abbreviation "Fig. 1", even at the beginning of a sentence. We suggest that you use border for graphic (ideally 300 dpi), with all fonts embedded) and try to reduce the size of figure to be adjust in one column. Figure and Table Labels: Use 8 point Times New Roman for Figure and Table labels. Use words rather than symbols or abbreviations when writing Figure axis labels to avoid confusing the reader.

### **Page Numbers, Headers and Footers**

Page numbers, headers and footers must not be used.

### **Links and Bookmarks**

All hypertext links and section bookmarks should be removed from papers.

### **References**

Authors are responsible for the accuracy and completeness of their references as these will not be checked by the editorial office.

Number all bibliographical references at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [1].

**References to journals** should contain the names and initials of the author(s), the year, the full title, the abbreviation of the name of the periodical according to those in the Bibliographic Guide for Editors and Authors (American Chemical Society, Washington, DC.) followed by the volume and page numbers.

**References to books** should include the title, name and city of the publisher.

**In case of web reference** the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

**Articles in Journals:** *General:* Korsmeyer RW, Gurny R, Doelker EM, Buri P, Peppas NA (1983) Mechanism of solute release from porous hydrophilic polymers. *Int. J. Pharm.* 15: 25-35. *Volume with supplement:* Shen HM, Zhang QF (1994) Risk assessment of nickel carcinogenicity and occupational lung cancer. *Environ. Health Perspect.* 102(1): 275-82.

*Issue with supplement:* Payne DK, Sullivan MD, Massie MJ (1996) Women's psychological reactions to breast cancer. *Semin. Oncol.* 23(1, Suppl 2): 89-97.

**Books and Other Monographs:** *Personal author(s):* Ringsven MK, Bond D (1996) Gerontology and leadership skills for nurses. 2nd ed. Delmar Publishers, Albany (NY). p.100-33.

*Editor(s), compiler(s) as author:* Norman IJ, Redfern SJ. Editors. (1996) ♦ Mental health care for elderly people. Churchill Livingstone, New York. p.12-19.

*Chapter in a book:* Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. (1995) Hypertension: pathophysiology, diagnosis, and management. 2nd ed. Raven Press, New York. p. 465-78. Unpublished observations, personal communications and manuscripts in preparation or submitted for publication may be referred to in the text but should not appear in the list of references. The authors will be responsible for taking permission of the same from related researcher (s). Manuscripts in press (i.e., accepted for publication) may be included in the references citing the DOI article identifier, which enables the citation of a paper before volume, issue and page numbers are allocated. The name of the journal in which they are to appear must be given.