

## **GUIDELINES FOR THE MANUSCRIPT**

### **THE MANUSCRIPT SHOULD FOLLOW THE FOLLOWING SEQUENCE:**

- Introduction
- Review of Literature
- Need/Importance of The Study
- Objectives and Hypothesis of the study
- Research Methodology
- Results and Discussion
- Findings
- Recommendations/Suggestions/Implications
- Conclusions
- Limitations
- Scope for Further Research
- References
- Appendix/Annexure

Other Points to be followed are as under:

**TITLE PAGE-** The title page should be separate and must include:

- Title of the manuscript (Times New Roman 14 point bold UPPERCASE)
- The name(s) of the author(s)
- The affiliation(s) and address(es) of the author(s)
- The e-mail address and phone numbers of the corresponding author

**ABSTRACT-**The abstract should be between 150-30 words typed in *Italics*. It should include the background, objectives, methods, results and conclusion in a **SINGLE PARA**. **Abbreviations should be avoided.**

**KEYWORDS-** Abstract must be followed by an alphabetically arranged list of keywords. (Maximum Six).

**Text-** Text of the manuscript must be in **ENGLISH, HINDI or PUNJABI** prepared on a standard A4 size **PORTRAIT SETTING PAPER**. It should be free from any **grammatical, spelling or punctuation errors**. It must be thoroughly edited at your end. Font size is Times New Roman 12 point for the whole manuscript except the **Title**.

**HEADINGS AND SUB-HEADINGS-**All the headings and the sub-headings must be bold-faced, aligned left and fully capitalised. Leave a blank line before each heading.

**REFERENCES-** APA Style of references. Follow the links for the detailed information on references

<http://libraryguides.vu.edu.au/apa-referencing/getting-started-in-apa-referencing>

<https://libguides.murdoch.edu.au/APA>