**PRESCRIBED FORMAT FOR THE AUTHORS**

**Title of the Paper (centre alignment, title case, 16-point font size, bold, capitalize each word)**

**Full Name,\* Full Name\*\* and Full Name\*\*\* (centre alignment, title case, font size 12pt, bold, capitalize each word)**

Provide the address and affiliation as:

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*\*Give the contact information of the author(s) to whom correspondence should be addressed*

**(Abstract)**

The abstract text should have a single line spacing in font size 10pt Times New Roman. The abstract explanation should summarize the entire content of the article and must be in a single paragraph of about 100 words.

**Key Words:** at least four key words (font size 12)

1. The Full Paper should be in **Microsoft Word** and **should not exceed 5000 words** which are inclusive of text, illustrations, graphs, etc.
2. The running text should be **in Times New Roman, 12-point** **font size**, and **double space** with **justified** paragraph alignment, and a margin of 30mm at the top and 25mm on the other three sides.
3. Each paragraph must be indented from the left-margin by five spaces. Quotations of 4 or more lines must be indented, throughout, from the left margin by ten spaces.
4. All sub titles should be in **12-point** **font size,** **bold, the first letter of each word capitalised,** and **left-indented**:

**A-Headings are the primary heading type**

**B-Headings should always be subordinate to A-headings**

1. Tables and figures should be referred to in numerical order.

**Figures**:

Each figure must have a caption that includes the figure number and a brief description, preferably in one or two sentences. The caption should immediately follow the figure with the format “Figure X. Figure caption.” All figures must be mentioned in the text consecutively and numbered with Arabic numerals.

**Charts**:

Charts may have brief titles describing their contents. The title should follow the format “Chart X. Chart title.”

**Tables**:

Each table must have a brief (one phrase or sentence) title that describes its contents, above it. The title should follow the format “Table X. Table title.”

**Foot notes**:

Footnotes must specify the comments relevant to but not central to the matter under discussion.

1. All symbols and abbreviations should be properly defined; superscripts, subscripts, and ambiguous characters should be clearly indicated.
2. Figures, plates, and other illustrations must be additionally furnished as separate files for proper formatting of the article. Any representation of differences, in Tables for instance, must make use of shadings or cross-lines and should not be in colour.
3. **SI units** alone should be used.
4. The style of **citing references** within the text, and the bibliography must be in the **APA**. [www.apastyle.org](http://www.apastyle.org)
5. The listing of the **References** at the end of the article should be in alphabetical order and not numbered.
6. The submissions will be scrutinised by an expert panel of reviewers, prior to approval.  Once approved for publication, a publication fee of Rs. 500/- will have to be paid by the author, if a hardcopy of the journal is needed.

12. All communication should be addressed to

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