

# Rupandehi Campus Journal

## Guidelines for Researchers/Authors

The Research Editorial wing of Rupandehi Campus welcomes all authors to submit their research work that contains original work not published either in any print or online journal or books. Also it must not be under consideration for publication elsewhere.

Authors should carefully read the entire submission guidelines before submitting the manuscript for publication. The manuscripts that are not prepared according to the guidelines may not be accepted.

Authors are expected to meet the following guidelines:

### ➤ Layout

The entire manuscript will have two major sections: Front Page and Content Page. Use of appropriate font is necessary. For standardization of manuscript the font 'Times New Roman' should be used strictly, the size for the "Title" of the manuscript should be 14 and bold, for "Sub-titles" it must be 12 and bold whereas the "Text" part should be in size 12 normal.

Similarly, the size for the "Title" of the manuscript should be 18 and bold, for "Sub-titles" it must be 14 and bold whereas the "Text" part should be in size 14 normal.

Line Spacing layout of 1.5" should strictly be maintained along with left margin of 1.5", right margin 1", top margin 1.3" and bottom margin 1" respectively.

### ➤ Layout of Front Page

It should contain article title and authors description. It will be limited within one page length.

**Article Title:** It should be brief-clear, concise and informative reflecting true sense of the study. Do not include abbreviations and formulae in title and the maximum length should be 125 characters. The first letter of the word in the title should be capitalized. All other words, except for proper nouns, are lower case.

**Authors Description:** It should contain brief profile of each author with their name, ORCHID, designation and experience in not more than 3 lines. The author/s' name/s, should appear just below the title. The author/s' designation, present affiliation should appear at the just below the references.

### ➤ Language

We are only accepting the all manuscripts written in English. Authors can use both American and British version of English but avoid using the mixture of both. Authors must ensure that manuscripts are free of grammatical, spelling and punctuation errors. These must be

thoroughly edited before submission. It is not the responsibility of editors of Research Department to correct the article grammatically and improve English language of the paper.

➤ Length of paper

It should contain no more than 4000 words for research article, narrative review and systematic review (excluding abstract, references and appendices). For book review the word limit is 1500 words.

➤ Submission Format

The research work strictly adhering to all the above guidelines should be submitted in MS Word file as an email attachment to

[research@rupandehicampus.edu.np](mailto:research@rupandehicampus.edu.np)

[min@rupandehicampus.edu.np](mailto:min@rupandehicampus.edu.np)

[basanta@rupandehicampus.edu.np](mailto:basanta@rupandehicampus.edu.np)

➤ Copyright

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➤ Evaluation Procedure:

The Editor first evaluates all manuscripts. Those rejected at this stage are insufficiently original, have serious flaws, have poor grammar or English language, or are outside the aims and scope of the journal. Those that meet the minimum criteria are passed on to at least 2 experts for review; these may include members of the Editorial Board. Authors of manuscripts rejected at this stage are usually informed within two weeks of receipt.

➤ General Format:

The research paper can be divided into following major sections as indicated below:

**Abstract**

The abstract should be concise and factual with not exceeding 200 words. It should be clear, concise and complete in its own limits providing a brief summary of the research including the objectives, methods, results and major conclusions. Since abstracts are often presented separately from the article, so it must be able to stand alone. References should be avoided in abstract section.

**I. Introduction:**

It should describe significance of the paper beginning with a paragraph of explanation that describes the problem under investigation (e.g., existing knowledge and gap) learning to the main research objective and questions.

**II. Theoretical Framework:**

This section must incorporate review of literature, the identification of variables, Relationship of variables, Cause and effect of variables and the hypotheses if any etc. The framework could also be in the form of schematic diagram or in paragraph.

### **III. Research Methodology:**

This section should incorporate the Design, Population, Sampling techniques, sample size estimation, measurement of variables, nature and sources of data, data analysis tools and techniques, reliability and validity, pre-testing etc. and methodology base limitation/delimitation (if any). Therefore, a clear description of technical procedures should include study area, time, unit, plots/transects, experimental design, model, algorithm / mechanism, simulation with treatments, replications and methods of randomization followed by data analysis. The methods should be written in the past tense. Hence, the facts provided in this segment should provide sufficient information so that the research can be repeated in the future.

### **IV. Results/ Discussion and Conclusions**

It should clearly point out the main findings, which must be justified by the analysis of the data. Preconceived ideas should not override the results and conclusions.

It should be stated concisely and clearly in descriptive diagrams, models, tabular, and graphical forms with interpretation. It should also include a discussion consisting the finding of the study with suitable comparison and analysis in not more than three sentences. This section should address the general and specific objectives systematically.

### **V Acknowledgements:**

Acknowledgements should be short and specific providing information about various supports (e.g., funding, supervision, field assistance) received for the research.

### **Vi. References / Bibliography:**

Reference should be cited in the text by the name/s of the author/s and year of publication in chronological order. All works cited should be arranged in alphabetical order of the author's names and listed at the end of the paper. It is the responsibility of the authors to make sure the accuracy of bibliographic citations. Authors should follow the latest edition of APA style in referencing. Please visit [www.apastyle.org](http://www.apastyle.org) for more information. Authors can also use citation machine to generate reference list. Citations in the text: Please make sure that every reference cited in the text must also be presented in the reference list and vice versa. Authors should avoid using citations in the abstract of the manuscript. Personal communications and unpublished results should not be included in the reference list at the end of the manuscript but may be presented in the text.

Reference List: References at the end of the manuscript should be arranged in an alphabetical sequence at the first and then further sorted chronologically. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication. DOI or URL source address should be added in the references if it is available.

The research paper can also be structured in these given formats also:

➤ Additional Format:1

**I. Introduction:**

**II. Discussion**

**III. Conclusions**

**IV. Reference / Bibliography**

➤ Additional Format:2

The research paper can also be structured in these given formats also:

**I. Introduction:**

**II. Theoretical Framework**

**III. Methodology**

**IV. Results**

**V. Discussions**

**VI. Conclusion/Recommendation**

**VII. References / Bibliography**

➤ Additional Format:3

The research paper can also be structured in these given formats also:

**I. Introduction:**

**II. Theoretical Framework**

**III. Methodology**

**IV. Findings/Discussions**

**V. Conclusion/Recommendation**

## **VI. References/ Bibliography**

**Note: For book review no specific format has been prescribed.**