

SUBMISSION GUIDELINES

• General Guidelines for Authors

Prepare your manuscript in accordance with the following instructions.

<p>FONTS</p> <p>Font Type: Times New Roman Font Size (Text) : 12 Font Size (Tables and Figures) : 12</p>	<p>PARAGRAPH</p> <p>Alignment: Left Outline Level: Body Text <u>Indentation:</u> Left: 0 Right: 0 <u>Spacing:</u> Before: 0 After: 0 Line Spacing: Double</p>
<p>PAGE SETUP</p> <p><u>Margins:</u> Top: 2.5 cm Bottom: 2.5 cm Left: 1.5 cm Right: 1.5 cm Gutter: 0 <u>Paper Size :</u> Letter</p>	<p>STRUCTURE OF PAPER</p> <p>Introduction Literature Review Research Methodology Analysis and Discussion Conclusion</p> <p>Limitations of the Study Scope for Further Research References</p>
<p>WORD COUNT</p> <p><u>Article/ Research Paper:</u> 6000 words maximum <u>Research Letter/ Book Review/ Conceptual</u> <u>Notes:</u> 1000 words maximum <u>Executive Summary/ Synopsis of PhD</u> <u>Thesis:</u> 1500 words maximum</p>	<p>PAPER LENGTH</p> <p><u>Article/ Research Paper:</u> 15 pages maximum <u>Research Letter/ Book Review/</u> <u>Conceptual Notes:</u> 3 pages maximum <u>Executive Summary/ Synopsis of PhD</u> <u>Thesis:</u> 5 pages maximum</p>

- **Guidelines for Articles / Research Papers**

- 1. **Author Guidelines**

- **Typescript preparation**

1. The original typescript should be submitted electronically in A4 size format, with a word count of 4000-6000 (excluding figures), following the other submission.
2. Typescript should have double line spacing at the time of submission.
3. A final paper which would exceed 6000 words or occupy more than 15 pages of the Journal may be returned for abridgement.
4. The text of the paper should include title, abstract, text, references and notes, tables, figure captions, figures, but not the names of authors, their biographical notes nor any acknowledgements. Please make sure that author's names are not included in the document/file properties.
5. For email submissions, you will need a separate file containing the title of the paper, plus the names, affiliation and complete addresses, e-mail and fax number of authors, and an abstract, keywords, brief biographical notes about authors and any acknowledgements; and Resume of the contributor.
6. All papers must be written in English. If English is not your first language, please ask an English-speaking colleague to proofread your paper.

- **International context**

1. It should not be assumed that the reader is familiar with specific national institutions or corporations. Authors are encouraged to approach their chosen topic with an international perspective.
2. Countries and groupings of countries should be referred to by their full title (for example, 'Asia', 'Europe' and 'America' are all ambiguous).
3. Special attention should be paid to identifying units of currency by nationality.
4. Acronyms should be translated in full into English.

- **Title, abstract, keywords, addresses, biographical notes**

Please assist us by following these guidelines:

1. Title : as short as possible
2. Authors Details and Address : Author Name and Position, department, name of institution, full postal address and email address for each author
3. Abstract: approximately 100 words, maximum 150
4. Keywords: approximately 10-15 words or phrases. Keywords are important for online searching.
5. Biographical notes : approximately 100 words per author, maximum 150.
6. Affiliation : If any.

- **References and notes**

1. IJSAR journal uses the Harvard (name and date) short reference system for citations in the text with a detailed alphabetical list at the end of the paper. For example 'Large (2010) suggests ...' or 'Liang and Zeger (1986) found that ...' or 'Both Kremen et al. (2008) and Weickert et al. (2000) extracted...'
2. Footnotes should be avoided, but any short, succinct notes making a specific point, may be placed in number order following the alphabetical list of references.
3. References should be made only to works that are published, accepted for publication (not merely 'submitted'), or available through libraries or institutions. Any other source should be qualified by a note regarding availability.

4. Full reference should include all author's names and initials, date of publication, title of paper, title of publication (*italics*), volume and issue number (of a journal), publisher and form (books, conference proceedings), page numbers.

- **Figures**

All illustrations, whether diagrams or photographs, are referred to as Figures. Figures may be black and white or colour, and numbered sequentially. Please prepare all figures, especially line diagrams, to the highest possible standards. Digital art may be created/scanned and submitted as either TIFF, JPG or PPT files.

- **Translated works**

1. Difficulty often arises in translating acronyms, so it is best to spell out an acronym in English (for example, AU – Both ears).
2. Similarly, labels and suffixes need careful attention where the letters refer to words which have been translated.

2. Copyright and Author Rights and Responsibilities

IJSAR is wholly committed to the highest standards of social and allied sciences. In all that we do, we work to ensure the widest possible access to the articles that we publish, to enhance the reputation of the author, the journal, its editor and editorial board, and the value that we add altogether.

In order that we can do this properly and professionally, we ask authors to sign our Author Agreement assigning (or transferring) copyright to Editor and IJSAR. The transfer of copyright is standard practice in journal publishing. This enables us, to negotiate subsidiary licenses to database aggregators and document supply companies, and allows permissions to reproduce articles in books, course packs, electronic reserve or for library loan to be handled efficiently and with sensitivity to changing library and reader needs. This relieves authors of a time-consuming and costly administrative burden. It also enable us to defend and enforce author's rights against plagiarism, copyright infringement, unauthorized use and, most important for author's professional reputation, breach of author's moral rights.

3. Cover Letter

This is required for all submissions. Online submissions will need to include the names of 3 experts as detailed below. Any further information in support of online submissions can be entered as a note for the editor or uploaded as a supplementary file.

April 1, 2011

Dear Editor
International Journal of Social and Allied Research (IJSAR)

Enclosed is a paper, entitled "Social and Allied Science Research in Delhi." Please accept it as a candidate for publication in the IJSAR. Below are our responses to your submission requirements.

1. Title and the central theme of the article.

Paper title: "Social and Allied Science Research in Delhi." This study reviews the concepts social and allied science research in Delhi. It proposes a model based on collaborative social and allied science practices. The contribution will serve the academic as well as social and allied research community.

2. Which subject/theme of the Journal the material fits

Social and Allied Science Research

3. Why the material is important in its field and why the material should be published in IJSAR?

The necessity of collaborative social and allied sciences in Delhi is the need of an hour for successful social and allied research development in short and long run. We strongly believe the contribution of this study warrants its publication in the IJSAR.

4. Names, addresses, and email addresses of three experts in the subject of your paper who are personally unknown to you*, are not members of the editorial board of the journal, are not from your institution and at least two of whom must be from a different country from you.

Prof. Dr. William Gates
Chair Professor of Department of Social Sciences
Social Research Centre, University of Texas,
5959 Harry Hines Blvd., POB1,
Suite 300, Dallas, Texas 75390-8820
phone: +1-888-888-8888 - fax: +1-888-888-8886
e-mail: w gates@socialecenter.org
Expertise: published a related paper ("Social Research") in CACM, 38(3), pp. 188-198.
Relationship: I met Dr. Gate only once at a conference in 1999. I do not know him personally.

Assoc Prof. Dr. John Adams
Director of Social Research Center
College of Social Australian University
123, Harbor Drive Sydney,
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e-mail: jadams@me.edu.au
Expertise: published a related paper ("Social research in Allied Sciences") in IEEE TOSE, 18(8), pp. 88-98.
Relationship: None. I have never met Dr. Adams.

Assoc Prof. Dr. Chia-Ho Chen
Chair of Social Research Department
College of Social Research
Open University
888, Putong Road
Keelung, Taiwan 100
phone: +886-2-8888-8888 - fax: +886-2-8888-8886
e-mail: chchen@me.edu.tw
Expertise: published a related paper ("Social Research") in IJMSS, 1(2), pp__.
Relationship: Former professor, dissertation chairman.

Finally, this paper is our original unpublished work and it has not been submitted to any other journal for reviews.

Sincerely,

XYZ

4. Author Agreement

Each author must sign a copyright agreement (Author Agreement) form and send the signed forms, in electronic format, to the Editor, together with your paper. Signatures of all authors may appear on one form or be sent on individual forms.

So that we can ensure both the widest dissemination and protection of material published in IJSAR, we ask authors to assign copyright in their papers, including abstracts, to the Editor-IJSAR. This enables us to ensure copyright protection against infringement, and to disseminate your article, and our journals, as widely as possible.

1. In consideration of the undertaking set out in paragraph 2, and upon acceptance by Editor-IJSAR for publication in the Journal, the Author hereby assigns and transfers grants to editor and IJSAR, the copyright in and to the Article entitled :

by _____

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This assignment provides IJSAR the sole right and responsibility to publish the Article, including the right to sub-license publishing or distribution rights as may be appropriate, the Article in both printed and electronic form; the Article may be published in printed, online, CD-ROM, microfiche or in other media formats.

2. In consideration of this assignment, IJSAR hereby undertakes to prepare and publish the Article named in paragraph 1 in the Journal, subject only to its right to refuse publication if there is a breach of the Author's warranty in paragraph 4 or there are other reasonable grounds; in such case IJSAR reverts and assigns to the Author any and all copyright and other rights in the Article otherwise assigned to it under this Agreement.
3. The Editor of the Journal is empowered to make such editorial changes as may be necessary to make the Article suitable for publication. Every effort will be made to consult the Author if substantive changes are required.
4. The Author warrants that the Article is the Author's original work, has not been published before, and is not currently under consideration for publication elsewhere; and that the Article contains no libelous or unlawful statements and that it in no way infringes the rights of others, and that the Author, as the owner of the copyright, is entitled to make this assignment.

Signed by the Author _____

Date : _____

5. Checklist

Submission Preparation Checklist (All items required)

- The submission has not been previously published in English nor is it before another journal for consideration; or an explanation has been provided in Comments to the Editor.
- The text meets the formatting requirements outlined in the **Submission Guidelines** section.
- The submission file is in Word document file format.
- You have identified **three experts** (names, full addresses and expertise) in the subject of your paper. These experts should be personally unknown to the authors and at least two of them should be from a different country from the author(s). [Optional]
- You have completely filled the required **Author Agreement** (Copyright) document (get this document in **PDF** format).
- Check that you have prepared **Three** files :
 - File 1. Title Page- The title of the paper, plus the names, affiliation and complete addresses, e-mail and fax number of authors, and an abstract, keywords, brief biographical notes about authors and any acknowledgements (**Annexure -1**)
 - File 2. The text of the paper, including text, abstract, references and notes, tables, figure captions, figures, but **without** the names of authors, their biographical notes or any acknowledgements
 - File 3. The cover letter

For all Submissions: Check that you have removed all author identification (names and affiliations) and any acknowledgements from the main manuscript that you are going to submit. Please make sure that author's names are not included in the document/file properties. Do not remove the title, abstract or the keywords from your paper.

Note : Editors of IJSAR reserve the right to change any guidelines without prior consent of authors or contributors. The decision in that shall be final and should be acceptable to the authors/contributors/stakeholders.

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Name of first author

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—Abstract —

Karve upsu dolor suv amev, onsecvevur dupusucung eluv, sed do uusmod vempor uncludunv uv labore ev dolore magna aluqua. Uv enum ad munum venuam, quus nosvrud exercuvavuon ullahco.

Key Words: *Keyword1, Keyword2, Keyword3, Keyword4, Keyword5, Keyword6.*

—Bibliographical Notes —

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