Guidelines to Authors: Manuscript preparation and submission

Manuscript format

1. All contents in the manuscript must be written in English and not published. Manuscripts should be typed in Times New Roman font.

2. The title should be short, clear and informative but it should reflect the contents in the paper.

3. The abstract should be in italics 9 point font size, not exceeding 200 words and contain a brief account of the introductory words, major objective, methodology, findings and conclusions. It should not include any diagram, table, references etc.

4. Key words: 5-10 words follows the abstract in alphabetical orders.

5. Main text of the technical manuscripts should include Introduction, Methodology, Result and Discussion, Conclusion, References (APA style)

6. The manuscript should be arranged in the following sequence: Title, Authors, Abstract, Keywords, Introduction, Methodology, Result and Discussion, Conclusion, References, Tables, Figures and figure captions.

7. The manuscript should not exceed 5000 words in total. It should be in MS-word with pages set A4 size, the top and left margins at 3cm and the right and bottom margins at 2.5cm. The text format should be on Trebuchet MS font unless otherwise specified, 10-point size.

a. The title of the manuscript set as HEADING 1 (paragraph style) should be all capitalized in bold 11-point font size.

b. Name of the author(s) should follow the title in new paragraph in normal 9-point font size. Other details of every author's identification such as working organization, contact addresses including telephone, and e-mail should go in the foot notes. The foot notes should be in 8-point font size and marked in Arabic successively.

C. The first level headings should be all capitalized and bold. The second level headings should be all capitalized and normal. The third level headings should be in sentence case, italicized and normal.

d. In tables, borders should be minimized, and text and numbers should be in 9-point font size.

e. Bibliographic entries in the reference should be in 9-point font size.

8. References: APA style guidelines should be followed as per following description


2. Book with two authors or more: Last name, Initial (s), & Last name, initial (s). (Year). Title, Place: Publisher. For eg. Phillips, J., Ajrouch, K., & Hillecoat-Nalletamby, S. (2010). Key concepts in social gerontology. London: Sage


14. Personal communication: G. P. Mooney (personal communication, June 6, 2013) Use your judgment in citing other electronic forms of personal communication. What you cite should have scholarly relevance.


Dr. Shreeram Ghimire
Chief