



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 of 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.

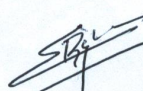
8) References: APA style guidelines should be followed as per following description

1. Book with single author: Last name, Initial (s). (Year). Title, Place: Publisher. For eg. Pant, P. R. (1975). Social science research and dissertation writing. Kathmandu: Buddha Academic Enterprises.

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., & Hillcoat-Nallemby, S. (2010). Key concepts in social gerontology. London: Sage

3. Edited book: Last name, Initial (s). (Ed.). (Year). Title (ed.), Place: Publisher. For eg. Cash, T. F., & Smolak, L. (Eds.). (2011). Body image: A handbook of science, practice, and prevention (2nd ed.). New York: Guilford Press.

4. Use (Ed.) if one editor and (Eds.) if two or more editors: Kozier, B., Erb, G., Berman, A., Snyder, S., Harvey, S., & Morgan-Samuel, H. (Eds.). (2012). Fundamentals of nursing: Concepts, process and practice (2nd ed.). Harlow: Pearson. Woodhead, S. (Ed.). (2013). A core care pathway children with life-limiting and life threatening conditions (3rd ed.). Bristol: Together for Short Lives.


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5. Chapter in edited book: Last name, Initial (s). (Year). Chapter title. In initial. Last name (eds.), Book title (pages of chapter). Place: Publisher. For eg. Benton, D. (2011). Diet, behaviour and cognition in children. In D. Kilcast & F. Angus (Eds.), *Developing children's food products* (pp. 62-81). Cambridge: Woodhead.

6. E-book: Last name, Initial (s). (Year). Title (ed.), Retrieved from URL. For eg. Ogden, J. (2007). *Health psychology: A textbook* (4th ed.). Retrieved from <http://www.dawsonera.com>.

7. Thesis: Author, A. A. (year). Title of doctoral dissertation or master's thesis (Unpublished doctoral dissertation or master's thesis). Name of institution, Location. For eg. Pokhrel, N. (2014). Effects of different fertilization and feeding systems on water quality and growth performance in Nile tilapia (Unpublished master thesis). Agriculture and Forestry University, Chitwan, Nepal).

8. Journal article: Last name, Initial (s), & Last name, initial (s). (Year). Article title, Volume number (issue or part number if needed), page numbers. For eg. Blann, A. (2014). Why do we test for urea and electrolytes? *Nursing Times*, 110(5), 19-21. Tapper, K., Shaw, C., Ilesley, J., Hill, A. J., Bond, F. W., & Moore, L. (2009). Exploratory randomized controlled trial of a mindfulness-based weight loss intervention for women. *Appetite*, 52, 396-404.

9. Online journal article: Last name, Initial (s), & Last name, initial (s). (Year). Article title, Volume, Page numbers. DOI or journal homepage URL. For eg. Allen, S. J., Jordan, S., Storey, M., Thornton, C. A., Gravenor, M., Garaiova, I., ...Morgan, G. (2010). Dietary supplementation with lactobacilli and bifidobacteria is well tolerated and not associated with adverse events during late pregnancy and early infancy. *The Journal of Nutrition*, 140, 483-488. doi:10.3945/jn.109.117093

10. Newspaper article: Ruddick, G. (2013, October 3). Tesco suffers sales slump in all global businesses; UK rivals gain ground but boss Clarke confident turnaround plan is working. *Daily Telegraph, Business News*, p. 1 online

11. Magazine: Allen, L. (2004, August). Will Tuvalu disappear beneath the sea? Global warming threatens to swamp a small island nation, *Smithsonian*, 35 (5), 44-52. Begley, S., & Murr, A. (2007m July 2). Which of these is not causing global warming? A. Sport utility vehicles; B. Rice fields; C. Increased solar output. *Newsweek*, 150 (2), 48-50.

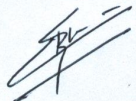
12. Book review in a journal: Nagorski, A. (2013). The totalitarian temptation [Review of the book *The devil in history: communism, fascism and some lessons of the 20th century*, by V.Tismaneanu]. *Foreign Affairs*, 92, 172-176.

13. Website: Author. (Year). Title, Retrieved month day, year, from URL. For eg. American Psychological Association. (2015). APA style blog. Retrieved September 25, 2015, from <http://blog.apastyle.org/>

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.

15. Code of Practice: Author. (Year). Title. Place: Publisher. For eg. Welsh Assembly Government. (2008). *Mental Health Act 1983: Code of practice for Wales*. Cardiff: Welsh Assembly Government.

Great Britain. Department for Constitutional Affairs. (2007). *Mental Capacity Act 2005: Code of Practice*. London: TSO. In text citations: APA style guidelines should be followed, as shown below, for text


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