



## Journal of Social and Economic Studies (JSES)

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### GUIDELINES FOR AUTHORS

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#### SUBMISSION PROCESS

1. The papers should be submitted via email to the managing editor of JSES on [jsesansiss@gmail.com](mailto:jsesansiss@gmail.com)
2. The author should submit the paper in two files – Cover page and Manuscript
  - A. Cover page including the title of article, author's affiliation and contact – postal and email
  - B. The paper/manuscript **without** any detail about the author. This should include – the abstract, key word and title of article

#### FORMAT OF PAPER/MANUSCRIPT

- **The size** of article should be between 6000-7000 including tables, figures and references.
- **Abstract and key words**

Each paper is to be accompanied by an abstract of around 100-150 words. The abstract should be followed by 5-6 key words

- **Page format**

Margin: 1.5 INCHES on the sides

1.0 INCHES on top and bottom

- **Structure of paper**

Sections should **not** be numbered

Heading 1 – 12 point bold

Heading 2- 12 point, not bold, italics

Heading 3, 10 point, not bold, not italics

- **Text format**

Font: Times New Roman

Font size: 12 points for main text

: 10 points for Abstract

Line spacing: 1.5 for text

Alignment: justified for Text

: Central alignment for tables, figures and their titles

: Left alignment for section headings



- **Language format**

Vernacular words in italics

Figures between - 1 to 10 - are to be written in words and beyond that in numeric.

Full forms of all acronyms should be given when used first in text. But after that only acronym will do.

- **Table format**

Table title to be placed above the table and should be written in bold

Tables should be centrally aligned in the page

Font size: 11 points for tables and sources below tables and figures

Line spacing: 1.0 for tables, titles of tables and figures

Appropriate source should be placed below the figure – only the word ‘*Source*’ should be written in italics and not the actual source

Source not be and should be written in bold

- **Figure**

Figure title to be place below the figure and should be written in bold

Figures in MS excel format

Figures should be clear and legible

Figures should be centrally aligned in the page

Font size: 11 points for tables and sources below tables and figures

Line spacing: 1.0 for titles of figures

Appropriate source should be placed below the figure – only the word ‘*Source*’ should be written in italics and not the actual source

- **Citation in text**

One or two authors: example- (Clark 2010) or (Clark and Johnson 2013) (use surname)

More than two authors: example- (Clark et al 2011) (where Clark is the first author)

In case of organizational reports etc: example – (UNICEF 2014)

Quotes: to include page no also. Example – (Clark 2011: 30); Quotes to be placed under inverted comma.

- **Reference format**

**Books:** example –

Booth, W. C., Colomb, G. G., & Williams, J. M. (1995): *The craft of research*. Chicago: University of Chicago Press



**Book chapter:** example-

Stephan, W. G. (1985): Intergroup relations. In G. Lindzey & E. Aronson (Eds.), *The handbook of social psychology*, 599- 658, New York: Random House.

**Conference paper:** example-

Shrout, P. E., Hunter, J. E., Harris, R. J., Wilkinson, L., Strouss, M. E., Applebaum, M. I., et al. (1996): *Significance tests: Should they be banned from APA journals?* Symposium conducted at the 104<sup>th</sup> Annual Convention of the American Psychological Association, Toronto, Canada, August 1996

**Journal articles:** example –

Parthasarathy, D. (2015): Informality, Resilience, and the Political Implications of Disaster Governance”, Special on ‘Governing Floods in Asia’s Urban Transition’, *Pacific Affairs*, Vol. 88, No 3, 551-575

**Online only journals:** example –

Kortepeter, M. G., & Parker, G. W. (1999). Potential biological weapons threats. *Emerging Infectious Diseases*, Volume 5, No 4. Retrieved January 20, 2003, from <http://www.cdc.gov/ncidod/EID/vol5no4/kortepeter.htm>

**Newspaper article:** example –

Goleman, D. (1991, October 24): Battle of insurers vs. therapists: Cost control pitted against proper care. *The Hindustan Times*, 10

**Webpage:** example –

Dewey, R. A. (2004): *APA Style Resources by Russ Dewey*. Retrieved from <http://www.psywww.com/resource/apacrib.htm>

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