

Dibya Jyoti Journal Guidelines

Preliminary:

As we know that Writing Journal is an academic act. It is creative as well as challenging job. It is an effort of intellectual endeavor . Writing Journal can enhance the intellectual achievements of scholars and researchers involved in it. In the context of Dibya Jyoti Research Journal we the editorial board of the Journal have tried our best as an integral part of QAA programme under UGC. It is not only part of QAA programme in Dibya Jyoti Multiple Campus but also life line of scholars and researchers involved in writing Journal papers in Dibya Jyoti Journal. For this, some guidelines are presented for the sound and useful efforts to the authors.

Guidelines for the Authors

We, the editorial team of "*The Dibya Jyoti Journal*", welcome all authors to submit the manuscript provided it 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 not prepared according to guidelines may be rejected. Authors are expected to meet the following guidelines.

Manuscript Evaluation

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 or manuscripts rejected at this stage are usually informed within 2-3 months of receipt.

Copyright

The copyright for articles published in journal are retained by the authors with first publications right granted to the journal. The journal or editors are not responsible for any successive use of the author(s) work. It is the author's responsibility to bring an infringement action if so desired by the author. The author/authors are solely responsible for the content for their article.

Language

We only accept the 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 to correct the article grammatically and improve English language of the paper.

Length of Paper

It should ideally contain more than 3000-6000 words. And the length of the paper should not exceed 15 pages.

Layout

The entire manuscript will have two major sections: Front page and content page.

Layout of Front Page

It should contain author(s) photographs, article title and authors description. It will be limited only to one page length.

Photograph: Passport/full size color photograph of individual authors/group photo of authors will professional attire should be included.

Submission Format

The manuscript adhering to all the above guidelines should be submitted for review to the editorial board. It should only in Microsoft Word File (.doc or docks). Id

General Format:

The research paper must be divided into four major sections as indicated below:

I. Introduction

It will contain the context, issues or focus of the study, purpose and issue base limitation.

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, measurement of variables, nature and sources of data, data analysis tools and techniques, reliability and validity, pre-testing etc. and methodology base limitation if any.

IV. Results and Conclusion

The results include in the form of tables, diagrams, models and graphs etc. The interpretation of the result must followed by conclusion and area for further researchers.

Technical Specification:

Page Size: A4, **Left & Right margin:** 1.6 each, **Top & Bottom margin:** 2 each. **Heading i.e. the title of the research paper:** Arial 14+ Bold +Italic, **Author/Authors name:** Arial 10 + Bold + Vertical sequence, **Abstract :** Arial 10 +Bold, **Abstract Text:** Arial 9 + Italic, **Key Words:** Arial 9 + Bold, **Words:** Arial 9, **All main headings:** Arial 11 + Bold, **All sub- heading:** Arial 9 + Bold, **All Sectional heading:** Arial 9 + Italic, **Main Text in the research paper:** Arial 9, **Foot note:** Arial 8 + Italic, **All Tables:** Arial narrow 9 Which will include table name and all contents. **Line spacing:** 1.2, **Paragraphing:** Before 6 and after 6 and **References:** Arial narrow 9.

The word **Source:** Arial 8 + Italic and **Source Content:** Arial 8 + Italic

Table No. Name: Arial Narrow + Bold all other remaining Content of the table at Arial Narrow 9.

Article Title: It should be concise and informative reflecting true sense of the manuscript. Try to avoid abbreviations and formulae where possible in title and limit within 3 lines.

Authors Description: It should contain brief profile of each author with their name designation and experience in not more than 2 lines.

Abstract

The abstract should be concise and factual with maximum **(150 words)**. It should state briefly the purpose of the research, Methodology employed and findings of the study. Since abstracts are often presented separately from the article, so it must be able to stand alone. Reference should be avoid in abstract section.

Keywords

Provide maximum of **8 Keywords** that best describes your research paper. Try to avoid general and plural terms and multiple concepts (For example: ' and', 'of').

Authors Contact

It should be present just at the end of the reference section. Mention all the authors' affiliation address (Where the actual work has done) below the names. Also provide the full postal address of each affiliation including country name. Authors need to mention their telephone number (with country and postal code) and e-mail address.

The **corresponding author** who is going to handle all the correspondence with the journal during pre and post publication must be indicated by a (*) after his name in the authors contact list.

References

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 for more information. Authors can also use citation machine to generate reference list.

Citations in the text: Please made sure that every reference cited in the text must also be presented in the reference list and vice-versa. Author 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: Reference 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 authors(s) in the same year must be identified by the letter "a", "b", "c" etc., placed after the year of publication.