Centre for Scientific & Innovative Research Studies (CSIRS), Lucknow-12, India

Submission Guidelines for CSIRS, Publications

Guidelines for Authors

Authors can 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 are expected to meet the following guidelines:

1) **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.

2) **Language:** We only accept the manuscripts written in English, Hindi and Sanskrit. Authors can use both American and British version of English but avoid using the mixture of both. Make sure there are no grammatical errors and sentence composition issues.

3) **Length of paper:** it should ideally contain more than 3000 - 6000 words. And the length of the paper should not exceed 25 pages.

4) **Layout:** The entire manuscript will have two major sections: Front Page and Content Page.

5) **Layout of Front page:** It should contain author(s) article title and authors description. It will be limited only to one page length.

   a) **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.

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

Article Title

(*Times New Roman, Size 18 within 3 lines*)

Author1: **Name**, Designation, Experience (if any) in not more than two lines (Times New Roman, Size 10)

Author2: **Name**, Designation, Experience (if any) in not more than two lines (Times New Roman, Size 10)

Author3: **Name**, Designation, Experience (if any) in not more than two lines (Times New Roman, Size 10)

The content page should be in typeset with **(Times New Roman, Size 12 & 1.5 pt line spacing).** The page setup should be 1 inch across the margin.

Major Headings

(Times new roman, size 16, Bold, first letter of important words capitalized)

1.1 Sub-headings

(Times new roman, size 14, Bold, Italics, first letter of first word capitalized)

1.1.1 Sub-subheadings

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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. References should be avoided in abstract section.

Keywords

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

Subdivision of the article

Divide the article into clearly defined and numbered sections. Subsections should be numbered 1, 2. (then 1.1, 1.1.1, 1.1.2), 1.2, etc. The abstract is not included in section numbering.

Tables and Figures

Place all the tables and figures at the end of the references. They should be numbered one after the other according to their appearance in the text. Also mention description of the tables and figures right below their body.

Authors contact

It should be present just at the end of the conclusion and before the reference section in the following format without any heading. 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.

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Please make sure that every reference cited in the text must also be presented in the reference list and vice versa. Authors 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

References 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 author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Submission Format

The manuscript adhering to all the above guidelines should be submitted for review to the editorial board. It should only be in Microsoft Word File **(.doc or .docx)** and send to *chiefijsirs@gm./director@csirs.org.in*

Review Process

The research paper/articles submitted by the authors' will undergo following processes before publication. The aim of review process is to ensure that high quality and original scientific studies are published.

1) After receiving manuscript a confirmation email is sent to the corresponding author within **1-2 days**. All manuscripts submitted for publication are initially viewed by the editorial board. The author(s) are fully responsible for the articles contributed.

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3) The author(s) shall ensure absolute adherence to the guidelines provided for research articles. And prior to submission it should be complete in all respect and carefully checked. Incomplete research articles shall be rejected without assigning any reason thereof.

4) After favorable opinion from referees, the editorial board will take the final decision for acceptance of the article. Once the article gets accepted it's placed for publication in the upcoming issue and the acceptance letter is sent to the corresponding author.

5) Finally, a certificate of excellence is send to each author for their outstanding research work and contribution to the journal.

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