

GUIDELINES FOR IMPROVEMENT OF QUALITY OF ARTICLE



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Dear Author(s):

The author(s) are requested to get acquainted with the minor details of the format and style of the Journal. Instructions for the preparation of paper/manuscript with the instructions given below will help quick handling of the manuscript by the reviewers, editors and printers.

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Instructions:

1. Submission of Articles for Publication:

One soft copy through e-mail and two hard copies along with CD completed in all respects are to be submitted to the Secretary of the Society in the prescribed format of the Journal.

2 Publication of Article in Journal:

i. General

Full-length articles, short communications review articles and book reviews are published in the Journal. Review articles and book reviews are only by invitation. Full-length articles and short communications should report results of original investigations in concerned discipline. Choice of conveying the paper(s) either as full length paper or short communication rests with the authors. The Editor(s) or Reviewer(s) will examine their suitability or otherwise.

Each article should be written in correct English, clearly, objectively and concisely. All the statements made in the manuscript should be clear, unambiguous and to the point. Telegraphic languages should be avoided. The data should be reported in a coherent sequence.

ii. Manuscripts

The length of an article should normally not exceed 3,000 words in the case of full length article and 750 words in the case of short communication. Each half-page table or illustration should be taken as equivalent to 200 words. Too large tables should be avoided. It is desirable to submit manuscript in the form of soft copy in a compact disk (CD) or 3.5" floppy diskette (in MS Word document or Page Maker document 6.5; double line space, Times New Roman/Courier font; font size 12) along with two hard copies of the manuscript in A4 size for faster handling and processing. Where facilities for computer typesetting are not available, two copies of the manuscript, neatly typed on a good quality typing paper (foolscap or quarto size) or on bond paper along with CD should be sent. Double space typing is essential throughout the manuscript, right from the Title through References (except tables). All the pages of the manuscript including the tables) should be serially numbered. On the top left-hand corner of the first page, total pages of the manuscript, number of tables and figures should be mentioned in pencil. Punctuation marks help to show the meanings of words by grouping them into sentences, clauses, and phrases and in other ways. These marks should be used in proper manner if the reader of the paper is to understand exactly the intended meaning.

iii. Full-length Articles

Full-length article comprises the following sections:

1. Short title
2. Title
3. Author/Authors
4. Institution and Address with PIN (postal) code and e-mail address
5. Abstract (along with key words)
6. Introduction
7. Materials and Methods
8. Results and Discussion
9. Conclusions (Optional but desirable)
10. Acknowledgements (if any)
11. References
12. Tables and figures (if any)

Guidelines for each section are as follows:

All these headings of matter thereof should start from left hand side of the margin, without any indent.

- 1 **Short Title :** A shortened title (approximately of 30 characters) set in capital letters should convey the main theme of the paper.
- 2 **Title :** Except for prepositions, conjunctions, pronouns and articles, the first letter of each word should be in capital letter. The title should be short and should contain key words and phrases to indicate the contents of the paper and be attractive. Jargons and telegraphic words should be avoided. In many cases, actual reading of the paper may depend on the attractiveness of the title.
- 3 **Author/Authors :** The name(s) of author(s) should be typed in capital letters a little below the title, starting from the left margin. Put an asterisk on the name of the corresponding author and give his/her E-mail ID as a footnote.
- 4 **Institution and Address :** This matter will come below the name(s) of the author(s). Name of the Laboratory/Department, followed by the name of the Institution/Organization/University where the work reported in the paper was carried out, shall come below the name(s) of author(s). Complete postal address, which should include city/town, district and state, followed by PIN (postal) code is to be furnished. In case any author has left the above address, this should be indicated as a footnote.
- 5 **Abstract:** The paragraph should start with the word Abstract (in bold font), followed by colon (:). This should comprise of brief and factual summary or salient points of the contents and the conclusions of the investigation reported in the paper and should refer to any new information therein. As the abstract is an independent entity, it should be able to convey the gist of the paper in a concise manner. It will be seen by many more people than will read the full paper. The abstract, as concise as possible, should not exceed 250 words in length. Everything that is important in the paper must be reflected in the abstract. It should provide to the reader very briefly the rationale, objectives or hypothesis, methods, results and conclusions of the study described in the paper. In the abstract, do not deflect the reader with promises such as ‘will be discussed’ or ‘will be explained’. Also do not include reference, figure or table citation. When first mentioned in the abstract, give complete scientific name for plants and other organisms, the full names of chemicals and the description of soil series etc. Any such names or descriptions from the abstract need not be repeated in the text. It must be remembered that the abstracting Journals place a great emphasis on the abstract in the selection of papers for abstracting. If properly prepared, they may reproduce it verbatim. “Key words” should, in parenthesis, follow the last sentence of the abstract. “Key words” indicate the most important materials, operations, or ideas covered in the paper. Key words are used in indexing the articles.
- 6 **Introduction:** (If typed, to be typed as a side heading. Else, the beginning of the main text should be indicated by putting a short line below the Abstract in the middle of the page)
This section is meant to introduce the subject of the paper. Introduction should be short, concise and indicate the objectives and scope of the investigation. To orient readers, give a brief reference to previous concepts and research. Limit literature references to essential information. When new references are available, do not use old references unless it is of historical importance or a landmark in that field. Emphasis should be given among other things on citing the literature work done under the Indian conditions.
Introduction must include: (a) a brief statement of the problem, justifying the need for doing the work or the hypothesis on which the work is based, (b) the findings of others that will be further developed or challenged, and (c) an explanation of the approach to be followed and the objectives of the research described in the paper.
- 7 **Materials and Methods:** (To be typed as side-heading starting from the left-hand margin, a few spaces below the introduction)
This part of the text should comprise the place and year of research, methods of investigation and analysis adopted. This portion should be self-explanatory and have the requisite information needed for understanding and assessing the results reported subsequently. Enough details should be prepared in this section to allow a competent scientist to repeat the research. The geographical position of site of the

investigation wherever applicable should be identified clearly. Known methods of analysis should be indicated by referring to the original source, avoiding detailed description. Any new technique developed and followed should be described in fair detail. Any plants, animals, organisms and soils not already mentioned in the abstract should be identified accurately by scientific name. References for the methods used in the study should be cited. If the techniques are widely familiar, use only their names in that case.

8 Results and Discussion: (To be typed as a side-heading, a few space below the matter on “Materials and Methods”)

This section should discuss the salient points of observations and critical interpretation thereof. This should not be descriptive and mere recital of the data presented in the tables and diagrams. Unnecessary details must be avoided but at the same time significant findings and special features should be highlighted. For systematic discussion, this section may be divided into sub-sections under side-heading and/or paragraph side-heading. Relate the results to your objectives. While discussing the results, give particular attention to the problem, question or hypothesis presented in the introduction. Explain the principles, relationships, and generalizations that can be supported by the results. Point out any exceptions. Explain how the results relate to previous findings, support contradict or simply add as data. Use the Discussion section to focus on the meaning of your findings rather than recapitulating them. Scientific speculation is encouraged but it should be reasonable and firmly founded on observations. When results differ from previous results, possible scientific explanations should be given. Controversial issues should be discussed clearly. References to published work should be cited in the text by the name(s) of author(s) as per following examples:

Mukherjee and Mitra (1942) have shown or it has been shown (Mukherjee and Mitra, 1942)....

If there are more than two authors, this should be indicated by *et. al.* (typed in italics) after the surname of the first author, e.g. Mukherjee *et. al.*(1938).

9 Conclusions : (Optional but desirable)

(To be typed as side-heading, starting from the left-hand margin, a few spaces below the “Results and Discussion”)

This section should clearly crystallize the summary of the results obtained along with their implications in solution of the practical problems or contribution to the advancement of the scientific knowledge.

10 Acknowledgements: (To be typed as given above, as a side-heading, well below the concluding portion of Results and Discussion on Conclusions)

The author(s) may place on record the help and cooperation, or financial support received from any source, person or organization. This should be very brief, and omitted, if not necessary.

11 References: (To be typed as above, as side heading below Acknowledgement)

The list of references must include all published work referred to in the text. References should be arranged alphabetically according to the **surname** of the individual authors or first authors. Two or more references by the same author are to be cited chronologically, two or more in the same year by the letters a,b,c etc. All individually authored articles precede those in which the individual is the first or joint author. Every reference cited in the article should be included in the list of References. This needs rigorous checking of each reference. The reference citation should follow the order; author(s) year of publication (within parenthesis), title of the paper, periodical (title in full, no abbreviations, italics or underlined), volume (bold or double underlining), starting and ending pages of the paper. For punctuation, a latest issue of the Journal must be consulted. Reference to a book includes author(s), year (in parenthesis), title (first letter of each word except preposition, conjunction, and pronouns in capitals and underlined), the edition (if other than first), the publisher, city of publication. If necessary, particular page numbers should be mentioned in the last. Year of publication cited in the text should be checked with that given under References. Year, volume number and page number of each periodical cited under “References” must be checked with the original source. The list of references should be typed in a uniform manner/style of a journal which should be explicitly mentioned in the guidelines to the author(s)). Reference to unpublished work should normally be avoided and if unavoidable, it may be mentioned only in the text. (A sample is given below).

Listing of References:

The references should be given the format of the latest issue of the journal.

1. Anonymous (2005) Annual Report. Zonal Coordination Unit, Zone IV (ICAR), Kanpur.
2. Balaraman, N. (2006). A buffer to sustain livelihood. *The Hindu Survey of Indian agriculture*, pp 134-138.
3. Black, C.A. (1968). *Soil-Plant Relationships*, Second Edition, John Wiley and Sons, New York, pp. 40-45.
4. Daramola, B. (1988). Adoption of improved technology in Nigeria: A case study of Oyo State farmers. *Proceedings of the National Farming Systems Research Network (NFSRN) workshop held in Jos, Plateau State, Nigeria, May 10-13, 1988*, pp 35-38.
5. Essiet, G. S. and Udoh, A. J. (1996). Reaction of Akwa Ibom State subsistent farmers towards the cultivation and utilization of vegetable cowpea. *Ibom Journal of Social Issues*, 3(2); 36-46
6. Joshi, P.K., A. Gulati, P.S. BIRTHAL and L. Tiwari (2004) Agricultural diversification in South Asia: Patterns. Determinants and policy implications. *Economic and Political Weekly*, 39 (24), June 12-18, pp 2457-2468.

SHORT COMMUNICATION:

Conceptually short communication is a first report on new concept, ideas and methodology which the author(s) would wish to share with the scientific community and that the detailed paper would follow. Short communication is akin to an advance booking for the report on the findings. Short communications may include short but trend-setting reports of field or laboratory observation(s), preliminary results of long term projects, or new techniques or those matters on which enough information to warrant its publication as a full-length article has still not been generated but the results need to be shared immediately with the scientific community. The style is less formal as compared with the “full-length” article. In the short communications, the solutions on abstract, materials and methods, results and discussion, omitted but the material is put concisely in the same sequence but without formal section. The other instructions are the same as in the case of the full-length articles.

Tables and figures

Table: Each table should be typed on separate sheet and should have on the top a table number and a caption or title which should be short, but sufficiently explanatory of the data included in the table. Information in the table should not ordinarily duplicate that in the text and vice versa. Symbols (asterisks, daggers, etc. or small letters, viz. a, b, etc.) should be used to indicate footnotes to tables. Maximum size of table acceptable is what can be conveniently composed within one full printed page of the journal. Oversized tables will be rejected out right. Such tables may be suitably split into two or more small tables. The data in tables should be corrected to minimum place of decimal so as to make it more meaningful. Tables should be numbered consecutively and their approximate positions indicated in the margin of the manuscript. Tables may be inserted in the body of the text. All the tables should be tagged with the main body of the text i.e. after references.

Figures: Figures include diagrams and photographs. Laser printouts of line diagrams are acceptable while dot matrix print outs will be rejected. Alternatively, each illustration can be drawn on white art card in black ink. The lines should be bold and of uniform thickness. The numbers and letterings must be stenciled; free-hand drawing will not be accepted. Size of the illustrations as well as numbers and letterings should be sufficiently large to stand suitable reduction in size. Overall size of the illustrations should be such that on reduction, the size will be the width of single or double column of the printed page of the Journal. Legends, if any, should

be included within/below the illustration. Each illustration should have a number followed by a caption well below the illustration below. Title of the article and name(s) of the author(s) should be written sufficiently below the caption. The photographs (black and white) should have a glossy finish with sharp contrast between the light and the dark areas. Colour photographs/figures are not normally accepted and should be sent where absolutely necessary. One set of the original figures must be submitted along with the manuscript, while the second set can be a photocopy. The illustrations should be numbered consecutively in the order in which they are mentioned in the margin of the text. The position of each figures should be indicated in the margin of the text. The photographs should be securely enclosed with the manuscript after placing them in hard board pouches so that there may not be any crack or fold. The caption for all the illustrations (including photographs) should be typed on a separate sheet of paper and placed after the tables.
