# Guidelines for Contributors

The papers submitted for publication, hereafter called Manuscript, should be original, and not published earlier or should not be under consideration for any other publication at the same time.

**Submission of Papers**

The Title of the paper should be concise and informative of the contents of the paper. The manuscript should preferably be of around 3000-4000 words (not necessarily) and **should focus on the Theme as represented by the Title of the paper.**

All manuscripts should include:

i. **Acronyms & Abbreviations:** Give full form of all Acronyms & Abbreviations when used first in text.

ii. **Captions to Table/ Figure/ Illustrations**: All typed/drawn Tables/ Figures/ Illustrations must be given Serial No., followed by their appropriate captions in order as they appear in the text (mandatory). In the case of Tables caption should be above the Table & in the case of Figures/ Illustrations below them in Bold.

**Example:**

**Table 1: Caption   Figure 1: Caption**

iii. Give Nomenclature of Symbols Used.

The Author (s) needs to submit **2 copies of the paper:**

**- One Copy should include:** Title of the Paper, Name(s) of the Author(s), Designation and Affiliation(s), and E-Mail and the Name and E-mail Address of the Corresponding Author (in case of multi-authored papers), ORCID Id on I" page, followed by Abstract, 4-5 Keywords that describe the content of the paper, Subject and Full Text of the paper, followed by Acknowledgements (if any) and References.

**Naming the File**: Title of the Paper without Name of the Author (s).

**-Second Copy** should contain Title, Abstract, Keywords and Full Text of the Paper with References only and **no Author details and identification.**

*No Author(s) details:* Names of Author(s), Designation and his/ their identification symbols such as Address, Email, Institutional Affiliation, etc. should be mentioned anywhere in the manuscript.

**Naming the File:** Start with Word 'Blinded' followed by '_' & Title of the Paper without Name of the Author (s).

**Declaration of Originality:** The Authors must fill, Sign and Submit the 'Declaration of Originality' along with the manuscript.

The manuscript must be typed on A4 size paper, with a margin of .9" on all sides strictly as per the following specifications:

**Typescript Specifications**

| S.no. | Language/Script | Font | Font Size | Line Spacing |
|---|---|---|---|---|
| 1. | English | Times New Roman | 12 | 1.2 |
| 2. | Hindi/Skt. | Mangal | 12 | 1.2 |
| 3. | Punjabi | Ravi | 12 | 1.2 |

**Headings for Sections and Sub-sections**

| S.no. | Head/Subheads | Formatting |
|---|---|---|
| 1. | Title | 16 Bold title case |
| 2. | Main Headings | 14 Bold title case |
| 3. | Sub-headings | 12 Bold title case |
| 4. | Sub-subheadings | 12 Bold italic title case |
| 5. | Abstract | 10 |

The authors can submit papers in Online mode using the following link:

https://forms.gle/YVHR6XRmXxWkpU3j8

**Abstract**

The informative abstract of about 150-200 words conveying the scope of the paper, emphasizing the results and conclusions must be included. The abstract must be intangible on its own; without reference to the main text. The abstract should not include anything that is not covered in the paper.

**Review Process**

All manuscripts will be subject to double-blind peer review. Based on the reviewers' recommendations, the Editor-in-Chief will decide whether the paper should be accepted as is, revised or rejected.

The manuscript will be subject to plagiarism checking for originality as per the UGC Guidelines.

**Referencing Style**

The completeness and accuracy of bibliographical details of citations should be ensured. For references Publication Manual of the **American Psychological Association (APA), 7th Edition (2020)** should be followed and carefully checked for completeness, accuracy and consistency.

This is very important in an electronic environment because it enables your readers to exploit the Reference Linking facility on the database and link back to the works you have cited through CrossRef.

The in-text Citation Style should be Author-Date Style: (Joshi, 2019).

The list of documents in the References part should be arranged in **Alphabetical Order** of First Author's Surname/ Entry word. Samples of some frequently used types of documents are given

Author's Surname/ Entry word. Samples of some frequently used types of documents are given below (examples are based on the pattern recommended by APA Style Blog):

**1. Journal Article**

*Reference Part* - Jha, A. (2021). America needs a global health policy for the pandemic age. *Foreign Affairs*, 100 (2), 103 - 115.

*In-text Citation* - Parenthetical Citation - (Jha, 2021)

                          Narrative Citation - Jha (2021)

In-text Citation will be in the same Style while Citing all types of documents.

**2. Book**

Krishnan, A. (2020). India's China challenge: A journey through China's rise and what it means for India. Harper Collins.

**3. Edited Books**

Bartram, B (Ed.). (2018). International and comparative education: Contemporary issues and debates. Routledge.

**4. Chapter in an Edited Book**

Park, Z. & Kim, H. (2013). Organizing and sharing information using linked data. In J. Park, & L.C. Howarth (Eds.), *New directions in information organization* (pp. 61-87). Emerald Group Publishing.

*In-text Citation* - Parenthetical Citation - (Park & Kim, 2013)

                          Narrative Citation - Park and Kim (2021)

**5. Paper in Conference Proceeding**

Gupta, S., & Singh, S. P. (2006). Future competencies for LIS professionals in 21$^{st}$ century. In N. Laxman Rao, & S. Sudarshan Rao (Eds.), Quality education in Library and Information

Science. Seminar papers and proceedings XXII IATLIS National Conference (pp. 121-128). IATLIS.

## 6. Unpublished Dissertation or Thesis

Singh, N. N. (2020). Religious practices among the Meitei's of Manipur. An anthropological study [Unpublished doctoral dissertation]. North Eastern Hill University.

## 7. Website References

Website's Name (with URL in parentheses) is given in the text; no reference to be given. In-text Citation as Narrative Citation:

INFLIBNET Centre (https://inflibnet.ac.in/)

## 8. Webpage in a Website

In a government or institutional website, if no specific Author is mentioned for Webpage, the government agency or institution responsible for the site is treated as the Author.

National Informatics Centre. (2021). *Emerging technology*. India, Ministry of Electronics and IT, National Informatics Centre. https://www.nic.in/emerging-technology/

**Note:**

a) For documents available over Internet, if DOI is given, it will be given after the last bibliographic field of the entry. In the absence of DOI, URL shall be given.

b) The First/ Corresponding Author shall submit along with manuscript, an Originality Declaration Certificate signed by all the Authors on the prescribed format available in Journal; stating that the manuscript has neither been published nor submitted for publication in any other Journal/ Document.

c) Every Author shall be entitled for a Softcopy of his/her contribution.

d) Copyright of the papers published shall vest with *Journal of Haryana Studies.* Authors will be allowed to submit the papers to their institutional repository and/ or Author's personal Website; for other submissions prior written permission of the Editor-in-Chief, JHS will be mandatory.

**Book Reviews:** Authors, who wish to get their books reviewed in JHS, should send Two Copies of the Book to the Editor's Office.