

# AUTHOR'S GUIDELINES

## Author's Guidelines:

- There must be an Abstract in 500 words at the top of every Research Article with five key words. Abstract must be indented in Italics 12 Font Size.
- Article must be in Times New Roman, Font Size 12, Justified Text, in Single Space.
- Preferred length of an article is between 4000 to 5000 words including references.
- Use British English throughout the TEXT of your Article.
- Main Heading should be Middle-aligned and rest of the Sub-Headings should be left-aligned. Avoid lengthy headings and do not number them.
- Quotes which are verbatim must be in double inverted comma. Quotes having 45 words or more must be indented and put in italics.
- Borrowed lines/ideas etc. must be duly acknowledged through proper Citation methods in APA 7<sup>th</sup> Edition Format. In-Text Citation method with Reference at the End in APA 7<sup>th</sup> Edition Format. Cite only those materials in the Reference which you have used in the Text.
- Use of double diacritical should be avoided, and there must be uniformity in its usage throughout the text. The Citations must be in accordance with the APA 7<sup>th</sup> Edition Handout being shared with this Invitation.
- All submissions must be in MS Word in A4 Page Format. Margins: 2.5 Cm top, bottom, left and right.
- Do not use header, footer, or page number in the Article.
- Kindly submit a plagiarism test report along with the Article.
- Contributors must provide their affiliation; complete postal and e-mail addresses and telephone numbers on the First Page of the Article submitted.
- The Article must begin from the next page.
- Materials taken directly from a copyrighted source should be clearly identified and the copyright holder's permission to reproduce it must be submitted in a separate file along with the submission of final Article.

Office of the Chief Electoral Officer  
Ranchi, Jharkhand

# REFERENCES AND CITATIONS

## APA 7TH EDITION

### References and Citations

For citing and referring to scholarly works we follow a style that is largely based on the **Publication Manual of the American Psychological Association** (APA; 7th edition), as enumerated below.

An alphabetical reference list of all books, articles, essays and theses referred to in the text should be provided at the end of the Article. References for tables and figures should accompany the table or figure. If more than one publication by the same author is listed, the items should be given in chronological order. References should be embedded in text in the author-date method of citation. In-text citations must be within the full-stop at the end of the sentence. For example: '(Sarkar 1987, 145), (Smith et al. 1992, 235-239).

The detailed style of referencing is as follows:

#### 1. Journal article

Smith, J.R. (2001). Reference style guidelines. *Journal of Guidelines*, 4, 2-7.

#### 2. Book

Smith, J.R. (2001). *Reference style guidelines*. Thousand Oaks, CA: SAGE.

#### 3. Edited book by one author

Smith, J.R. (Ed.). (2001). *Reference style guidelines*. Thousand Oaks, CA: SAGE.

#### 4. Chapter in an edited book

Smith, J.R. (2001). 'Do not Capitalize Prepositions', in R. Brown (Ed.), *Reference Style Guidelines* (pp. 55-62). Thousand Oaks, CA: SAGE.

#### 5. Edited book by two or more authors

Baker, F.M., Lightfoot, O.B. and Smith, A.R. (Eds.). (2001). *Reference style guidelines* (pp. 54-74).

Thousand Oaks, CA: SAGE.

#### 6. Dissertation (unpublished)

Smith, J.R. (2001). *Reference Style Guidelines*. Unpublished Doctoral Dissertation, University of California, Los Angeles.

## **7. Paper presented at a symposium or annual meeting**

Smith, J.R. (2001, January). *A Citation for Every Reference, and a Reference for Every Citation*.

Paper presented at the annual meeting of the Reference Guidelines Association, St. Louis, MO.

## **8. Conference proceedings**

Schnase, J.L. and Cunniss, E.L. (Eds). (1995). *Proceedings from CSCL '95: The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

## **9. Reports**

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

## **10. Online reference**

Smith, J.R. (2001, January). Quotes of 45 or more words will be block quotes. *Reference style guidelines*. Retrieved Date, Month, Year, from <http://www.sagepub.com>

*Note: Please do not place a period at the end of an online reference.*

## **11. Newspaper Article**

Schultz, S. (2005), Calls Made to Strengthen State Energy Policies. *The Country Today*, December 28: 1A, 2A.

Note: For any confusion the Author may refer to the APA 7th Edition Method of Citation which is available online.

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