

**Kasturi Ram College of Higher Education
(Affiliated to GGSIP University, Delhi)**

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GUIDELINES FOR AUTHORS

1. **Cover Page:** The cover page of the article should contain: (i) Title of the Paper (ii) Name(s) of Author(s) (iii) Designation of Author(s) (iv) Institution Name (v) Email Id (vi) Phone No. The author name should not appear anywhere else in the manuscript.

2. **Second Page:** The next page should begin with the title of the article in Times New Roman, 16-point type, (bold face) followed by the abstract (Times New Roman 12-point type) of the paper in maximum **200 words** along with 4-6 keywords in Times New Roman 12-point type.

3. **Body of Article:** The recommended length of the paper is between 3000-6000 words inclusive of table and figures. Use Times New Roman 12-point type and leave top and side margins of one inch for the entire article and 1.5 line spacing. All tables and figures are to be presented at the appropriate place in the text. All tables and figures must be serially numbered mentioning suitable table title/ figure title on top and should indicate the source, as necessary. Tables and figures to be indicated by numbers (e.g see Table 1), not by placement (e.g see table below). All abbreviations should be expanded.

4. Headings

- Sub-heading 1: Times New Roman; Size-14; Bold; for example, **Research Methodology**
- Sub-heading 2: Times New Roman; Size-12; Bold; for example, **Sampling Design**
- Sub-heading 3: Times New Roman; Size-12; italic, for example, *Sample Size*

5. **References:** All references should be mentioned as per APA style.

6. **Authors should submit their research paper/Article along with processing fee @ Rs.1000/- per author.**

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Last date for submission of full paper along with abstract	:	10th March, 2018
Review of Papers by Experts	:	31st March, 2018
Revised Paper Submission (If required)	:	15th April, 2018
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