

Author's Guideline

Instruction for Authors

There is no standard fixed length for articles, but an 8 – 16 A4 pages, with 12-fonts and 1.15-line space article would suffice. This page limit includes all parts of the paper: title, abstract, body, bibliography, appendices and tables.

Title should be a brief, not more than fourteen words it should be written in Times New Roman Font Size 14 Bold and centered.

All papers are to be submitted as a single MS WORD file, formatted for 8.5" x 11" paper.

Manuscripts should be composed according to APA (American Psychological Association) 6th edition format.

FUJBE accepts manuscripts via e-mail. The manuscript should be prepared using a recent version of Microsoft Word and should utilize standard fonts and symbols.

The submitted manuscripts should be written in English, (American or British usage is accepted, and however it should not be a mixture of both). Manuscripts should be free from grammatical errors.

Use headings sparingly and logically. Do not use more than three levels of headings.

Manuscripts should be prepared according to the following style rules (deviations from these rules can cause publication delays)

A. Content, Length, and Formatting

It is the author's responsibility to make the submitted paper clear, related, and thought-provoking, before submission and consideration by referees. This requires:

Abstract

An abstract not exceeding 200 words comprising the following is required in the following format:

Author's name (s) and affiliation

a) Email address

b) Title and abstract content

The abstract should be clearly written and readily comprehensible. It should provide a concise summary of the objectives, methodology (including the species studied), key results, and major conclusions of the study. It should be written in complete sentences, without subheadings.

Provide maximum 7 key words of the manuscript

Introduction

The Introduction should provide a clear statement of the problem, the relevant literature on the subject should be cited. Methods and procedures used in the research should be described in detail. Results should be clearly described and should provide a comprehensive picture of results. Previously published findings should be written in the present tense. Detailed interpretation of data should not be included. In discussion section findings should be interpreted in view of the present study results and results of past researches in that area. Conclusions should be given at the end of article. Discussion section should describe briefly the major findings. It should describe the validity of observation and other published work dealing with the same type of findings.

Full paper

- a) A4 size paper
- b) Margins must be 1.25 inch on all sides
- c) Font size 12 Times New Roman (body text)
- d) Title, subtitles, abstract and references single spaced; body text 1.15 - line spaced
- e) Referencing, graphics & tables will be considered in the total page count.

Tables and Figures

- a) Tables must be submitted in Microsoft Word table format, and should be created using Times New Roman text, 10 point size. APA-style provided elsewhere must be preferred.
- b) Figures must be clearly produced in black and white. All text included in figures should be Times New Roman (10 point minimum).
- c) Each table and figure should fit on a single page. Tables and figures may be oriented horizontally (landscape) or vertically (portrait) within the allotted space.
- d) Each table and figure should be identified with a table or figure number and a descriptive title.
- e) For data not generated by the author(s), the source of the data should be given (in short form) below the table or figure and listed in full in the references.

Footnotes and References

- a. Footnote material should be incorporated into the text whenever possible. If footnotes are necessary, the note number should be typed in the text and superscripted. The notes should be collected at the end of the text as endnotes.
- b. References should be (a) integrated into the text in short form and (b) collected together at the end of the article. APA format needs to be followed

For works with three or more authors, list the first author followed by “et al.” as shown above. For multiple citations, alphabetize citations by first author’s last name.

The author(s) should make sure that there is a strict one-to-one correspondence between the in-text citations (including citations in footnotes, tables, and figures) and the list of references in the References.

Copyright Transfer

- a) Submission of a paper will be held to imply that it contains original unpublished work and is not being submitted for publication elsewhere
- b) Submission of a paper also implies that, upon acceptance of an article by the journal, the author(s) will transfer copyright of the article to the publisher. The transfer will ensure the widest possible distribution of material.

Miscellaneous

- a. Use the American terms such as billion (one billion = 1,000,000,000; one trillion = 1,000,000,000,000), rather than lakhs and crores.
- b. Spell out all numbers from one to ninety-nine, unless:
 - i. the number contains a decimal point, e.g., “6.2” and “0.12”
 - ii. the number precedes a percent sign or a unit of measure, e.g., “47%” and “16 μ m”
- c. A short abstract of the paper should always be included with the submission.
- d. Each author is entitled to one copy of the issue in which his or her article appears.

Note:

Editor reserves the right to amend, abridge or otherwise alter the contents of the paper to make it suitable for publication. However every endeavor will be made not to affect the spirit or effectiveness of the paper.