

Submission Guidelines

The manuscripts, typed in Times New Roman 12 pt double space may be submitted in Word (as .doc or .docx), or LaTeX (as .pdf), format should be submitted to dujournal.ugresearch@gmail.com.

Manuscript content- The manuscript should contain the following:

- Title
- Authors
- Affiliations
- Acknowledgments
- Figure Legends
- Tables Legends
- List of abbreviations used
- Abstract
- Key words
- Introduction
- Methodology
- Results
- Discussion
- Conclusions
- Recommendations (if any)
- References

The first page of the manuscript should contain -title, author(s), and affiliation (s)

Title- The title must be 100 characters or fewer. It should be specific and descriptive to enable reader from other than the concerned discipline to comprehend.

Authors and Affiliations

The author (s) & affiliation (s) should be in following format: Author - First names (or initials), Middle names (or initials, if used), and Last names (surname, family name) , Email of the author (s), Affiliations, associated department, university, or organizational affiliation, address including city, state, country, There should be at least one author designated for the purpose of correspondence. His/her email address or other contact information should be included on the cover page of the manuscript.

Acknowledgments- An acknowledgement may be given to the people and/or organizations who have contributed in making the study happen as well as preparing the manuscript.

Abstract- The abstract without any citation and abbreviations not exceeding 250 words should contain: the main objective(s) of the study , the research method , a summary of important results and their significance Summarize the most important results and their significance

Keywords- Keyword should include the pressing points of the manuscript. These keywords would be fed in the system to facilitate the search of the reader

Introduction- The introduction should include : the very purpose and contextualization of the manuscript , the review of the literature , the rationale of the study, the objectives formulated for the study.

Methodology- The aim of this section is to make reader understand the process of the study and enable a suitably skilled researcher to replicate the study in the relevant context. This section should contain: the source of the data, organizational locale, specific tool used for data analyses

Results- This section should deal with the description of results obtained while analyzing the data.

Discussion- This section should deal with establishing the relationship between results obtained and objectives of the study. Through discussions the existing theory may be accepted or challenged. Existing studies may be cited wherever required.

Conclusions, and Recommendations- An import of the analysis and discussion should be highlighted in this section. In case author finds new onceptualizations, or ideas to be hypothesized and tested in future mat be mentioned in this section. In case there are policy implications of the study may also be place under this section.

References- The reference list should contain all citations mentioned in the manuscript. Unpublished work may also be include under the heading unpublished data. American Psychological Association (APA sixth edition) format for citation should be followed. This could be obtained from the website - <http://www.apastyle.org/>

Proper formatting of the references is crucial; some examples are shown below.

Papers published in a journal. Gullu, H. C. (2011, March 26). *www.xyzsd.org/content/1/2*. Retrieved November 30, 2012

Bangra, P. N. (2011). Grounded Theory: Some Reflections. In G. S. Sharma, *New Paradigm of Qualitative Research Method* (pp. 34-67). Delhi: ABC Ltd.

Website Document Gullu, H. C. (2011). www.xyzsd.org/content/1/2. Retrieved November 30, 2012

Book Section Bangra, P. N. (2011). Grounded Theory: Some Reflections. In G. S. Sharma, *New Paradigm of Qualitative Research Method* (pp. 34-67). Delhi: ABC Ltd.

Book Vashishth, A. P. (2010). *Cotemporary Realities: A Post Modernist Perspective*. New Delhi: PQR Inc.

Tables- Tables should have a concise title and uniform format all through. All tables should be numbered as Table- I, Table-II and so on. For submitting the paper a folder with 'Table' name should be created and all tables should be saved as separate file in that folder in the name of their respective numbering given in the manuscript.

Figures- All figures should be included in the manuscript file. In addition to that a separate folder has to be created in the name of 'Fifure' and all figures should be saved in that folder as a separate files entitled as – Figure-I, Figure-II, and so on. The legends of the figure legends should describe the key messages of a figure. The legend should not be more than 20 words

The suggested length is between 6,000 and 8,000 words. Provide at the beginning an abstract of about 250 words with a list of about 6 key-words.

Articles should be typed in Times New Roman 12 pt double space, and should follow the parenthetical (author date page) referencing system, with a list of 'References' at the end. Do not use footnotes. Leave only one space after colon, full-stop, question mark etc. Use single quotation marks, with double quotation marks for quotation within quotation. Indent all quotations above 50 words in length.

Authors should write their papers clearly and concisely in English. Metric units should be used throughout and all abbreviations must be defined at first use, even those deemed to be well known to the readership. British spelling must be used, and should follow the Shorter Oxford English Dictionary. Figures should be as small as possible while displaying clearly all the information re-quired, and with all lettering readable. Every effort should be taken to avoid figures that run over more than one page. For review purposes figures should be embedded within the manuscript. Upon final acceptance, however, individual figure files will be required. These should be submitted in EPS or high-resolution TIFF format (1200 dpi for lines, 300 dpi for halftone). The minimum acceptable width of any line is 0.5pt. Each figure should be accompanied by a single caption, to appear beneath, and must be cited in the text. Figures should appear in the order in which they are first mentioned in the text and figure files must be named accordingly. Also note that footnotes are not normally accepted. Tables, however small, must be numbered sequentially in the order in which they are mentioned in the text. The word table is only capitalized at the start of a sentence..