



Guidelines for Authors

The author should follow the following instructions while preparing the manuscript.

1. The paper should be about **2500-5000 words in length**. The author(s) should submit their manuscript through email saaransh@rkgit.edu.in, typed on A4 size paper having **1.0 line spacing** & allowing 1-inch margin on all sides. The matter should be formatted in **Times New Roman, font size 12**. The Title should be in font size 16, The Main Heading should be in upper case with font size 14 and subheading should be formatted in lower case with font size 14.
2. The author should provide confirmation that the article is the original work of the author(s). It has not been earlier published and has not been sent for publication elsewhere.
3. The paper should begin with an **Abstract of not more than 150-250 words**, with 5-6 keywords, which encapsulate the principal topics covered by the paper. Abstracts should be informative, giving a clear indication of the nature and range of results contained in the paper. Do not include any reference in your abstract.
4. **Major headings, Figures, charts, tables and diagrams:** - All figures, diagrams, charts and tables should be numbered properly in a sequence in the order in which they are referred to in the paper. Please mention their number at appropriate places within the text.
5. References must be kept to a bare minimum and all work of other researchers should be cited. The **references must be quoted in the text using American psychological style of referencing (APA 7th Edition style)**. You must make sure that all references which appear in the text are given in full. Where there is more than one reference to the same author for the same year, they should be listed as 2009a, 2009b etc. The references section should be a continuous alphabetical list. Do not divide the list into different sections. **References should be in bullets.**

Examples:

(a) Reference to a Journal Publication:

- Van der Geer, J., Hanraads, J. A. J., & Lupton R. A. (2000). The art of writing a scientific article. *Journal of Scientific Communications*, 163, 51-59.

(b) Reference to a Book:

- Strunk, W., Jr., & White, E. B. (1979). The elements of style. (3rd ed.). *New York: Macmillan, (Chapter 4)*.

(c) Reference to a Chapter in an Edited Book:

- Mettam, G. R., & Adams, L. B. (1994). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281-304). New York: E-Publishing Inc.

(d) Reference to a Web Source:

- Smith, Joe, (1999), One of Volvo's core values. [Online] Available: <http://www.volvo.com/environment/paper.htm> (June 15, 2002).

6. All manuscripts received for publication in SAARANSH are acknowledged by the Editor. This helps authors know the status of their paper from time to time.
7. The Editor(s) reserve the right to accept or refuse the paper for publication, and they are under no obligation to assign reasons for their decision. Authors will receive a complimentary copy of the journal in which their articles are published.

8. The works published in the journal should not be reproduced or reprinted in any form, without the prior permission from the editor.

Research Paper Selection Process

1. Authors can send their paper up to Nov and May for the issue of January and July respectively.
2. When a manuscript is received, the editor first completes a preliminary screening of the manuscript.
3. For the initial review, the editor assigns two reviewers to each manuscript.
4. The editor makes publication decisions about it. However, these decisions are made in conjunction with recommendations given by members of the Editorial Board or other qualified reviewers.
5. **All submissions will be blind reviewed.**