

INSTRUCTION TO AUTHOR (As Updated on 16-07-2012)

INTRODUCTION

International Journal of Scientific Research and Reviews (IJSRR) is an open access peer reviewed research journal that publishes articles in the field of Science, Commerce & Arts. It is an international journal to encourage research publication to research scholars, academicians, professionals and students engaged in their respective field of Accountancy, Agriculture, Allied sciences, Arts and Humanities, Banking ,Biology, Biotechnology, Botany, Business Management, Chemistry, Commerce, Computer Science, Economics, Education, Engineering, English Literature, Finance, Forestry, Human Resource, Information Technology, Knowledge Management, Management, Marketing, Mathematics, Medical, Nursing, Pharmacy, Physics, Psychology, Social Sciences. The journal also provides an international forum to disseminate their knowledge. Our mission is to advance research by working to develop and maintain competence, ethics and integrity and the highest professional standards in the specialty for the benefit of the public. The Faculty seeks, through its activities, to bring about an improvement in research of the public. IJSRR serves an intellectual audience that is interested in the latest research coming out of universities and industries around the world. The journal publishes research developments and disseminates them to an international audience. The journal welcomes publications of high quality papers. Original research papers, reviews and high quality technical notes are invited for publications.

REVIEW PROCESS

When a manuscript is submitted to the journal, it is given a number and a acknowledgement of submission is sent to corresponding author within 5 days. Two reviewers are assigned to check the suitability of manuscript in respect of journal aim, scope & policy. The reviewers check the article under strict guidelines and provide feedback to editors within 20 days. Then corresponding author is informed about the editor's decision to accept without change, recommended for modification, further review, or reject. If modifications are requested, the corresponding author must either submit the modified manuscript within 20 days or withdraw the manuscript. After receiving modified manuscript we send a mail either to submit copyright transfer form and fee or regarding re modification or rejection of manuscript within 5 days. After receiving copyright form and fee we send you acceptance letter within 3 days and then galley proof before final publication.

MANUSCRIPT CATEGORIES

Research Article: Full papers are complete reports of original research of high scientific quality that have not previously been published. Full paper contains all experimental details. New, significant, innovative and original findings are suitable as Research papers.

Communications: Short Communications are short reports of preliminary research findings and findings must be of great significance and urgency, and must contribute to the development or further development of an important area of research. A short Experimental section may be included. It includes preliminary data or studies that did not provide enough information for a Research paper.

Reviews: Reviews are summaries of significant recent research work and new developments from the research group of the principal author. The main part of the review should be a comprehensive but critical analysis of recent (last three to five years) developments, current problems, and future directions.

PREPARATION OF MANUSCRIPTS

The authors are requested to prepare their manuscripts as per the instructions/specifications given below.

General requirements:

Authors are advised to consult recent issues of the journal for examples of format. All manuscripts must be typed **1.5 spaced** and in **12 pt Times New Roman**. Margins of at least 0.8 inch (2 cm) must be left on all sides. Manuscript must be written in clear

and concise English. The responsibility for all aspects of manuscript preparation rests with the authors. Extensive changes or rewriting of the manuscript will not be undertaken by the Editors.

Particular	Specification
Language	English
File format:	M.S. Word 2007 file
Page size:	Letter Portrait , A4 (8.5" × 11")
Margins :	2 cm (0.8 inch) on all sides
Page no.	None
Footer / Headers	None
Line spacing:	1.5
Font style	Times New Roman.
Title	16 pt Times New Roman, Bold, Sentence case, Centre.
Author and co-authors	14 pt Times New Roman, Centre, Normal face, Sentence case. Author and all co-authors names in one line. The corresponding author should include an asterisk*.
Authors address	12 pt Times New Roman, Normal face, Centre giving each authors'affiliation(i.e. Department/ Organization/ Address/ Place/Country/email). Must be below the name of author.
Abstract	12 pt Times New roman, Single space , Full justification Normal Face , 200-250 words
Heading of all section	Major headings (ABSTRACT, KEYWORDS, INTRODUCTION, MATERIALS AND METHODS, RESULTS AND DISCUSSION, ACKNOWLEDGEMENTS, REFERENCES) 14 pt Bold, in Upper case AND left Justified.
Sub heading under section	14 pt, Sentence case and Bold Italic, Left hand side
Font size and type for the content of article (except abstract)	12 pt Times New Roman, Normal Face, Full Justification.

Page order: Page order must be as follows.

Page	Content
Page 1	Title page
Page 2	Abstract & key words
Page 3 onward	Introduction and all sections

Figures and tables must be inserted in the manuscript at the position they should appear when published.

INSTRUCTION FOR PREPARATION OF RESEARCH PAPERS

Manuscripts for original research papers should have the following headings:

1. Title
2. Author's name(s)& address(es)
3. Abstract
4. Keywords
5. Introduction
6. Experimental Section
7. Results and Discussion
8. Conclusion (optional)
9. Acknowledgements (optional)
10. References
11. Supplementary Material Available (optional)

TITLE

Title must be informative, specific and short and not exceed 150 characters. Title must be in bold face and capital case having a font size and font style of 16 pt and Times New Roman respectively. It must be followed by one empty line.

AUTHORS

The full name(s) of the **author(s)** and full postal **address (es)** of the institutions where the research was done should appear below the title. Author name must be in normal face and sentence case having a font size and font style of 14 pt and Times New Roman and address must be in normal face and sentence case having a font size and font style of 12 pt and Times New Roman. Use the symbols 1, 2, 3, etc., as superscripts to relate the authors to the corresponding address and an asterisk (*) to indicate the author(s) to whom correspondence should be addressed. At the bottom left corner of the title page, please mention ***Corresponding Author** and provide full corresponding address with designation, functional e-mail address and phone no.

ABSTRACT:

Abstract should start on a new page and **should be typed in single-space**. Abstract should describe the essential aspects of the investigation. It should be about 200-250 words. It must be followed by one empty line.

KEY WORDS:

A maximum of 5 key words must be given at the end of the Abstract.

INTRODUCTION

This part should define the background and significance of the study by considering the relevant literature, particularly the most recent publications. It must be followed by one empty line.

EXPERIMENTAL SECTION

This section should start as a continuation to introduction on the same page. This section may be divided into subsections if it facilitates better reading of the paper. It should contain information about the materials and the methods used to carry out the experimental work like animals, chemicals and animal ethical committee approval number, software used and procedures followed etc. The procedure adopted should be described in sufficient detail to allow the experiment to be interpreted and repeated by the readers, if necessary. Procedural detail that has been published previously should be referred to by citation. The nomenclature, the source of material and equipment used, with details of the manufacturers in parentheses, should be clearly mentioned.

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Chemical compounds should be named according to IUPAC or Chemical Abstracts. The units and dimensions should be expressed according to the metric system and SI units. For meter (m), gram (g), kilogram (kg), second (s), minute (m), hour (h), mole (mol), liter (l), milliliter (ml), microliter (μ l). A zero has to be used before a decimal. Names of plants, animals and bacteria should be in italics. It must be followed by one empty line.

RESULT AND DISCUSSION

This segment should focus on the fulfilment of stated objectives as given in the introduction. All results based on methods must be included. Results should be described as concisely as possible in one of the following ways: text, table(s), or figure(s). Discussion should start with limited background information and then proceed with the discussion of the results of the investigation in light of what has been published in the past, the limitations of the study, and potential directions for future research. It must be followed by one empty line.

CONCLUSIONS

A brief Conclusions section is desirable, but not essential. It must be followed by one empty line.

ACKNOWLEDGEMENTS:

It may briefly include acknowledgement of assistance from: i) contributors that do not warrant authorship; ii) technical help; and iii) Material support. It must be followed by one empty line.

REFERENCES:

References should be cited in the text in Arabic numerals in superscript. The references should be cited at the end of the manuscript in the order of their appearance in the text. References should be numbered consecutively in the order in which they are first mentioned in the text (not in alphabetic order). If more than five authors, the first three shall be listed followed by et al. Use complete name of the journal for non-indexed journals. Avoid using abstracts as references.

Journal Articles

Format: Author(s) of article (surname initials). Title of article. Journal title abbreviated Year of publication; volume number (issue number):page numbers.

For example

Mackness MI, Mackness B, Durrington PN et al. Paraoxonase and coronary heart disease. *Curr. Opin. Lipidol.* 1998; 9: 319-24.

Lesyk R, Vladzimirska O, Zimenkovsky B. New thiazolidones-4 with pyrazolone-5 substituent as the potential nsoids. *Bolletino Chimico Pharmaceutico.* 1998; 137(6): 210-217.

Books and other monographs

Format : Author(s) of book (surname initials). Title of book. Edition. Publisher: Place of publication; Year of publication.

For example

Eisen HN. *Immunology: an introduction to molecular and cellular principles of the immune response.* 5th ed. Harper and Row: New York;1974.

Chapter or article in a book

Format: Author(s) of chapter (surname initials). "Title of chapter". In: Editor(s) name (eds.). Title of book. Edition. Publisher: Place of publication; Year of publication: page numbers.

For example

Phillips SJ and Whisnant JP. "Hypertension and stroke". In: Laragh JH and Brenner BM. (eds.) Hypertension: Pathophysiology, Diagnosis, and Management. 2nd ed. Raven Press: New York; 1995: 465-78.

Mandell GL and. Petri WA. "Antimicrobial agents: penicillins, cephalosporins, and other β -lactam antibiotics". In: Hardman JG and Limbird LE (Eds.). Goodman and Gilman's The pharmacological basis of therapeutics. 9th ed. McGraw-Hill: New York; 1996:1073-1101.

Electronic journal article/ World Wide Web:

Format: Author/editor (surname initials). "Title" [online]. Year [cited year month day]. Available from: URL:World Wide Web page

For example

Daharwal SJ, Grag G, Saudagar RB et al. "Methods of estimation of multi-component formulations: A review" [online]. 2006 [cited 2006 Feb 17] Available from: URL: <http://www.pharmainfo.net/volumes-and-issues/2006/vol-4-issue-3>.

Patent

Larsen CE, Trip R, Johnson CR, inventors; Novoste Corporation, assignee. Methods for procedures related to the electrophysiology of the heart. US patent 5529 067. 1995 Jun 25.

TABLES AND FIGURES

All the tables and figures should be in the text at suitable place. Tables must be created using **Word table format. Do NOT use Chem Draw, ISIS Draw or Tabs to create tables.** Tables created in Chem Draw / ISIS Draw will be returned to the author for proper formatting. Tables must be oriented portrait style on the page and must fit within the margins of a single page. Tables should be numbered consecutively in Arabic numerals and bear a brief title in sentence case, bold face and font size 10. Material in body of table is usually Justified on the left-hand side. The font should be Times New Roman and size of 10 pt. Tables should not be very large that they run more than one A4 sized page.

CORRECT FORMAT

Table No. 1 : "Quantity of Reactant"

S.No	Reactant	Quantity used
1	Isoniazid	13.71 g
2	p-Chloro benzaldehyde	14.05 g
3	p-Dimethyl amino benzaldehyde	14.94

INCORRECT FORMAT

TABLE NO. 1 : "QUANTITY OF REACTANT"

S.NO	REACTANT	QUANTITY USED
1	Isoniazid	13.71 g
2	p-Chloro benzaldehyde	14.05 g
3	p-Dimethyl amino benzaldehyde	14.95

Figures may be embedded in your word document but they should be created with a program that allows you to save them as gif, jpeg format. Figure number and title should be given below the figure in sentence case, bold face and font size 10, the content of the figure should be explained in the title of figure.

For drawing chemical structures use CHEM DRAW with the following settings:

Text font: Times New Roman, 10 pt

Fixed length: 0.508 cm

Bold width: 0.071 cm

Line width: 0.021 cm

Bond spacing: 18% of width

Hash spacing: 0.088 cm

Graphs and bar graphs should preferably be prepared using Microsoft Excel and submitted as Excel graph pasted in Word.

For any figures or other materials directly extracted from previously published materials, you must have written permission from the publisher of that material for reprint use. A copy of that permission release must be submitted with your article.

It is the individual author's responsibility to attain this permission.

CONDUCT OF ANIMAL STUDY:

Authors publishing results from in vivo experiments involving animals or humans should state whether due Permission for conduction of these experiments was obtained, from the relevant ethics committees, in the Materials and Methods section as per following format:

The experimental protocol was approved by Institutional Animal Ethical Committee (IAEC) of **Name of College and Place (Letter No.....)** with CPCSEA Registration No.....

In addition, authors wishing to publish research work involving human studies should also send a notary verified letter of approval from the Ethics Committee or the Institutional Review Board.

INSTRUCTION FOR PREPARATION OF REVIEW ARTICLES

Review articles should contain up-to-date information providing comprehensive coverage of relevant literature. Review articles should preferably be written by scientists who have in-depth knowledge of the topic. Review article must be of at least 8 pages.

Manuscripts comprising reviews and accounts should have the following headings:

1. Title
2. Author's name(s) & address(es)
3. Abstract
4. Keywords
5. Table of Contents

A Table of Content should appear above the Introduction for Reviews article. Headings in Reviews article should follow the hierarchy and style as indicated below. The Introduction should be numbered 1.

1. Primary Heading
 - 1.1 Secondary heading
 - 1.1.1 Tertiary heading.
2. Primary Heading

6. Introduction
7. Main Headings of Contents: This section can be divided into sub sections.
8. Future prospects: Should contain a critical review of the manuscript and topic with authors view on the future prospects of the topic.
9. Acknowledgements (optional)
10. References: At least 30 references must be given.

Guidelines for title, authors, abstract, key words, introduction, acknowledgment, references and tables and figures are same as research article.

INSTRUCTION FOR PREPARATION OF SHORT COMMUNICATIONS

Short Communications are short reports of preliminary research findings and findings must be of great significance and urgency, and must contribute to the development or further development of an important area of research. A short Experimental section may be included. It includes preliminary data or studies that did not provide enough information for a Research paper.

Manuscripts comprising short communication should have the following headings:

1. Title
2. Author's name(s) & address(es)
3. Abstract
4. Introduction
5. Experimental section
6. Results and discussion (combined)
7. References

No more than 10 references should be provided. Tables, figures and references are to be arranged in the same way as for research papers.

Guidelines for Title, Authors, Abstract, Key words, Introduction, Acknowledgment, References and Tables and Figures are same as Research article.

PLAGIARISM

Plagiarism is a serious issue around the world in the arena of manuscript writing. Plagiarism means “the unauthorized use or close imitation of the language and thoughts of another author and the representation of the one's own original work”. This is generally noticed that, authors are simply copying scientific data and information from the other published papers, which is an awful practice in academic fraternity. Therefore I request to the all our author(s) please adopt the holistic & pragmatic approach to design the manuscript of interest. Hence IJSRR will not be responsible for further action on Plagiarism issue. The author will be solely responsible for plagiarism issue.

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COVERING LETTER

All manuscript should contain the covering letter. Format can be found on website.

SUBMISSION OF MANUSCRIPTS

SOFT COPY IN MS WORD FORMAT of original manuscript can be sent by e-mail to the editorijsrr@gmail.com.

GALLERY PROOFS

Galley proofs would be sent to the corresponding author. It is the responsibility of the corresponding author to ensure that the galley proof is to be returned without delay with correction (if any). The authors are responsible for the contents appeared in their published manuscripts.

Chief Editors

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