

Sukuna Multiple Campus

Sundarharaincha, Morang

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Author Guidelines for Academic Journal Writing



Prepared by

Research Management Cell (RMC-Sukuna)

Sukuna Multiple Campus

Sundarharaincha, Morang

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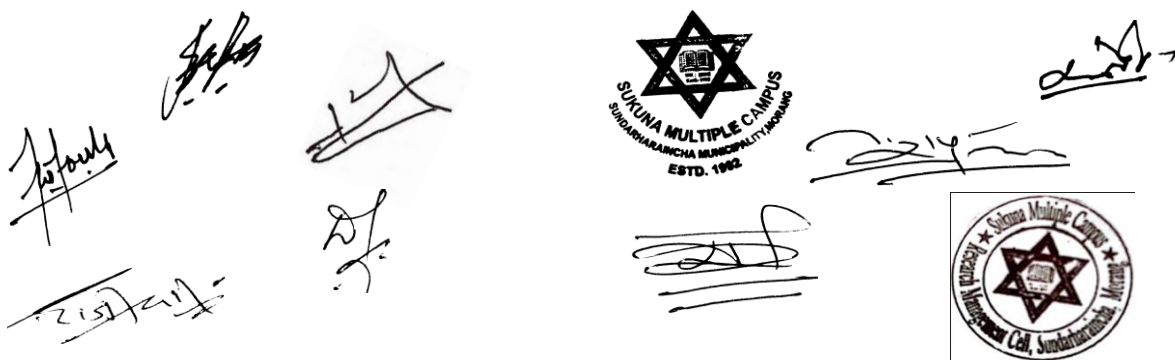
Preamble

This is the **Author's Guidelines for Academic Writing**, developed by the Research Management Cell (RMC-Sukuna). Authors are requested to refer to this document while writing their academic research paper. The main purpose of this guideline is to create uniformity in the journal. Moreover, via this document, RMC Sukuna expects to make it easier for the writers to shape their writing. Authors must follow these guidelines if they want to submit their articles to our interdisciplinary or an especial issue Journal for publication. Along with these documents authors are also expected to refer to the latest version of APA Publication Manual.



Table of Content

Preamble	2
Format of the Paper	4
Parts of the Paper	5
Use of Table	7
Use of Diagram/chart	7
Technical Formatting for Writing Journal Article	8
Level of Heading	9
Referencing	9
Citation Method	9



1. Format of the Paper

Introduction with literature review, Methodology, Results and Discussion with conclusions, (Shortly named as **IMRAD**).

Title of the Paper (Centered)

Word limit: The title should summarize the main idea of the paper simply and, if possible, in a way that is engaging for readers. For research papers, it should be a concise statement of the main topic of the research and should identify the variables or theoretical issues under investigation and the relationship between them.

Name of the Author/s

Affiliation of the Author/s

Email of Principal Author:

Abstract (Centered)

It should contain 250 words or not more than 250 words.

Key words: It should contain 3 to 6 terms.

(Indent and italicized the terms 'key words'.)

Introduction (Centered)

The author should include background, problems, objectives, literature review, and hypothesis (if any). It should contain 1200-1700 words.

Methods and Materials/Methodology (Centered)

The author should include brief description of how the research was conducted and the paper (article) prepared. For example: design, population, sample, sources etc. It should contain 500-800 words.

Result and Discussion (Centered)

The result should include presentation and analysis through table, picture, graphs, diagrams, images and text. It should contain 800-1200 words. If the section has sub-headings, place the sub-headings accordance with level of heading mentioned by APA 7th edition.

The discussion should include the interpretation of results and findings. It should contain 1200 - 1800 words. If the section has sub-headings, place the sub-headings accordance with level of heading mentioned by APA 7th edition.

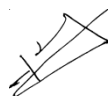
Conclusions

The author should conclude his/her result and discussion. This section should contain 300-500 words.

Acknowledgement (If any)



References
Appendix (If any)


Campus Chief

2. Parts of the Paper

Title (centered)

Abstracts

The abstract is a short summary of an article with a maximum length of 250 words in one paragraph.

Keywords:

Maximum of 6 keywords should be included in the article.

Introduction

Describe the broad topic/ title of the study; explain the academic and practical importance of the theme. In short, answer to the question: “Why should anyone give a damn about this article? Summaries the available literatures, text references and previous studies that is relevant to the current research. Indicate research gaps, inconsistencies and/or controversies in the literature and claim that the current study will address which is main contribution of the study.

Methods & Materials/Methodology

The methodology can include details about materials, people and the process. Examples of data collection devices, such as questionnaires or diagrams of apparatus are important to include in the research field. The methodology section typically has the following sub-sections:

- Research design, - nature, source and types of data collection, - population and sampling, - ethical consideration, - details of data analysis, - methods, tools & techniques for data analysis, - software used and - limitations or delimitation of the study.

Result/Findings and Discussion

Having completed the experimental research and analyzed the results, it is time to write up and summarize the results and the analysis. The experimental section of a journal article must

concentrate on the actual analysis of the material, not on documenting the data. The writer should state the key results of the study. The presentation of results should take place in such an order that their logic may be easy for an outsider to understand it. It must indicate: What did the research reveal?

In many ways, the discussion section (recommended length: 1000 – 1500 words) is the most important section in an article (Feldman, 2004:4). Because it is the last thing a reader sees, it can have a major impact on the reader's perceptions of the article and the research conducted (Summers, 2001:411). Different authors take different approaches when writing the discussion section. Feldman (2004:5), Perry et al. (2003:658) and Summers (2001:411- 412) state that the discussion section should:

- Restate the study's main purpose, - Reaffirm the importance and main contributions of the study, - Summarize the results toward the research objective or hypothesis,
- Mention the findings related to literature, - Provide possible explanations for unexpected or non-significant findings, - Discuss the implications of the study,
- Discuss limitations of the study that could influence its internal and external validity and - Discuss directions or opportunities for future research on the topic.

Conclusions

Acknowledgement (If any)




References

Appendix (If any)






3. Use of Table

(See APA 7th ed. point No. 7.9 pp. 199-200 and 210-219)

- Write table number on the left with boldface above the table.
- Do not use vertical line in the table.
- Make table with horizontal line only in the top and bottom.
- And then write table heading in the left and italicized it with title case.

For example:

Table 1

Detail of Students 2077

S.N	Class	No. of admission	No. of exam appeared	Drop out	No. of Pass	No. of fail
1	B.A	55	50	5	38	12
2	B. Ed.	325	299	26	150	149
3	B.Sc	57	55	2	50	5
4	BBS	556	532	24	436	96
5	M. Ed.	90	88	2	60	28
6	M.B.S	120	111	9	91	20
Total		1203	1135	68	825	310

4. Use of Diagram/chart

(See APA 7th ed. Point No. 7.36, pp. 233-241)

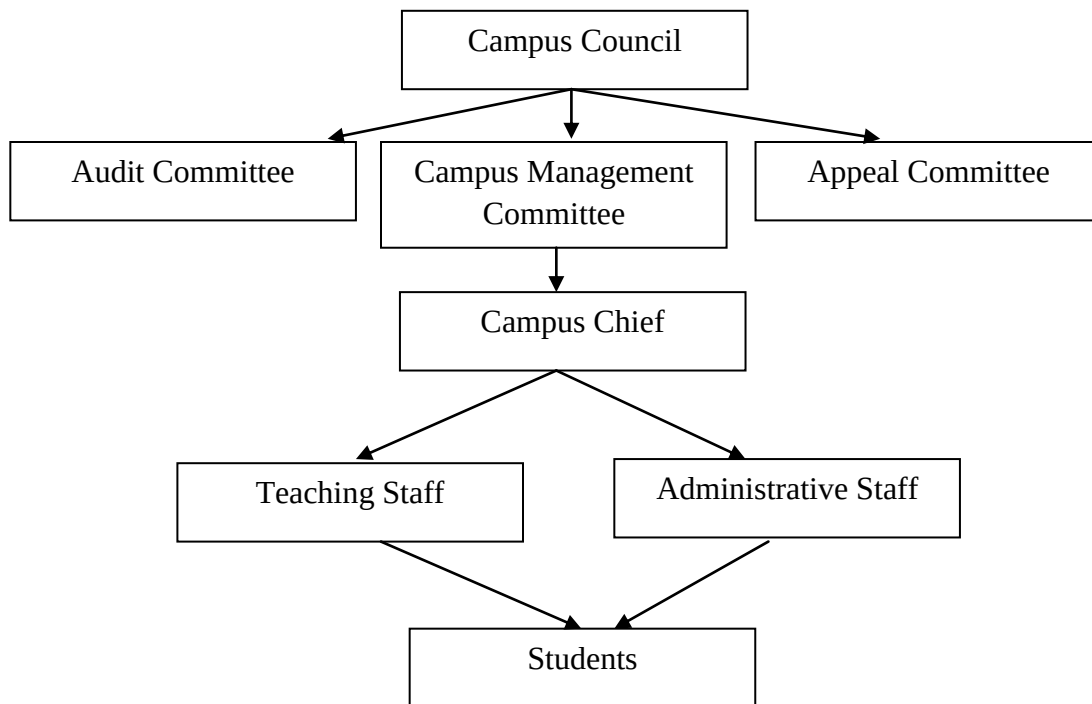
- Write figure number on the left with boldface above the figure.
- And then, write title of the figure below the figure No. with italic letters from the left side with the title case.



Example of figure:

Figure 1

Organizational Structure of Campus



5. Technical Formatting for Writing Journal Article

- Use 'Times New Roman with 12 Points size' for English language users and Unicode Kokila with 16 point size.
- Unjustified right edge /Align left (Ctrl+L)
- A4 paper size, with 1 inch left, right, top and bottom sides.
- The page number should be kept on the top right of each page.
- Writing should be 1.5 spaced throughout paragraphs, even in block quotes, footnotes and references
- The first line of all paragraphs should be indented by 0.5 inch except the first paragraph of the abstract.
- There should not be a single paragraph from the top to bottom of the page.
- There should not be a heading without text at the end a page.

6. Level of Heading

(See APA 7th ed., Point No. 2.27, pp. 47-57)

Level 1: Centered, Bold, Title Case Heading

Text begins from next line.....

Level 2: Flush left, Bold, Title Case Heading

Text begins from next line.....

Level 3: *Flush left, Bold, Italic, Title Case Heading*

Text begins from next line.....

Level 4: Indented, Bold, Title Case Heading, ending with a period. Text begins from the same line after a period

Level 5: *Indented, Bold Italic, title case heading ending with a period.* Text begins from the same line after a period

7. Citation Method

(See APA 7th ed. 2020)

- Apply citation method as prescribed by APA 7th edition.

8. Referencing

(See APA 7th ed. 2020)

- Apply referencing method as prescribed by APA 7th edition

