

सुकुना बहुमुखी क्याम्पस सुन्दरहरैँचा, मोरङ

APA 7th edition (2020) अनुसारको ढाँचामा अनुसन्धानमूलक लेख (Journal Article)
लेखनमा सहयोग पुर्याउने उद्देश्यले तयार गरिएको



अनुसन्धानात्मक लेख लेखन निर्देशिका, २०७९
(Article Writing Guidelines, 2023)



अनुसन्धान व्यवस्थापन एकाइ
(RMC-Sukuna)
२०७९ (सन् २०२३)

निर्देशिकाका सन्दर्भमा

प्राज्ञिक क्षेत्रमा कार्यरत बौद्धिक व्यक्तित्वहरूले अनुसन्धानमूलक लेख, रचना, कृति र पत्रपत्रिकाहरू लेख्ने र प्रकाशन गर्ने कार्य गर्दै आइरहनु भएको छ। प्रस्तुत निर्देशिका विषयगत हिसाबले यस्ता अनुसन्धानमूलक लेख, रचना, कृति र पत्रपत्रिकाहरूमा फरक फरक ढाँचा पनि प्रयोग भएको पाइन्छ। लेखकहरूले APA 6th edition 2010 प्रयोग गरिरहेको अवस्थामा सन् २०२० देखि American Psychological Association (APA) ले Publication Manual 7th edition प्रयोगमा ल्याएको छ। छैटौँ सस्करणबाट सातौँ सस्करणसम्म आइपुग्दा लेखकहरूमा केही असहज, द्विविधा र कठिनाई पनि भएको हुनसक्छ। सातौँ सस्करणमा आएको परिवर्तनलाई स्पष्ट पार्न सकिँएमा लेखकहरूलाई सहज हुन सक्छ भन्ने उद्देश्यले यो निर्देशिका तयार गरिएको छ।

सुकुना बहुमुखी क्याम्पसको अनुसन्धान व्यवस्थापन एकाइ (RMC-Sukuna) ले प्रकाशन गर्ने जर्नल आर्टिकल लेखन वा अनुसन्धानमूलक लेख लेखनको ढाँचामा एकरूपता ल्याउनाका लागि APA Publication Manual 7th edition (2020) ले तोकेअनुसारको लेखन ढाँचालाई सबै लेखक वा अनुसन्धानकर्ताले सरल ढङ्गले बुझ्ने र अवलम्बन गर्न सक्ने निर्देशिका बनाउनु वाञ्छनीय देखिएको छ। यसका लागि अनुसन्धान व्यवस्थापन एकाइ (RMC-Sukuna) को सचिवालयले यो रूपरेखा वा ढाँचा वा निर्देशिका तयार गरेको हुँदा सबै लेखक र अनुसन्धानकर्ताहरूले यस निर्देशिकालाई अवलम्बन गर्ने आशा एवम् विश्वास गरिएको छ। यसबाट लेखनमा एकरूपता आउने नै छ।

यो निर्देशिका पूर्ण छैन तर सहयोगी अवश्य नै छ। त्यसैले सबै लेखकहरूले यस निर्देशिकाका अतिरिक्त APA Publication Manual 7th edition (2020) लाई मुख्य आधार मानी आफ्नो लेख तयार गरी अनुसन्धान व्यवस्थापन एकाइ (RMC-Sukuna) ले गठन गरेको सम्पादक समितिलाई उपलब्ध गराउनु पर्ने छ।



अनुसन्धान व्यवस्थापन एकाइ
(RMC-Sukuna)

सुकुना बहुमुखी क्याम्पस
सुन्दरहरैँचा, मोरङ

पुस, २०७९ (जनवरी, २०२३)

१. तालिकाको प्रयोग गर्ने तरिका

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

- तालिकाको माथि बायाँतर्फ बोल्डफेसमा तालिका नं. उल्लेख गर्नुहोस् ।
(Write table number on the left with boldface above the table.)
- त्यसपछि तालिका नं. को तल बायाँबाट इटालिक गरेर तालिका शीर्षक लेख्नुहोस् । अङ्ग्रेजीमा title case बनाउने । Title case भन्नाले अङ्ग्रेजीका Content Words का शुरु अक्षर Upper Case मा हुनु पर्ने छ ।
(And then write table heading in the left and italicized it with title case.)
- तालिकाको शीर्ष भाग र तल्लो भागमा तेर्सो लाइन कायम गरी अङ्क राख्नुहोस् ।
(Make table with horizontal line only in the top and bottom.)
- तालिकामा ठाडा लाइन नबनाउनु होस् । (Do not use vertical line in the table.)
- अन्तमा तालिकामा उल्लेख गरिएका तथ्याङ्कको व्याख्या विश्लेषण गर्नुहोस् ।

Example of table:

Table 1

Detail of Students 2077

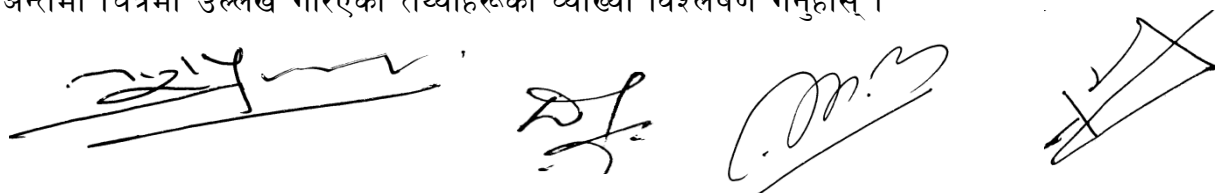
S.N	Class	No. of admission	No. of exam appeared	Drop out	No. of Pass	No. of fail
1	B.A	55	50	5	38	12
2	B. Ed.	325	299	26	150	149
3	B.Sc	57	55	2	50	5
4	BBS	556	532	24	436	96
5	M. Ed.	90	88	2	60	28
6	M.B.S	120	111	9	91	20
Total		1203	1135	68	825	310



२. चित्रको प्रयोग गर्ने तरिका

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

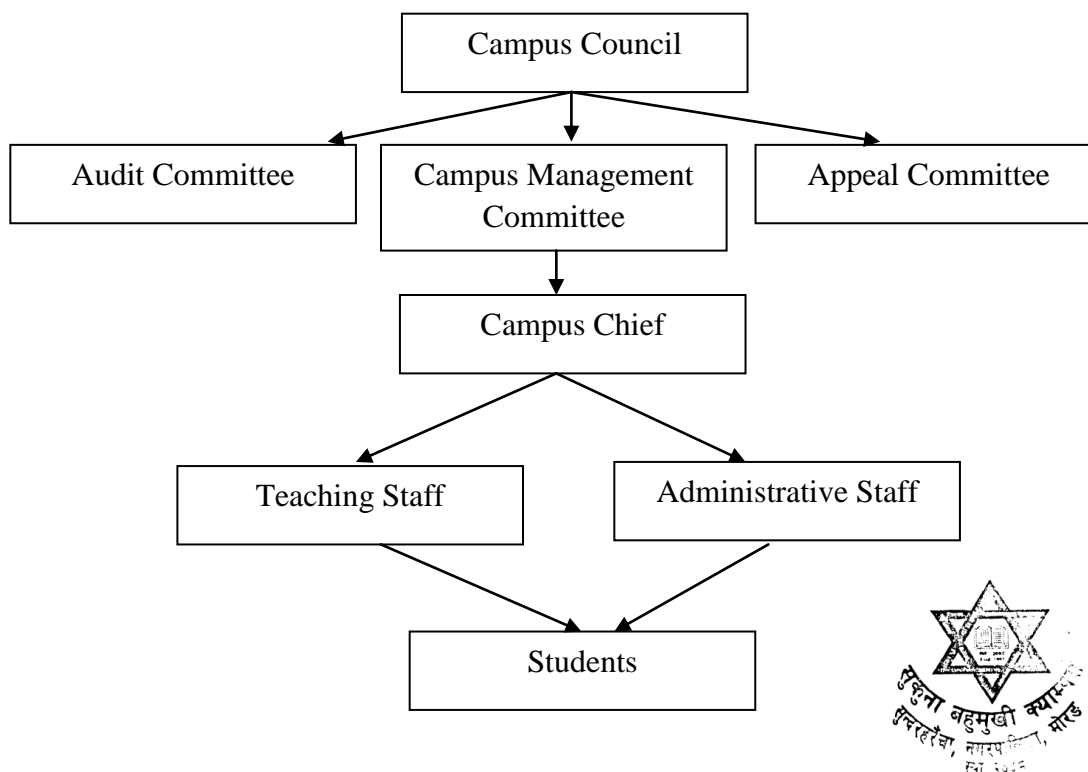
- चित्र माथि बायाँतर्फ बोल्डफेसमा चित्र नं. उल्लेख गर्नुहोस् ।
(Write figure number on the left with boldface above the figure.)
- त्यसपछि चित्र नं. को तल बायाँबाट इटालिक गरेर चित्रको शीर्षक लेख्नुहोस् ।
(And then, write title of the figure below the figure No. with italic letters from the left side with the title case.)
- अन्तमा चित्रमा उल्लेख गरिएका तथ्याहरूको व्याख्या विश्लेषण गर्नुहोस् ।



Example of figure:

Figure 1

Organizational Structure of Campus



३. अनुसन्धानमूलक लेख लेखनका प्राविधिक ढाँचासँग सम्बन्धित नियमहरू (Technical Formatting for Writing Journal Article)

(क) मुद्राक्षर (Font)

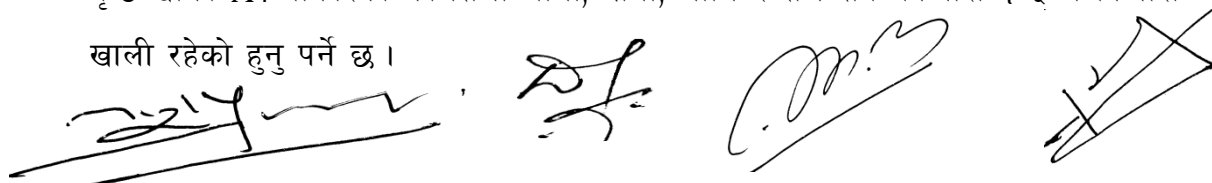
- Use 'Times New Roman with 12 Points size' for English language users.
- नेपाली लेखनका लागि युनिकोड १२ प्वाइन्टका आकारको मुद्राक्षर (फन्ट) प्रयोग गर्नुपर्ने ।

(ख) संरेखण (Alignment)

- Unjustified right edge /Align left (Ctrl+L)
- दायाँतर्फका सबै पङ्क्तिमा पङ्क्तिमेल (Justify) गरिएको हुनुहुँदैन ।

(ग) पृष्ठ खाका (Page layout)

- A4 paper size, with 1 inch left, right, top and bottom sides.
- पृष्ठ खाका A4 आकारको कागतमा बायाँ, दायाँ, माथि र तल तर्फ किनारा १ इन्च किनारा खाली रहेको हुनु पर्ने छ ।

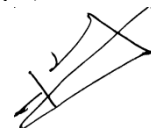


(घ) पृष्ठ सङ्ख्या (Page number)

- The page number should be kept on the top right of each page.
- Beginning from abstract or introduction topic, use Arabic numbers (1, 2, 3, 4, 5) on the top right of each page.
- हरेक पृष्ठको माथि दायाँतर्फ पृष्ठ सङ्ख्या हुनुपर्ने छ ।
- सारसङ्क्षेपीकरण वा परिचय बुँदाको पृष्ठदेखि पृष्ठक्रम १, २, ३, ४, ५, ६, ७, ८,) पृष्ठको माथि दायाँतर्फ हुनुपर्ने छ ।

(ङ) पङ्क्तिस्थान (Paragraph Spacing)

- Writing should be 1.5 spaced throughout paragraphs, even in block quotes, footnotes and references.
- सम्पूर्ण लेखको माथिल्लो र तल्लो पङ्क्तिस्थान (माथिल्लो र तल्लो पङ्क्ति बिचको अन्तर) १.५ इन्च हुनुपर्छ ।



(च) बायाँ अन्तराल (Indentation)

- The first line of all paragraphs should be indented by 0.5 inch except the first paragraph of the abstract.
- लेखका पहिलो सम्पूर्ण अनुच्छेदहरू सुरुबाट बायाँ अन्तराल ०.५ इन्च हुनुपर्छ ।



(छ) Widows, orphans and dangling heading

- 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.
- लेखको कुनै पनि पृष्ठमा शिरदेखि पुछारसम्म एकल अनुच्छेद मात्र हुनुहुँदैन ।
- पृष्ठको पुछारमा अनुच्छेदबिनाको पाठ शीर्षक वा बुँदा शीर्षक हुनुहुँदैन

(ज) Levels 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

For example:



Level 1: **Centered, Bold, Title Case Heading**

Introduction of Conflict

The words such as fight, struggle, battle, contend, falls in antagonistic, incompatible, contradictory mentality, opposition, emotional disturbance, contest, quarrel, dispute, hostility, verbal strife and the like are directly associated with conflict (Raffel, 2008). It is a struggle over values, and it claims to get scarce status, power and resource.



Level 2: **Flush left, Bold, Title Case Heading**

Context of the Study

When I entered into the school life, I felt strange at that time. I felt that there were two parties in the school. The party indicated the groups of students and teachers. Among the party, the first one was students' party and the second one was teachers' party. Students were supposed to follow some rules and regulations instructed by the second party, i.e. the teachers' group.

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

Story of My School Life

Once upon a time, our teacher was absent in a period and we became free. Due to the leisure, some students went to the sunny field and started to play the local game. Some went to the precipitous place situated near the school to pick up the hilly fruits Yellow Raspberry.

Level 4: **Indented, Bold, Title Case Heading, ending with a period.**

Conflict in the Classroom.Most of the old students came in the same condition which was against the new codes of conduct but new students were updated about the given codes of conduct. The new students started helping teachers by ...

Level 5: ***Indented, Bold Italic, title case heading ending with a period.***

An Accident in the Classroom.Suddenly, a female student became faint and fell down from the desk in the classroom and some of her friends laughed seeing her condition but other friends started to help



सम्पत्तिमाथि महिलाको अधिकार

विभिन्न आन्दोलनमा नेपाली महिलाहरूले सम्पत्तिमाथि आफ्नो अधिकार स्थापित गराउनका लागि नारा लगाइ रिहेका छन् । नागरिक अगुवा, मानव अधिकारवादी, कानुनविद तथा पत्रकारहरूले पनि नेपाली महिलाहरूको यो आन्दोलनमा समर्थन गरेका छन् ।

महिला अधिकारको पृष्ठभूमि

उन्नाइसौं शताब्दिको मध्यतिर अमेरिकन महिलाहरूको भेलाले अमेरिकी महिलाका अधिकारहरू स्थापित गराउन अमेरिकी महिला सङ्गठनको स्थापना गर्‍यो । यस सङ्गठनको माध्यमबाट अधिकारका लागि ठूला ठूला आन्दोलनहरू भए । यो आन्दोलनको मुख्य नारा सम्पत्ति माथि महिला अधिकार भन्ने थियो । यस आन्दोलनको प्रभावबाट अरू देशका महिलाहरूले पनि सम्पत्तिमा आफ्नो अधिकार खोज्न थाले । विस्तारै यस आन्दोलनको प्रभाव नेपाली महिलाहरूमा पनि पर्न थाल्यो ।

नेपाली महिलाहरूको सङ्घर्ष


राणा कालीन समयमा नेपाली महिलाहरू सङ्गठित हुन सकेका थिएनन् । वि.सं. २००७ सालपछि भने महिलाहरूले आफ्नो अधिकारका लागि सङ्गठन निर्माण गर्न लागेका हुन् । वि.सं. २०१७ सालपछि नेपाली महिलाहरूले निकै सानो स्वरमा सम्पत्तिमाथि आफ्नो अधिकारको आवाज उठाउन थालेको पाइन्छ ।




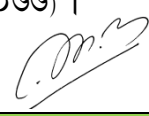
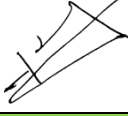
सम्पत्तिमा कानुनी मान्यता : वि. सं. २०१९ को मुलुकी ऐनले पहिलो पल्ट महिलाहरूलाई सम्पत्तिमा कानुनी अधिकारको सुनिश्चितता गरेको पाइन्छ । यस ऐनले दिएको अधिकारलाई महिला सङ्घर्ष उपलिब्धि मान्दै नेपाली महिलाहरू सम्पत्तिमाथि थप अधिकारका लागि र


महिलालाई सम्पत्तिमा संवैधानिक हक : वि.सं. २०४६ को प्रजातन्त्र पुर्‍यापनाको जनआन्दोलनबाट नेपाल अधिराज्यको संविधान २०४७ कार्यान्वयन हुनपुग्यो । उक्त संविधानले स्पष्ट रूपमा महिलालाई सम्पत्तिमाथि अधिकार हुने व्यवस्था गर्‍यो र यसकै आधारमा कानुन पनि तर्जुमा गरी कार्यान्वयन हुन पुग्यो । तर यतिले मात्र नेपाली महिलाहरूले चित्त बुझाएनन् । उनीहरूले आफ्नो मागलाई नागरिक अगुवा, मानव अधिकारवादी, कानुनविद् तथा पत्रकारहरूका सामु प्रस्तुत गरी आम जनमत तयार गर्नपुगेको देखिन्छ ।





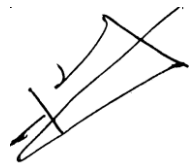
4. Citation Method (See APA 7th ed. 2020)





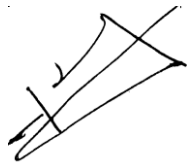
[Handwritten signatures and marks]





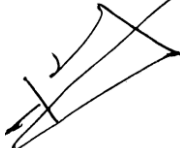
SN	Type of work	Narrative Citation	Parentetical Citation
4.1	One work by one author ***** Note: (..... means sentences or paragraph) ***** Abbreviation n.d.= No date मि.अ.= मिति अप्राप्त 	Dahal (2075) found that or Walkar (2015) mentioned that or दाहाल (२०७५) का अनुसार। ***** If the publication date is not found, Watson (n.d.) claimed that or ठकाल (मि.अ.) उल्लेख गर्नुहुन्छ। (Dahal, 2075). or (Walkar, 2015). or (दाहाल, २०७५) । ***** If the publication date is not found, (Watson, n.d.). or (ठकाल, मि.अ.) ।
4.2	One work by two authors ***** Note: (..... means sentences or paragraph) ***** Abbreviation n.d.= No date मि.अ.= मिति अप्राप्त	Dahal and Kafle (2070) concluded that ... or Bist and Kant (2018) claimed that or दाहाल र काफ्ले (२०७०) ले औल्याए अनुसार । । If the publication date is not found, (Dahal & Kafle, 2070). or (Bist & Kant, 2018). or (दाहाल र काफ्ले, २०७०) । If the publication date is not found,


		Johnson and Pitter (n.d.) explained that..... or शाह र परियार (मि.अ.) लेखनुहुन्छ। (Johnson & Pitter, n.d.). or (शाह र परियार,मि.अ.) ।
4.3	One work with three or more authors 	Morrison et al. (2019) explained that or कार्की र साथीहरू (२०७५) को भनाइमा (Morrison et al., 2019). or(कार्की र साथीहरू, २०७५) ।
4.4	Multiple works by multiple authors ***** Note: (..... means sentences or paragraph) ***** (Arrange the surname in an alphabetical order.) 	In such a case, arrange the authors in alphabetical order ***** Adam (2019), Gutery and Pretty (2020), Upreti and Rai (2018), and Wiry (2015) highlighted that or अग्रवाल (२०७५), चौहान र भट्टराई (२०७३), पण्डित र खरेल (२०७६), र क्षेत्री (२०७७) ले प्रस्तुत विषयमा उल्लेख गरेअनुसार । 	In such a case, arrange the authors in alphabetical order ***** (Adam, 2019; Gutery & Pretty, 2020; Upreti & Rai, 2018; & Wiry, 2015). or (अग्रवाल, २०७५; चौहान र भट्टराई, २०७३; पण्डित र खरेल, २०७६; र क्षेत्री, २०७७) ।  
4.5	Institution as an author with abbreviation	First citation Central Bureau of Statistics (CBS, 2015)	First citation (Central Bureau of





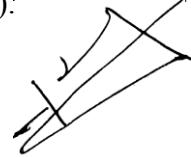
	<p>*****</p> <p>Note: (..... means sentences or paragraph)</p>	<p>mentioned that.....</p> <p>or</p> <p>केन्द्रीय तथ्याङ्क विभाग (के.त.वि., २०७५) ले प्रस्तुत गरेको तथ्याङ्कअनुसार ।</p> <p>Thereafter citation त्यसपछि</p> <p>CBS (2015) focused that</p> <p>or</p> <p>के.त.वि. (२०७५) का अनुसार।</p>	<p>Statistics [CBS], 2015).</p> <p>or</p> <p>..... (केन्द्रीय तथ्याङ्क विभाग [के.त.वि.], २०७५)।</p> <p>Thereafter citation</p> <p>..... (CBS, 2015).</p> <p>or</p> <p>..... (के. त. वि., २०७५) ।</p>
4.6	<p>Institution as an author without abbreviation</p>  <p>सुकुना बहुमुखी क्याम्पस विश्वविद्यालय, काठमाडौं च. २०७६</p> <p>22/4/20</p> <p><i>[Signature]</i></p>	<p>Oxford University (2012) came to reach at conclusion that</p> <p>Sundarharaincha Municipality (2019) wrote that</p> <p>or</p> <p>काठमाडौं विश्वविद्यालय (२०६८) को निष्कर्षअनुसार ।</p> <p><i>[Signature]</i></p>	<p>..... (Oxford University, 2012).</p> <p>..... Sundarharaincha Municipality (2019)</p> <p>or</p> <p>.....(काठमाडौं विश्वविद्यालय, २०६८) ।</p> <p>..... (सुकुना बहुमुखी क्याम्पस, २०७६) ।</p> <p><i>[Signature]</i></p>
4.7	<p>Works with same author & same date</p> <p>*****</p>	<p>Shrestha (2015a) highlighted</p> <p>Shrestha (2015b) claimed that</p> <p>Shah and Tiwari (2018a) demonstrated that ...</p>	<p>..... (Shrestha, 2015a) .</p> <p>..... (Shrestha, 2015b).</p> <p>..... (Shah & Tiwari, 2018a).</p>





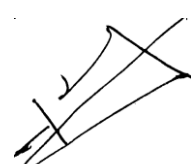
	Note: (..... means sentences or paragraph)	Shah and Tiwari (2018b) hypothesised that यादव (२०७२ क) का अनुसार । यादव (२०७२ ख) का अनुसार । रावल र ज्ञावली (२०७५क) ले यस सन्दर्भमा । रावल र ज्ञावली (२०७५ख) ले यस सन्दर्भमा । (Shah & Tiwari, 2018b). (यादव, २०७२ क) । (यादव, २०७२ ख) । (रावल र ज्ञावली, २०७५ क) । (रावल र ज्ञावली, २०७५ ख) ।
4.8	Multiple works with the same surname of different authors   	H. J. Yatty (2017) and K. Yatty (2018) blamed that B. F. Goldis and Pitterson (1999) and H. M. Goldis (2002) argued that or चन्द्र लिम्बू (२०७०) र विश्वास लिम्बू (२०७४) को अभिमतअनुसार । कुवेर मैनाली र तामाङ (२०६७) र भुवन मैनाली (२०७५) ले औल्याएअनुसार ।  (H. J. Yatty, 2017; K. Yatty, 2018). (B. F. Goldis & Pitterson 1999; H. M. Goldis, 2002). or (चन्द्र लिम्बू, २०७०; विश्वास लिम्बू, २०७४) । (कुवेर मैनाली र तामाङ, २०६७; भुवन मैनाली, २०७५) । 
4.9	One work and multiple authors with the same surname	Chohen and Chohen (2019) indicated that or खनाल र खनाल (२०६८) ले यस विषयमा उल्लेख (Chohen&Chohen, 2019). or (खनाल र खनाल, २०६८) ।

		गरेअनुसार ।	
4.10	If the original source is not found but citation is found in the secondary sources (Secondary source citation)	Joseph Wolpe (1960; as cited in Peterson, 2011) criticized that or पारस मिश्र (२०६५; घिमिरे २०७३, मा उद्धृत) अनुसार । (Wolpe 1960; as cited in Peterson, 2011). or (मिश्र, २०६५; घिमिरे २०७३ मा उद्धृत) ।
4.11	personal communication (include communication in the text but it is not included in reference)   	J. S. Zento (personal communication, February 18, 2019) implied that or स्मृति थापामगर (व्यक्तिगत सञ्चार, असोज २५, २०७२) ले दिनुभएको प्रस्टीकरणअनुसार Oral Tradition of Indigenous People ***** Nepalese indigenous people have own system. Hangjit Limbu (Kirat community, lives in Fakchamara, Tehrathum, personal communication, Chaitra 2076) said about rite and ritual system of Limbu community. He further highlighted..... (J. S. Zento, personal communication, February 18, 2019). or (स्मृति थापामगर, व्यक्तिगत सञ्चार, असोज २५, २०७२) ।  

4.12	<p>More works, same author/s and different publishing years ***** (Arrange the date in chronological order.)</p> 	<p>Pitterson (2015a, 2015b, 2017, 2020) elaborated that Netway (n.d., 2012, in press) noted that Getty and Nuddy (2011, 2016, 2019) showed that or प्रजापति (२०७०क, २०७०ख, २०७३, २०७६) को निष्कर्षअनुसार महर्जन (मि.अ., २०७२, मुद्रण) ले गरेको आलोचनाअनुसार</p>	<p>..... (Pitterson, 2015a, 2015b, 2017, 2020). (Netway, n.d., 2012, in press). (Getty &Nuddy 2011, 2016, 2019). or (प्रजापति, २०७०क, २०७०ख, २०७३, २०७६) । (महर्जन, मि.अ., २०७२, मुद्रण) ।</p>
4.13	<p>Omitting the Year in Repeated Narrative Citations with the same paragraph</p> 	<p>Waterson (2018) explained that nowadays most of the youths are involving in the criminal activities. Waterson came to reach at conclusion  </p>	<p>..... (Waterson, 2018). </p>
4.14	<p>Citation of Direct Quotations in the Text</p>	<p>Fewer than 40 words and incorporate the quotation in the paragraph and then enclose it within double quotation marks. ***** With the concept of deconstructionism, Doshi</p>	<p>Fewer than 40 words and incorporate the quotation in the paragraph and then enclose it within double quotation marks. ***** In deconstructionism, "Truth is always</p>

		(2003) claimed that "truth is decenter, plural, fragmented, discontinue and changeable" (p. 147).	decenter, fragmented, plural, discontinue and changeable" (Doshi, 2003, p. 147).
4.15	Block Quotations ----- -Block quotation citing 40 or more words - Block with 0.5 inch indentation - Don't use quotation marks in the block - Line space is followed as earlier line space	In the case of 40 or More Words Brewer (2000) further defines: Ethnography is the study of people in naturally occurring settings or 'fields' by means of methods which capture their social meanings and ordinary activities, involving the researcher participating directly in their setting without imposing them and collecting data in a systematic manner. (p.10)	In the case of 40 or More Words Regarding ethnography research design: it is the study of people in naturally occurring settings or 'fields' by means of methods which capture their social meanings and ordinary activities, involving the researcher participating directly in their setting without imposing them and collecting data in a systematic manner. (Brewer, 2000, p.10)
4.16	Quotations without page No. ***** -If the material does not have page number/s		Mention author, date and heading/section ***** For the economy "excessive money hoarding discourages investment in the productive sector" (Johnson, 2001, Money and Investment section). ***** Mention author, date and paragraph No. In the case of cancer, "patients who have cancer have increased insulin resistance that leads to increased lipolysis and hyperlipidemia that is unresponsive to glucoseinfusions" (Lagman &

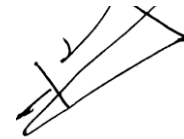
			David, 2005, Danger of Cancer section, para 9). ***** If it has no section, mention author, date and paragraph No. A Study shows that "homelessness often accompanies many additional barriers to diabetes for self-management and health issues" (Chilton, 2018, para 36).
4.17	TED Talk ***** TED=Technology, Entertainment and Design (may be you tube, audio book, TV show etc.)	Gittory (2019) and TED (2015) showed that  (Gittory, 2019; TED, 2015).
4.18	Radio interview recording in a digital archive	Sharma (2070) (Sharma, 2070).
4.19	Speech audio recording	Tenderson (2010) (Tenderson, 2010).
4.20	Webinar ***** (No need of reference in the case of unrecorded webinar but show reference if it is recorded)	Sanjel (2077)   (Sanjel, 2077):  
4.21	Power point slides or lecture notes/Class note	Koirala (2016) (Koirala, 2016).
4.22	Social media ***** (Twitter, Facebook, Instagram etc.)	Luitel (2020) Yadav (n.d.) Ministry of Health and Population Nepal (2020) (Luitel, 2020). (Yadav, n.d.). (Ministry of Health and Population Nepal, 2020).

		Sukuna Multiple Campus (2020) (Sukuna Multiple Campus, 2020).
4.23	Webpage on a website     	News website Tripathi (2020)..... BBC News (2019) Gorkhapatra (2020) The Rising Nepal (2020) Kantipur (2018) Group Author World Health Organization (2018)..... Rastriya Banijya Bank (2019) Nepal Stock Exchange (2017) Bir Hospital (2015) Sukuna Multiple Campus (2012) website with no date Central Bureau of Statistics (n.d.) Bir Hospital (n.d.) and Neupane (n.d.) ...	News website (Tripathi, 2020). (BBC News, 2019). (Gorkhapatra, 2020). (The Rising Nepal, 2020). (Kantipur, 2018). Group Author ... (World Health Organization, 2018). (Rastriya Banijya Bank, 2019). (Nepal Stock Exchange, 2017). (Bir Hospital, 2015). (Sukuna Multiple Campus, 2012). website with no date ... (Central Bureau of Statistics, n.d.). ... (Bir Hospital, n.d.; Neupane, n.d.).
4.24	Material with no Author - (Mention title of the work and date)	Health Promotion (2009)..... (Health Promotion, 2009).
4.25	Magazine article with no author	 ("Understanding Diabetes and its Care," 2018).
4.26	Translated material and reprint version	Jiaget (1960/1987) mentioned that (Jiaget, 1960/1987).

	(Original work in 1960 and traslated in 1987)		
4.27	Film (Mention the surname name of the director)	Khan (2007) hilighted that (Khan, 2007).

Please, see APA Manual 7th ed. 2020 for updating methods of academic and report writings. See referencing system in the below pages points 5 to 6.23






5. Some Rules of Referencing

- a) Italicize the name of the book.
- b) Hang the 2nd, 3rd, 4th, 5th or nth line/s of reference with 0.5 indentations from the beginning.
- c) No need of mention the address of publisher.
- d) We can write full name of author/s while writing article and thesis in Nepali language.
- e) In Nepali writing, We can use comma (,) instead of full stop (.) and full stop (पूर्णविराम) at the end of each reference.
- f) Use 2nd, 3rd, 4th, 5th ... nth instead of 2nd, 3rd, 4th, 5th, ... nth while mentioning edition.
- g) If the material has 3 or more authors up to 20, list all authors up to and including 20. The last author's surname is preceded by an ampersand (&).
- h) If the material has 21 or more authors, list the first 19 authors, then insert three dots (ellipsis ...) and add the last author's name.
- i) An organization or authority named as International DOI Foundation (IDF) provides digital object identifier (doi) to the academic article so that the article is globally accepted.
- j) If you cite edited book, then mention (Ed.) of (Eds.) before mentioning the publishing year.
- k) If you cite the edited chapter book, then mention (Ed.) or (Eds.) after the chapter heading and also mention short name of first name and then full name of surname; italicize the name of the book; mention page number (pp.).
- l) If you cite journal article, italicize the name of the journal to volume No. but not article; mention volume and issue No. and page number (Example: 5(13), 56-93.); no space between volume No. and issue No.; if it is online article, mention website and mention doi number.
- m) Mention sentence case of the title of the article but upper case of the name of the journal.
- n) Mention (press) if the article is in the press which is ready for publication.
- o) If the journal article is written in another language, then translate it in a square bracket.
- p) In the case of manuscript referencing, include the department and institution where the work was produced, if possible.



6. Examples of Referencing (See APA 7th ed. 2020)

6.1 One work by one author

Walkar, S.D. (2015). *Present trend and position of share market in Nepal: An overview* (2nd ed.).

Ratna Book and Distributer.

David, H.W. (2009). *Fundamental principles of making personality, character, ideology and building confidence level during campus life*. Oxford University Press.

दाहाल, तेजनारायण (२०७५), *सतार जातिको धर्म, संस्कार र पर्व*, पर्वतीय प्रकाशन ।

कोइराला, धरणीधर (२०६८), *शिक्षा क्षेत्रमा देखिएका समस्या, चुनौती र सम्भावनाहरू : अभ्यास र प्रयोग*, (दोश्रो संस्करण), सामाजिक अनुसन्धान र सामग्री विकासका लागि प्राज्ञिक मञ्च ।

उप्रेती, सञ्जीव (२०६८), *सिद्धान्तका कुरा*, अक्षर क्रियसन्स ।

6.2 One work by two authors

Anderson, L. M., & Taylor, H. F. (2007). *Understanding sociology*. Wadsworth Cengage Learning.

Bist, J. T., & Kant, W. M. (2018). *Classicism, modernity, post modernity and post colonialism: Sociological theories and understanding* (15th ed.). SAGE Publishing Inc.

दाहाल, कमलप्रसाद र काफ्ले, धरणीधर (२०७०), *हिन्दू दर्शनभित्रका षट् दर्शनले समेटेका विश्वका अन्य दर्शनहरू : व्याख्या, विश्लेषण र विवेचना*, दर्शनशास्त्र प्रकाशन तथा प्रदर्शन समिति ।

6.3 One work by multiple authors (3 or more authors)

Morrison, K. F., Schumpter, Y., Mammom, A., & Tswet, K. H. (2019). *Understanding global educational trend and pattern*. McMillan Publishing House.

Watson, S., Gunasekaran, G., Gedye, M., Roy, Y. V., Ross, M., Longdin, L., Brown, L., Thruston, M. K., William, J., Waterson, M. D, Bays, V., Pitter, Z. F., Nesse, Y. T., Bhattacharya, J. P., Ket, P., & Zoot, C. (2003). *Law of business organizations* (4th ed.). Palatine Press and Distributer.

Loannidis, N. M., Rothstein, J. H., Pejaver, V., Middha, S., McDonnell, S., Baheti, S. Musolf, A., Li, Q., Holzinger, E., Karyadi, D., Cannon-Albright, L., Teerlink, C. C., Stanford, J. L., Isaacs, W. B., Xu, J., Cooney, K., Lange, E., Schleutker, J., Carpten, J. D., ... Weiver, S. (2016). *An ensemble method for predicting the pathogenicity of rare missense variants*. Pearson Education.



6.4. Edited Book

Hucker, J. (Ed.). (2019). *Challenging questions on environmental pollution*. Routledge.

Pitterson, K. F., Kittu, R., Williamson, T. D., & Zoonnon, M. K. (Eds.). (2012). *Pattern and trend of global trading in the business cycle*. <https://doi.org/10.1059/15969-001>

विजौरिया, कृष्णकुमार (सम्पा.), (२०७१), मेरो जीवन र मेरा अधुरा सपनाहरू, कल्याणी प्रकाशन ।

यादव, चन्द्रदेव, चौलागाईं, हिरण्यकुमार, पाण्डे, पदमप्रसाद, ओली, माधुरी र भारती, कमला (सम्पा.) (२०६५), हिन्दू धर्मभित्रका शाखा, उपशाखा र सामाजिक विश्वासका चरणहरू, कार्तिकेय प्रकाशन तथा वितरण ।

6.5 Chapter Edited Book

Ritone, R., Nemun, G. T., & Upreti, S. P. (2009). The responsibility of government for good governance. In D. Pandit (Ed.), *Principies and practice of democratic government* (4th ed., pp. 78-92). ABC Modern Press.

Karki, G. B. (2002). Methods of conducting good research in social science. In K. P. Chatajee, Z. Yuchi, & C. P. Parajuli (Eds.), *Basic principles of social science* (pp.104-141). Bright Press and Publication House.

Carney, S., Bista, M.B., & Jytte, A. (2009). Empowering the local through education? Exploring community managed schooling in Nepal. In P. Bhatta (Ed.), *Education in Nepal: Problems, reforms and social change* (pp. 215-243). Martin Chautari.

तामाङ, सेरा (सन् २००७), नेपालमा विकासे नारीवाद, मेरी डेसन र प्रत्युष वन्त (सम्पा.), नेपालको सन्दर्भमा समाजशास्त्रीय चिन्तन, (पृ.५२२-५५७), सोसल साइन्स वहा ।

6.6. Institution as an author

Central Bureau of Statistics (2017). *National economic census 2018: National Report*.

Central Bureau of Statistics (2019). *Pilot agriculture integrated survey 2019*.

<https://cbs.gov.np/pilot-agriculture-integrated-survey-2019-chitwan/pdf/>

6.7 Dictionary, thesaurus, or encyclopedia

Hurluck, H. (n.d.). *Dictionary of psychology*. Retrieved June 27, 2019, from <https://dictionary.psy.org>

Toderson, D. N. (Ed.). (2019). *Encyclopedia of modern sociology* (17th ed.). Oxford University Press. <https://group.oxford.edu/archives/17th/pdf/0045>

पोखरेल, बालकृष्ण, त्रिपाठी, वासुदेव, दाहाल, वल्लभमणि, पराजुली कृष्णप्रसाद, शर्मा, गोपीकृष्ण र भट्टराई, सोमनाथ (सम्पा.), (२०७५), *नेपाली बृहत् शब्दकोश* (१० औं सं.), नेपाल प्रज्ञा प्रतिष्ठान ।



6.8 Journal article with a doi

Adhikari, E. R., (2018). The experiences of learners with disabilities in mainstream vocational training in Nepal. *International Journal for Research in Vocational Education and Training*, 5(4), 307-327. <https://doi.org/10.13152/IJRVET.5.4.4>

Borland, J., & James, S. (1999). The learning experience of students with disabilities in higher education: A case study of a UK university. *Disability & Society*, 14(1), 85–101. <https://doi.org/10.1080/0968759992639>

Khanal, P. (2011). Teacher management in a decentralised school context in Nepal: Fuelling tension and dissent? *Compare: A Journal of Comparative and International Education* 41(6), 769-784. <https://doi.org/10.1080/03057925.2011.592041>

6.9 Journal article without a doi and found in website

Ketty, M., Lodward, J. H., Puttersson, K., & Zupdoter, F. L. (2019). Language hegemony of majority group. *Journal of Language Expedition*, 31(1), 17-39. <https://www.language.org/language diversity/ resource/24901/>

Basit, A., Rahman, F., Jumani, N. B., Chrishtin, S. U. H., & Malik, S. (2010). An analysis of conflict resolution: Strategies in Pakistani school. *International Journal of Academic Research*, 2(6), 212-218. Retrieved from <http://www.ijar.lit.az>

6.10 Journal article without a doi and no website

Shankya, B., Bajracharya, H., & Thapa, B. K. (1997). Improving teacher supervision and services for primary education in Nepal. *ANTRIEP*, 2(2), 14-17.

न्यौपाने, दीपक (२०७१), मोरङ निबन्ध सङ्ग्रह : विशेषता र प्राप्ति, *अन्वेषण*, ४(४), २४ – ३५ ।

पोखरेल, भोलानाथ (२०७१), पात्रविधानका दृष्टिकोणले मञ्जरी उपन्यास, *दृष्टिकोण*, ४, ३२-३८ ।

6.11 Journal article, in press

Pachur, T., & Scheibehenne, B. (in press). Unpacking buyer-seller differences in valuation from experience: A cognitive modeling approach. *Psychonomic Bulletin & Review*.



6.12 Journal article, published in another language

Gómez Calero, C., Fernández-Muñoz, J. J., Toledano, A., Fernández-Huete, J., & Martínez-Monge, N. (2015). La anosmia neurosensorial: Relación entre subtipo, tiempo de reconocimiento y edad [Sensorineural anosmia: Relationship between subtype, recognition time, and age]. *Clínica y Salud*, 28(3), 155-161.

6.13 Journal article, republished in translation

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