

2014

Author Guidelines

Applicable for all
journal of IPA and its
associates

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Online open access scientific journals publisher.

Author Guidelines

Authors of our journal are informed to prepare the article as per the following guidelines

Font information

Main title: Times New Roman – 14 size and bolded

Sub headings: Times New Roman – 12 size and bolded without any italics or colon (:) used.

Running text: Times New Roman – 12 size do not use any colors, underlines, italics except for certain content like botanical names, zoological terms etc.

Images and figures

Format: All figures should be either in jpg or in tiff only with at least 400 dpi resolution.

Graphs: Convert graphs into images in jpg or tiff format and then insert

Image placement: All images should be aligned in center with Wrap text as “inline with text” mode.

Image location: Do not send a separate image file, rather place the images wherever they should be in the article.

Content in the image: All text in the image should be clearly visible and readable even in reduced in size.

Units: While forming the images use standard units in SI format.

Numbering: All figures should be defined as Figure 1, Figure 2 etc, do not use as fig.

Tables and content

Table size: Not more than 5-6 columns is permitted, all tables should be within the margin

Units: Follow SI system of units in table content, provide units for all columns

Numbering: All tables should be numbered chronologically as Table 1, Table 2 etc.

Concept: As far as possible reduce number of tables, do not provide lengthy tables which reduces the readability, convert tables into graphs, images mostly.

Other important information

1. Do not provide any section break or page break anywhere in the article
2. Provide proper author affiliation and only corresponding author mail id
3. Do not provide any photographs of authors.
4. Do not use any abbreviations in the article, if used define them at least in one location
Ex: APA (American Physiological Association).
5. Strictly follow author guidelines, read the article at least three times to check author guidelines matching.
6. Proof read the article by using your friends before submission.

If you feel any ambiguity in the author guidelines feel free to write to us at editorial@ipublishing.co.in for clear instructions.

Referencing and its importance

What is referencing?

Referencing is a system used in the academic community to indicate where ideas, theories, quotes, facts and any other evidence and information used to undertake an assignment, can be found. (Staffordshire University manual, 2013). Referencing is a method used by researchers, academia and others who publishes books, articles, research papers to indicate from where they had adopted the idea, theories, facts that is used in their work.

Who should know about referencing?

Any researchers, academia, students, scholars and anyone who wish to publish their work in public domain, should be well versed with the various methods of referencing and also should be thorough with the technique of referencing their work.

Why referencing is important?

- Referencing helps to avoid plagiarism, a form of academic theft and an academic offense which is seriously viewed nowadays.
- It gives proper credit to the sources and authors who had put painstaking effort to produce a result which is referred in your research work.
- Referencing helps to identify the reader about various related sources that are available to read and helps in enhancement of knowledge.
- Referencing enables readers to consult various materials related to the particular work and helps them to arrive to a conclusion.
- It helps in correcting any error that might be overlooked in preparing the article by cross checking with various related sources.
- Referencing increases the authenticity of your work and validates the hard effort you had put in preparing the research paper.

Qualities of good referencing

- It should be highly comprehensive covering all materials author(s) used in preparing the paper.
- For review papers referencing is the key and backbone of validation, it should cover all important materials that is used in the review.
- Proper citation is provided to all original authors, publishers etc.
- Reference is properly validated and found to be legitimate.

What do you need to prepare reference list?

- Collect the information on what are the materials, books, websites, online and offline content, journal articles that are used in the study

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- Collect the sources of images, texts, tables, and data etc which are used in the study.
- Verify that not a single source is missed.

Reference citation

Use as (authorname, year) and do not use as [1], [2] or by using superscripts in the content

Referencing method

There are various methods employed in providing references in an articles, some of them which are widely used includes

- American Psychology Association (APA) APA style can now be managed directly in Microsoft Word 2010 under References
- Harvard Also known as the author-date system
- Oxford Also known as the documentary-note method
- Vancouver

There are sources that can generate references if the input parameters are known which are available at the following links

- <http://www.harvardgenerator.com/>
- <http://www.easybib.com/>
- <http://library.albany.edu/reference/citegen.html>
- http://www.myt4l.com/index.php?v=pl&page_ac=view&type=tools&tool=bibliography_maker
- <http://writecite.com/>

which authors can use while preparing references.

What can be a source for reference?

Authors can use wide variety of materials as source for their research work, in the internet era we cannot predefine that this are the sources that might be used, the following are the widely used sources used by authors.

- Internet resources
- Books (Single author, multiple author, edited books) and e-books
- Journal articles
- Conference proceedings
- Videos (Online and offline)
- Films
- Thesis works (Masters and PhD)

- Online pictures

What data you should know from the sources?

To prepare a good reference list which is comprehensive you need to know various parameters from the above mentioned sources which are as follows

- Author name with their surname and initials (if applicable)
- Year of publication
- Volume number, issue number
- Edition number
- Pages (starting page and ending page)
- URL of the website resource and date accessed
- Author of the website resource
- Title of the article/ content
- Organizers of the conference
- Proceeding volume number
- Publisher information (Title of publisher, country)
- Editorial board (Edited books) or Editor

Once the above data is available you can directly proceed in preparing the reference list, please ensure that all data are readily available before proceeding in preparing referencing.

IPA method of referencing

We follow unique method of referencing in several journals and in our newer journals we adopt Harvard system of referencing, authors submitting articles to any of the IPA journals will be asked to follow our pattern of referencing strictly. Articles that do not follow proper referencing will not be processed further and will be sent for corrections. The method of referencing various sources is listed in table 1:

Table 1: Method of citing various sources in an article which is being considered for publication in IPA Journals

Type	Data to be collected	Format	Remarks
Journal article (Single author)	Author name with their surname, initials if any, article title, volume and issue number, pages author referred (starting and ending page), year of publishing	A'khabuhaya J., (1988), Metal pollution of River Msimbazi, Tanzania, Environment International, 14(6), pp 511-514.	Use capital letters wisely, unwanted capitals are to be avoided While quoting in text use as (authorname, year) Ex (A'khabuhaya J., 1988)
Journal article (Two authors)	Author(s) name with their surname, initials if any, article title, volume and issue number, pages author referred (starting and ending page), year of publishing	A'khabuhaya J., and Lodenius, M., (1988), Metal pollution of River Msimbazi, Tanzania, Environment International, 14(6), pp 511-514.	While quoting in text use as (authorname, year) Ex (A'khabuhaya J., and Lodenius, M., 1988)
Journal article (Multiple authors)	Author(s) name with their surname, initials if any, article title, volume and issue number, pages author referred (starting and ending page), year of publishing	De Wolf H., Ulomi S.A., Backeljau T., Pratap H.B., and Blust R., (2001), Heavy metal level in the sediments of four Dar es Salaam mangroves. Accumulation in and effects on the morphology of the Periwinkles, <i>Littorina scabra</i> (Mollusca, Gastropoda), Environment International, 26(4), pp 243-249.	Use italics only if it's a botanical/ zoological name or its required, do not use unnecessary italics or underlining any where. While quoting in text use as (authorname, year) Ex (A'khabuhaya Jet al, 1988) Use semicolon and cite any number of references in the content Ex: (A'khabuhaya Jet al, 1988; De wolf et al, 2001....)

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Journal articles (with doi)	Author(s) name with their surname, initials if any, article title, volume and issue number, pages author referred (starting and ending page), year of publishing, doi	De Wolf H., Ulomi S.A., Bacheljau T., Pratap H.B., and Blust R., (2001), Heavy metal level in the sediments of four Dar es Salaam mangroves. Accumulation in and effects on the morphology of the Periwinkles, <i>Littorina scabra</i> (Mollusca, Gastropoda), Environment International, 26(4), pp 243-249, Doi: 10.xxxx.234555	Use of doi is highly promoted
Journal article (Printed version)	Same as online journal article	Trefts, K. and Blacksee, S. (2000), Did you hear the one about Boolean Operators? Incorporating comedy into the library induction. Reference Services Review, 28(4), Pp 369-378	
Website or online information	Author of website Family/Surname, Initials or Website name if no author is available. (Year - in brackets) Title of website in italics or underlined. Any numbers if necessary or available if website is part of a series, Online in square brackets Available from: URL, Accessed: followed by date in square brackets.	Michael Arthur, (2012), How to prepare referencing? Available at http://www.preparereference.org/referencing accessed on 2nd March 2013.	Try to provide author name for all online articles without fail, also do not fail to provide accessed date since website data are prone for deletion and may not be available if the site is down
Newspaper article (Online)	Author(s) of article's Family/Surname, Initials. (Publication year in brackets) Title of article. Title of Newspaper - italicised	Randerson, J, (2008), Researchers find fish that can count up to four, <i>The Guardian</i> . Online 26th February. available at http://theguardian.co.uk , accessed on 22nd May 2012, pp14-18.	

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	<p>or underlined. [Online in square brackets] Name of Database article is from if appropriate. Day and month of the article. Page number of the article if applicable. Available from: URL. [Accessed: followed by the date viewed in square brackets].</p>		
<p>Newspaper article (Printed)</p>	<p>Author(s) of article's Family/Surname, Initials. (Publication year in brackets) Title of article. Title of Newspaper - italicised or underlined. Day and month of the article. Page number of the article if applicable.</p>	<p>Randerson, J, (2008), Researchers find fish that can count up to four, <i>The Guardian</i>. pp14-18.</p>	
<p>Book – Single author</p>	<p>Author Family/Surname, Initials. (Publication year in brackets) Book title - italicised or underlined. Series title and volume if applicable. Edition – if not the first. Place of publication: publisher.</p>	<p>Neville, C. (2010), <i>The Complete Guide to Referencing and Avoiding Plagiarism</i>. 2nd edition, Maidenhead: Open University Press.</p>	

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<p>Book – two authors</p>	<p>All Author (s) Family/Surname, Initials. (Publication year in brackets) Book title - italicised or underlined. Series title and volume if applicable. Edition – if not the first. Place of publication: publisher.</p>	<p>Bradbury, I., and Morse, A. (2002), <i>Scientific Principles for Physical Geographers</i>. Harlow: Prentice Hall</p>	<p>Use only “and” do not use “&”</p>
<p>Book – Multiple authors</p>	<p>All Author (s) Family/Surname, Initials. (Publication year in brackets) Book title - italicised or underlined. Series title and volume if applicable. Edition – if not the first. Place of publication: publisher.</p>	<p>Bradbury, I., et al, (2002), <i>Scientific Principles for Physical Geographers</i>. Harlow: Prentice Hall</p>	
<p>A chapter in an edited book</p>	<p>Author Family/Surname, Initials of the author writing the chapter. (Publication year in brackets) Title of chapter. In: FAMILY/SURNAME, Initials. of author or editor of book (ed.) or (eds.). Book title -</p>	<p>Marshall, W. A. (1975), <i>The Child as a Mirror of his Brain's Development</i>. In Sants, J. and Butcher, H. J. (eds.). <i>Development Psychology</i>. Aylesbury, Bucks: Hazell Watson & Viney Ltd.</p>	

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	<p>italicised or underlined. Series title and volume if applicable. Edition – if not the first. Place of publication: Publisher.</p>		
<p>Conference proceedings</p>	<p>Author'(s) surname(s) and initials, Year of publication, in brackets , Title of paper , Title of conference proceedings, in italics or underlined ,Date of conference, Location of conference, Page numbers, Place of publication, Publisher of proceedings</p>	<p>Riley, D, (1992), Industrial relations in Australian education', in Contemporary Australasian industrial relations, Proceedings of the sixth AIRAANZ conference, ed. D. Blackmur, AIRAANZ, Sydney, pp 124-140.</p>	<p>Do not cite unpublished conference proceedings.</p>
<p>Conference proceedings- Online version</p>	<p>Author'(s) surname(s) and initials, Year of publication, in brackets , Title of paper , Title of conference proceedings, in italics or underlined ,Date of conference, Location of conference, Page numbers, Place of publication, Publisher of proceedings , URL</p>	<p>Jones, J. (1994), Polymer blends based on compact disc scrap, in Proceedings of the Annual Technical Conference - Society of Plastics Engineers, May 1-5, 1994, San Francisco, pp 2865-2867, Brookfield, CT: Society of Plastics Engineers. Or Fan, W, Gordon, MD and Pathak, R, (2000), Personalization of search engine services for effective retrieval and knowledge management, Proceedings of the twenty-first international conference on information systems, pp. 20-34. available at http://www.acm.org/conference/2012/23.pdf, accessed on 2nd June 2012</p>	
<p>E-Book</p>	<p>Author(s),</p>	<p>Sadler, P. (2003), Strategic Management.Sterling. VA</p>	

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	Family/Surname, Initials. (Publication year in brackets) Book title - italicised or underlined. [Online] Series title and volume if applicable. Edition - if not the first. Place of publication: Publisher. Available from – URL. [Accessed: date].	Kogan Page, available at http://www.netlibrary.com/reader/ ., accessed on 6th May 2012.	
Citing reports of groups, committees, companies, etc	Country. Name Of Issuing Body. (Year of publication in brackets) Title of publication – in italics or underlined. Place of publication: Publisher. (Report Number – if applicable in brackets).	India, The Energy Research Institute, (2012), Energy report of India: Recent trends in Energy usage pattern, Energy papers-46	
Citing a video	Title, year, production agency, country, distributor if any.	Concrete technology, (1979), University of Plymouth students, Plymouth film corporation, distributed by Newland pictures, India.	
Citing a video available on website	Title, year, production agency, country, distributor if any, URL	Concrete technology, (2007), Preparing various types of concrete, online video, available at < http://www.youtube.com/watch?v=abMIHjO2nh4 > accessed 31 July 2007,	
Electronic mail	Author, author's details (eg. email address), date of posting, title of posting (from the	Rajesh Manigangan mani@usernet.com, (2006), Concepts and techniques of OOPS, list server, 19 th January, Science and Humanities department of Delhi University, available at http://www.univt.ac.in/~usernet67.pdf , accessed on	

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	<p>'subject' line in the message), format (listserver), name of list owner, accessed day month year (the date of viewing), URL or Internet address (between pointed brackets)</p>	<p>12th June 2012.</p>	
CD-ROM	<p>title (in italics), year of recording, format, publisher place of recording</p>	<p>Managing tough times, (2013), CD-ROM, Ram design videos, India</p>	
<p>For citing any other source follow Harvard style of references</p>			

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