



Maharaja Surajmal Institute

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Guidelines for authors

Prospective authors are requested to submit new, unpublished articles for inclusion in the upcoming issue of Bi-annual online multi-disciplinary, *Parichay: Maharaja Surajmal Institute Journal of Applied Research*. It is a refereed and highly professional journal covering information technology, management, education, other interdisciplinary field, its evolution and future prospects.

We follow a double blind peer review system and carry out two rounds of review process. In the first round, all the submitted papers are first reviewed at editorial board level and assessed on the basis of their technical suitability of the paper for the journal, scope of work, plagiarism and other ethical compliances. If selected by the editorial board, the paper shall be subjected to a fair and unbiased double blind peer review by referees on the basis of their originality, novelty, clarity, completeness, relevance, significance and research contribution.

Guidelines for Preparing Article:

1. Article Preparation

An original article would normally consist of **5000-7000** words (excluding figures, tables and references), although high-quality articles which exceed 7000 words may be considered.

All articles must be written in UK English. If English is not your first language, please ask an English-speaking colleague to proof read your article.

Submissions may be formatted in single or double spacing, preferably in Times New Roman size 12 font. All accepted articles will be correctly formatted for publication.

The text of the article should include the following:

- title
- abstract
- keywords
- introduction
- methodology
- results and discussion
- conclusion and future scope
- references and biographical notes

Please make sure that authors' names are ***not included*** in the document/file properties.

2. Conference Papers

If your article is based on a conference paper which may have been published elsewhere, it is important that you observe the following:

The submitted article must have been substantially revised, expanded and rewritten so that it is significantly different from the conference paper or presentation on which it is based. The article must be sufficiently different to make it a new, original work. As a guide, you should aim to have more than 50% new material. This is a matter of judgment and will be based on a comparison of the submitted article with the original conference paper.

The original conference paper should be supplied by the author with the expanded article for the purpose of comparison.

All such articles will be subject to the same review process as any other submitted article.

Please include the statement '*This article is a revised and expanded version of a paper entitled [title] presented at [name, location and date of conference]*' in the online system when you submit your paper, using the "Notes for the Editor" field.

If the original conference paper on which the extended paper is based has been published elsewhere, or the copyright has been assigned to the conference organisers or another party, authors should ensure that they have cleared any necessary permissions with the copyright owners. Articles will not be accepted, post-review, for publication unless such written permissions have been provided along with author copyright forms.

3. Title, Abstract, Keywords, Addresses, Biographical Notes

Please assist us by following these guidelines:

- **Title:** as short as possible, with no abbreviations or acronyms.
- **Abstract:** approximately 100 words, maximum 150.
- **Keywords:** approximately 10-15 words or phrases. **Keywords are important for online searching** ; please click here for further keyword requirements (PDF).
- **Address*:** position, department, name of institution, full postal address and email address for each author.
- **Biographical notes*:** approximately 100 words per author, maximum 150.

* Author details should not be included in the article, and are only required when completing relevant sections of the online submission form.

4. References and Notes

The references in the reference list should follow the standard IEEE reference style of the journal and citation of a reference.

The Numeric Referencing System with numbers in the text and a numerical list of references at the end of the paper, e.g. ...*Smith's* [1] *research supported*...

Formats for references

Journal articles

Print

Williams, P and Naumann, E. (2011) 'Customer satisfaction and business performance: a firm-level analysis', *Journal of Services Marketing*, Vol. 25 No.1, pp.20 - 32 [Journal titles should be given in full]

Online only

Demers, A. (2009) 'The war at home: consequences of loving a veteran of the Iraq and Afghan wars.' *The Internet Journal of Mental Health*, 6(1) [online]
http://www.ispub.com/journal/the_internet_journal_of_mental_health/volume_6_number_1_45/article/the-war-at-home-consequences-of-loving-a-veteran-of-the-iraq-and-afghanistan-wars.html (Accessed 15 July 2010).

Books

Smith, A. and Brown, D. (2005) *Quantitative Data Analysis with SPSS for Windows*, 2nd ed., Routledge, London.

Edited books

Casson, M. et al (Eds.), (2006) *The Oxford Handbook of Entrepreneurship*, Oxford University Press, Oxford.

Book chapters

Estrin, S., Meyer, K.E. and Bytchkova, M. (2006) 'Entrepreneurship in transition economies', in Casson, M. et al (Eds.), *The Oxford Handbook of Entrepreneurship*, Oxford University Press, Oxford, pp.693–725.

Ebooks

Lowry, R. (2009) *Concepts and Applications of Inferential Statistics* [online]. Vassar College, Poughkeepsie NY. <http://faculty.vassar.edu/lowry/intro.html>. (Accessed 21 February 2009).

Theses

Godfrey, K.B. (1993) *Tourism and Sustainable Development: Towards a Sustainable Framework*. Unpublished PhD thesis, Oxford Brookes University, Oxford, United Kingdom.

Government publications

Department of Culture, Media and Sport, and Department of Business, Enterprise and Regulatory Reform. (2009) *Digital Britain: the interim report*. DCMS and DBERR, London. (Cm 7548). Department of Culture, Media and Sport, and Department of Business, Enterprise and Regulatory Reform (2009). *Digital Britain: the interim report* [online]. DCMS and DBERR, London. (Cm 7548).
http://www.culture.gov.uk/images/publications/digital_britain_interimreportjan09.pdf. (Accessed 1 February 2009)

Conference papers

Unpublished:

Vaughan, R., Andriotis, K. and Wilkes, K. (2000) 'Characteristics of tourism employment: the case of Crete'. Paper Presented at the *7th ATLAS International Conference NorthSouth: Contrasts and Connections in Global Tourism*. 18-21 June 2000. Savonlinna, Finland.

Published:

Jackson, C. and Wilkinson, S.J. (2009), 'An evaluation of the viability of photovoltaics in residential schemes managed by UK registered social landlords' in *COBRA 2009: Proceedings of the RICS Foundation Construction and Building Research Conference*, RICS Foundation, London, England, pp. 396-410.

Reports

Printed

Halliday, J. (1995) *Assessment of the accuracy of the DTI's database of the UK wind speeds*, Energy Technology Support Unit, ETSU-W-11/00401/REP.

Online

Liu, R and Wassell, I.J. (2008) *A novel auto-calibration system for wireless sensor nodes*. [online] Technical report UCAM-CL-TR-727, Computer Laboratory, Cambridge University, Cambridge. <http://www.cl.cam.ac.uk/techreports/UCAM-CL-TR-727.pdf> (Accessed 18 September 2011)

Standards

International Organization for Standardization (2008) *ISO 9001:2008: Quality management systems -- Requirements*. Geneva, ISO.

Online papers, preprints

Chandler, D. (2009) *Semiotics for beginners*. <http://www.aber.ac.uk/media/Documents/S4B/sem02.html> (Accessed 26 July 2010).

Blogs

Shah, V. (2011) 'Capitalism - what comes next?' *Thought Economics* [online] 1 September. <http://thoughteconomics.blogspot.com/2011/09/capitalism-what-comes-next.html> (Accessed 14 September 2011).

Web sites

Apache Jakarta Project. [online] <http://jakarta.apache.org/> (Accessed 21 September 2007).

5. Figures

All illustrations, whether diagrams or photographs, are referred to as Figures. If any figures appear in colour, please note that they will only appear in colour in the online version; in the printed version they will be in black and white. If the quality of the colour figure supplied is not suitable to be produced in colour, it will also be shown in black and white in the online version. Figures should ideally be black and white, not colour, and numbered sequentially. However, if colour is essential to the figure please send a good quality colour image. Please place them interspersed in text.

6. Units of Measurement

MSI Journal of Research follow the *Système International (SI)* for units of measurement. Imperial units will be converted, except where conversion would affect the meaning of a statement, or imply a greater or lesser degree of accuracy.

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