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AUTHOR GUIDELINES

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We only accept the manuscript(s) written in **English**. Authors are allowed to use both American and British version of English but one style must be constant.

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1. Title of the paper
2. Name of Authors and affiliations (with author(s) email)
3. Abstract (Maximum 150 words)
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5. Introduction - including motivation, aims and overview etc.
6. Main body - explanation of methods, data used, instrumentation, results and discussion etc.
7. Conclusions
8. Acknowledgement (If any)
9. References

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Title: Cambria, Title case, Bold, First Letter of each word is capital, Font size -14

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Body Text: Times New Roman, font Size-10, Single Spaced, Justify both sides,

First Line of all Paragraphs indented (0.3), No Line Breaks between paragraphs

Paragraph Spacing: Above paragraph – 0 pt, below paragraph – 0 pt

Paragraph Tab Space: 0.3"

Heading 1: Times New Roman, Size-12, Bold, for example, **1. Introduction**

Heading 2: Times New Roman, Size-10, Bold, for example, **1.1 Leadership**

Heading 3: Times New Roman, Size-10, Italic, for example, *1.1.1 Leadership*

References: Times New Roman, font size -9

Page Setup: Margins: Top -0.4 inch & Bottom: 0.3 inch

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Reference Examples:

Single Author

Daney, S. (2005). *Justice Beyond Borders: A Global Political Theory*. Oxford: Oxford University Press.

Multiple Authors

Bhasin, Pamla, & Khan, Mighat. (1986). *Some Questions on Feminism and its Relevance in South Asia*. New Delhi: Kali for Women.

Chapter in Edited Volume

Matthew, K.S. (1992). Cuddalore in the Eighteenth Century. In I. Banga (Ed.), *Ports and their Hinterlands in India, 1700–1950*, pp. 77–87. New Delhi: Manohar.

Journal Article

Bassett, D.K. (1989). British “Country” trade and local trade networks in the Thai and Malay states c.1680–1770. *Modern Asian Studies*, 23(4), pp. 625–643.

Contribution to a Conference

Gwetu, Thando D. (2004, July). *Patterns and Trends of Urbanization in Botswana and Policy Implications for Sustainability*. Paper presented at ‘City Futures: An International Conference on Globalism and Urban Change’, held at the University of Illinois at Chicago. Retrieved from http://www.uic.edu/cuppa/cityfutures/papers/webpapers/cityfuturespapers/session3_3/3_3patterns.pdf>

Report

Brunk, A.C. (n.d.). *Balodgahan Village* (Manuscript IV-17-21, Box 28, Charitable Institutions, fol. 1). Goshen, Indiana: AAMC.

Electronic Document

Centre for Science and Environment. (2003). *Sacred Groves: Last Refuge. Down to Earth*, Electronic document. Retrieved from http://www.cseindia.org/dte-supplement/forest20031231/sacred_disconnect.htm. Accessed 26 June 2005.

Unpublished Thesis

Iliffe, John. (1988). *The Socio-economic and Political History of the Herero of Mahalapye, Central District, 1922-1984* (Unpublished BA thesis). Department of History, University of Botswana.

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3. If reviewer(s) recommend some changes then author(s) revise the article.
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