

NOTES TO CONTRIBUTORS AND GUIDELINES FOR FULL PAPER SUBMISSION

SUBMISSION OF PAPER

1. Your paper should ideally be in the range of 10-12 pages long.
2. Each paper should have a title page and an abstract of about 200 - 250 words.
3. The title page should contain the title, full name(s), designation(s), organizational affiliation(s), a contact address, and an email address.
4. All manuscripts are received on the understanding that they are not under concurrent consideration at another journal.
5. Exclusive copyright of accepted manuscripts shall be assigned to the Publisher (i.e. the MIP), and in consideration for this, **one copy of the current Journal** will be provided for each paper.
6. Additional reprints of article can be ordered, at cost, by the author(s). PDF format of the article (if available) can be obtained from the Publisher.

LAYOUT

1. Paper should be typed in single spacing (including footnotes, endnotes and references) on one side of the paper only (preferably A4) with the following margins: right and left - 4.25 cm, top - 5.5 cm and bottom - 5.2 cm (including header – 4.5 cm and footer – 4.3 cm) in 12-size Arial font.
2. Footnotes should be numbered consecutively and placed at the end of the manuscript. Footnotes should be kept to a minimum.
3. Tables and diagrams should be provided in the text.

References should follow the APA (6th Edition) referencing format. All foreign words must be typed and transliterated. The Editorial Board reserves the right to change the transliteration of all historical names, titles and non-English terminology to bring them into conformity with its own style.

USE OF FORMULA, FIGURES AND TABLES

Formula (mathematical formula) should be used only when necessary and the conclusions derived must be explained and made intelligible to a non-mathematical reader. Wherever possible, authors are encouraged to place the mathematical parts of the article in an appendix. In cases of empirical articles, authors are expected to make readily available a complete set of data and any specialized computer programs to interested readers.

All illustrations, figures and/or tables in the manuscript must be captioned, in clear black and white (grayscale) and ready for reproduction.