GUIDELINES TO AUTHORS

1. Manuscripts in prescribed format can be submitted through email only to the Chief Editor (info@42inca.org).

2. Manuscript should be submitted in Word document (docx) mentioning the name, address, mobile number and contact e-mail ID. Mention a footnote stating the sub-theme under which the present paper to be considered.

3. Manuscript should be typed in A4 page using font Times New Roman with 12 font size and 1.5 spaces along with 1” margin on all sides of the paper.

4. Equations and tables used in the paper should be editable.

5. Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc.

6. Authors are advised to check their writing with Grammarly or any other similar free software to avoid grammatical errors.

7. The paper should be framed in the following order:

**Title page:** Submit a separate title page in Word to facilitate refereeing process. This should include the title of the paper; the authors’ names; main professional/ academic affiliations; full postal and email addresses and email ID of corresponding author. Author names should be arranged according to their contributions.

**Abstract:** An abstract not exceeding 250 words including objectives, methodology, data sources and findings is required.

**Keywords:** Not more than six to seven key words including one for theme, one for topic, one for method and three others should be given.

**Introduction:** Conceptual background, statement of the problem, explanation of themes and objectives should be described in introduction.

**The Study-Area:** Location and selection criteria of the study area should be given.

**Materials and Methods:** A brief description of sample design, selection of sample, method of primary data collection and tools, types and methods of statistical analysis, software used, secondary data sources etc. must be included in this section.

**Results and Discussion:** This is main body of the paper in which author describes findings with the help of analyzed data, figures and tables; interprets the significance of findings, explains new understanding of problem and explains how results explain the problems. The subject-matter of the article is to be divided into several focused sub-topics with short headings. To a maximum of two levels of headings may be used. First-level headings should be bold on a separate line. Second-level headings should be bold italic on a separate line. Result should be clear and concise.

**Conclusion:** The main conclusion of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section. Author should explain how the findings support/differ from other similar studies and why. Synthesis of arguments that address the research problem highlighting opportunities of future research must also be included in conclusion.

**References:**

Reference to a Journal Publication:

Van der Geer, J., Hanraads, J. A. J., & Lupton, R. A. (2010). The art of writing a scientific article. *Journal of Scientific Communications, 163*, 51–59. https://doi.org/10.1016/j.sc.2010.00372.

Reference to a Journal Publication with an Article Number:

Van der Geer, J., Hanraads, J. A. J., & Lupton, R. A. (2018). The art of writing a scientific article. *Heliyon*, *19*, Article e00205. <https://doi.org/10.1016/j.heliyon.2018.e00205>.

Reference to a Book:

Strunk, W., Jr., & White, E. B. (2000). *The elements of style* (4th ed.). Longman (Chapter 4). Reference to a Chapter in an Edited book:

**TABLES AND FIGURES**

Figure, line drawings, maps should be clear and readable in 300 dpi preferably in Enhanced Windows Metafile (EWM), or JPEG, TIF file formats. All scale lines should be labeled in km, and a North arrow should be drawn in all maps if latitudes and longitudes are not given; otherwise no North arrow is required. Figures should be numbered along with captions, for example, ―Figure 1: Location and extent of the study area‖. Figure number and source both should be below the figure.

Tables must be numbered along with captions, for example, ―Table 1: Changes in coastal features (1997-2021) and placed above the table. Source should be written below the table. Tables should present new information rather than duplicating what is in the text.

**USING SYMBOLS AND ABBREVIATIONS:**

All symbols and abbreviations must be defined, and used only when necessary. Superscripts, subscripts and ambiguous characters should be clearly indicated. Units of measure should be metric.

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