NOTES FOR CONTRIBUTORS

Manuscript Submission

The submission of manuscripts for Indian Journal of Vocational Education (IJVE) implies that the paper has not been published previously or has not been sent for publication elsewhere.

The following three types of manuscripts may be submitted:

(i) Research Articles

Research article should describe new and carefully confirmed findings. Experimental procedures should be given in sufficient detail.

(ii) Short Communications

A short communication is suitable for recording the results of complete small investigations or giving details of new models or hypotheses, innovative methods or techniques. Short communications should be 2 to 4 printed A4 size pages in length.

(iii) Reviews

Reviews should be concise and no longer than 4-6 printed A4 size pages.

All manuscripts should be submitted in MS-Word, both in soft (email/CD/DVD) and hardcopy format. In order to prepare the manuscript, authors are requested to follow the guidelines of American Psychological Association (APA).

Reviews/Research Articles/Short Communications should be submitted in English in double line spacing with 1 inch margins.

The length of the research papers and articles should be between 3000 to 5000 words. The sentence should be grammatically correct and free from typographical errors. The first page of the manuscript should contain the title, name(s), affiliation(s) and address(es) of author(s) and abstract.

The following points may be taken care of before the typescript is sent to the Executive Editor:

Title

The title should be concise and describe the contents of the paper. The title page should include the author's full name and affiliation(s). The name of the corresponding author along with Phone, Fax and E-mail address should be mentioned.

Abstract

Author must submit an abstract of 100-200 words. It should highlight the scope of the experiments, indicate data, and point out major findings and conclusions. Complete sentences, active verbs and the third person should be used. Standard

nomenclature should be used and abbreviations should be avoided. No reference or sub-heading should be used in the abstract.

Keywords

About 3 to 10 keywords that will provide indexing references should be listed.

Introduction

The introduction should provide a clear statement of the problem, the relevant literature on the subject, and the proposed approach or solution.

Materials and Methods

Materials and methods should be complete.

Procedures

Procedures should be described in detail. Previously published procedures should be cited and important modifications of published procedures should be mentioned briefly.

Results

Results should be presented with clarity and precision. The results should be written in past tense when describing findings.

Discussion

The discussion should interpret the findings in view of the results obtained and in past studies on the topic. Conclusion should be stated in a few sentences at the end of the paper.

References

Reference should be listed in alphabetical order at the end of the article. In the text, a reference identified by means of an author's surname should be followed by a comma and the year of publication in round brackets e.g., (Singhal, 1997).

When there are more than two authors, only the first author's name should be mentioned, followed by et al. In case, an author cited has had two or more works published during the same year, the reference, both in the text and in the reference list, should be identified by a lower case letter like 'a' and 'b', after the date, to distinguish the works.

(a)   Reference to research paper/article

Surname, Initials (Year).Title. Journal Name, Volume, Number, Pages.

Example

Singh, H.S. and Gupta, O.P. (1997). Vocational Education and Training as a Tool and Catalyst to Empower Women. Indian Journal of Vocational Education, 21(1) 41-46.

(b)   Reference to chapter in books

Surname, Initials (Year).Title of the chapter, number of pages. In: editor's name (ed.) title of the book, publisher, place of publication.

Example

Tandon, H.P. (1997). A Model for Computer Networking in School Education System, pp.55-60. In: Saxena, H.S. (ed). Recent Advances in Educational Information and Communication Technology, Institute of Information Technology, New Delhi.

(c)   Reference to books/ reports

Surname, Initials (Year), Title of the Book.Publisher, Place of Publication.

Example

Saxena, R.C. (1996). Population Education, National Council of Educational Research and Training, New Delhi.

Acknowledgements

The acknowledgements of people, funding agency, etc. should be mentioned in brief.

Manuscript Formatting

Headings

Headings must be short and should be typed in title case with 14 pt font and bold letters. Sub-headings should be typed in title case with 12 pt font and bold face. Notes and endnotes should be used only if necessary. They must be numbered consecutively in the text, enclosed in square brackets and listed at the end of the article.

Abbreviations

Each abbreviation should be spelled out for the first time.

Tables

All tables must have a title and be in a column format. Each table in the text should be cited in the order in which it appears. Tables are to be typed double-spaced throughout, including headings and footnotes. Each table should be numbered consecutively in Arabic numerals, such as Table 1.

Photographs

Only good quality photographs will be accepted for publication. Original photographs may be submitted, mentioning the reference at the back of the photograph. Graphics should be prepared using applications capable of generating high resolution GIF, TIFF, or JPEG images before pasting in the MS-Word manuscript file. Image should also be provided separately.

Illustrations

Illustrations and Figures should be numbered consecutively using Arabic numbers, such as Figure 1, with a brief title. All illustrations should be in good quality with captions. Illustrations should not exceed 81/2 x 11 inches and lettering should be 11/2 mm high preferably TIFF/JPEG with a resolution of 600 dpi.

Review Process

All manuscripts will be reviewed by the executive editor and reviewers. The Journal follows a blind peer review process. Decisions will be made as rapidly as possible and the journal strives to return reviewer's comments to authors within 3 weeks.

Agreement to Publish

On provisional acceptance of the manuscript for publication, the author will be asked to sign a publication agreement, which must be signed and submitted before the article is published.

Offprint

Contributors will receive a copy of the journal free of cost.

SUBMISSION OF MANUSCRIPTS

The research articles, reviews and short communications are published after critical review and editing by the eminent experts, therefore the quality of publication is assured once the paper is accepted.

A hard copy of the final manuscript of the paper, accompanied by a soft copy in MS Word format should be submitted through email/CD diskette. Illustrations provided on computer diskette/email should be labeled mentioning the title of the paper and filename.

The paper may be sent to the author for incorporating changes as suggested by the reviewers. However the executive editor shall have the right to incorporate minor changes including the format and presentation of the manuscript. The decision to publish the paper or not will vest with the Chief Editor.

Manuscripts should be submitted to:

Executive Editor
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