

International Journal of Education and Psychological Research (IJEPR)

Author's Guidelines for Formatting the Paper

Structure of Paper

Text of manuscript should be arranged in the following order: Title, Abstract, Introduction, Body Text, Results and Discussion, Conclusion, Acknowledgements and References.

Title: Title should be short and explanatory enough.

Abstract: Abstract should be of no more than 150 words for brief reports and 250 words for original articles and other article types. The abstract should be structured for original articles. State the context (background), aims, settings and design, material and methods, statistical analysis used, results and conclusions. Below the abstract should provide 3 to 8 keywords. The abstract should not be structured for a brief report, review article, symposia and research methodology. Do not include references in abstract.

Introduction: Introduction should lead the reader to the importance of the study; tie-up published literature with the aims of the study and clearly states the rationale behind the investigation. It should state the purpose and summarize the rationale for the study and gives a concise background. Use references to provide the most salient background rather than an exhaustive review. The last sentence should concisely state your purpose for carrying out the study.

Body Text: It should be elaborative enough to explain all the procedures, methods, observations and data. Use heading and subheading and references wherever needed.

Result and discussion: It is preferred to discuss all the results in detail in case of original research paper. To explain observed data you can use figures, graphs and tables.

Conclusion: A conclusion might elaborate on the importance of the work or suggest applications and extensions.

Format & Style of Paper

Your manuscript must use a page size corresponding to A4 which is 210mm (8.27") wide and 297mm (11.69") long. The margins must be set as follows: Top = 19mm (0.75"), Bottom = 19mm (0.75"), Left = Right = 12.7mm (0.5") Page Style and Text Font of Entire Document: The entire document should be in Times New Roman or Times font with single column. For page style author should use the sample paper (template), attached herewith this guideline.

Title: Title should be in Times New Roman with font size 14, Regular Bold (see template)

Author Details: The font should be Times New Roman. The font size for author names should be 12, Regular Bold. The font size for Authors affiliation should be 11, Regular Bold. The font size for email should be 10, Regular Bold.

Format for Abstract: Heading of abstract must be in a font size 10, bold, italic and regular. The body of the section immediately follows the heading in the same paragraph in a font size 10, regular. It Abstract should be of no more than 150 words for review article, case studies & technical notes and 250 words for original research paper. Do not include references in abstract. Below the abstract, should provide 3 to 8 keywords.

Format for body Text: The body of the manuscript text must be in a font size 10, regular.

Section Headings: No more than 3 levels of headings should be used. All headings must be in 10pt font.

Level-1 Heading: A level-1 heading must be in a font size 10, bold face capitals, centered and should be spaced with single line above and below. For example, see heading "INTRODUCTION" in sample paper.

Level-2 Heading: A level-2 heading must be in italic, left-justified and should be spaced 6 point above and 3 point below. For example, see heading "Selecting a Template" in sample paper.

Level-3 Heading: A level-3 heading must be in regular and numbered with an Arabic numeral if needed. The body of the level-3 section immediately follows the level-3 heading in the same paragraph. For example, see heading "For author/s of only one affiliation" in sample paper. Use more headings, if needed as per instruction given in sample paper.

Figures and Tables: Place figures and tables at the places where they needed. All tables should be in Classic 1 format with borders to heading and subheading columns. Large figures and tables may span across both columns. To do so select text above one column table and convert it in two column and then select text below one column table and convert it into two column. Figure captions should be below the figures; table heads should appear above the tables. Insert figures and tables after they are cited in the text. Use the abbreviation "Fig. 1", even at the beginning of a sentence. We suggest that you use border for graphic (ideally 300 dpi), with all fonts embedded) and try to reduce the size of figure to be adjust in one column. Figure and Table Labels: Use 8 point Times New Roman for Figure and Table labels. Use words rather than symbols or abbreviations when writing Figure axis labels to avoid confusing the reader.

Page Numbers, Headers and Footers: Page numbers, headers and footers must not be used.

Links and Bookmarks: All hypertext links and section bookmarks should be removed from papers.

References: List and number all bibliographical references in 9-point Times, single-spaced, at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [1]. Where appropriate, include the name(s) of editors of referenced books. The template will number citations consecutively within brackets [1]. The sentence punctuation follows the bracket [2]. Refer simply to the reference number, as in [3]-do not use "Ref. [3]" or "reference [3]" except at the beginning of a sentence: "Reference [3] was the first . . ." Number footnotes separately in superscripts. Place the actual footnote at the bottom of the column in which it was cited. Do not put footnotes in the reference list. Use letters for table footnotes. Unless there are six authors or more give all authors' names; do not use "et al.". Papers that have not been published, even if they have been submitted for publication, should be cited as "unpublished" [4]. Papers that have been accepted for publication should be cited as "in press" [5]. Capitalize only the first word in a paper title, except for proper nouns and element symbols. For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [6].

[1] G. Eason, B. Noble, and I. N. Sneddon, "On certain integrals of Lipschitz-Hankel type

involving products of Bessel functions," *Phil. Trans. Roy. Soc. London*, vol. A247, pp. 529-551, April 1955.

[2] J. Clerk Maxwell, *A Treatise on Electricity and Magnetism*, 3rd ed., vol. 2. Oxford: Clarendon, 1892, pp.68-73.

[3] I. S. Jacobs and C. P. Bean, "Fine particles, thin films and exchange anisotropy," in *Magnetism*, vol. III, G. T. Rado and H. Suhl, Eds. New York: Academic, 1963, pp. 271-350.

(Article in a journal)

[4] D. Kornack and P. Rakic, "Cell Proliferation without Neurogenesis in Adult Primate Neocortex," *Science*, vol. 294, Dec. 2001, pp. 2127-2130, doi:10.1126/science.1065467.

(Article in conference proceedings)

[5] H. Goto, Y. Hasegawa, and M. Tanaka, "Efficient Scheduling Focusing on the Duality of MPL Representatives," *Proc. IEEE Symp. Computational Intelligence in Scheduling (SCIS 07)*, IEEE Press, Dec. 2007, pp. 57-64, doi:10.1109/SCIS.2007.357670.