Guidelines for Submission of Manuscript

1. COVERING LETTER FOR SUBMISSION:  

To,
THE EDITOR,
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Subject: Submission of the article with the title ..............................................................

DEAR Editor,

Please find my submission of article for possible publication in your journal.

I hereby affirm that the contents of this manuscript are original. Furthermore it has neither been published elsewhere fully or partly, nor it is under review for publication anywhere.

I affirm that all author(s) have seen and agreed to the submitted version of the manuscript and their inclusion of name(s) as co-author(s).

Also, if our/my manuscript is accepted, I/We agree to comply with the formalities as given in the journal and you are free to publish our contribution in your journal.

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2. INTRODUCTION: Manuscript must be in British English prepared on a standard A4 size paper setting. It must be prepared on a single space and single column with 1” margin set for top, bottom, left and right. It should be typed in 12point Times New Roman Font (English Article) and 16 point in DVB-TT Surekh in Pagemaker (Marathi / Hindi Article).

3. MANUSCRIPT TITLE and HEADINGS: The title of the paper should be bold capital. All the headings should be bold. All sub-headings should have also bold.

4. AUTHOR(S) NAME(S) and AFFILIATIONS: The author(s) full name, designation, affiliation(s), address, and email address should be there.

5. ABSTRACT: Abstract should be in fully italicized text, not exceeding 250 words. The abstract must be informative.
6. **KEYWORDS:** Abstract must be followed by list of keywords, subject to the maximum of five.

7. **FIGURES and TABLES:** These should be simple, centered, separately numbered and self-explanatory, and titles must be above the tables/figures. Sources of data should be mentioned below the table/figure.

8. **REFERENCES:** The list of all references should be alphabetically arranged. It must be single spaced, and at the end of the manuscript. The author(s) should mention only the actually utilized references in the preparation of manuscript and they are supposed to follow **Harvard Style of Referencing.**

**Review Process**

Each research paper submitted to the journal is subject to the following reviewing process:

1. Each research paper/article will be initially evaluated by the editor to check the quality of the research article for the journal.
2. The articles passed through screening at this level will be forwarded to two referees for blind peer review.
3. At this stage, two referees will carefully review the research article, each of whom will make a recommendation to publish the article in its present form/modify/reject.
4. The review process may take one/two months.
5. In case of acceptance of the article, journal reserves the right of making amendments in the final draft of the research paper to suit the journal’s standard and requirement.

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