

## **Guidelines for Authors**

### **1. SAMPLE OF COVERING LETTER FOR SUBMISSION:**

**Dated:** \_\_\_\_\_

**The Editor**  
.....

**Subject: Submission of Manuscript for the ..... (Name of the Journal)**

**Dear Sir/Madam**

Please find my submission of

**Manuscript title:** .....

**Type of manuscript** (Research article, Review Article, Letter to editor, Short Communications etc.)

for possible publication in your journal.

I hereby affirm that the contents of this manuscript are original. Furthermore it has neither been published elsewhere in any language fully or partly, nor is it 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 on the website of journal & you are free to publish our contribution to any of your journals.

**We would like to suggest following referees for the article (Suggests two Referees / Reviewers names and contact information, including e-mail addresses.)**

**Names of all other authors:**

**Name of corresponding Author:**

Designation:

Affiliation with full address & Pin Code:

Residential address with Pin Code:

Mobile Number (s):

Landline Number (s):

E-mail Address:

Alternate E-mail Address:

## **2. PREPARATION OF THE MANUSCRIPT**

The purpose of the Guide to Authors is to provide instructions and guidelines that will assist authors, editors, and reviewers in preparing material for publication in Bulletin of Pure and Applied Sciences (BPAS).

The style guidelines presented here should be followed by authors preparing a scientific research papers for publication in Bulletin of Pure and Applied Sciences (BPAS).

Manuscripts that do not adhere to the following instructions will be returned to the corresponding author for technical revision before undergoing peer review.

When you prepare your research paper, it must contains the following order:

### **TYPE OF ARTICLE: ORIGINAL / BRIEF**

### **TITLE OF THE ARTICLE:**

### **RUNNING TITLE:**

### **AUTHORS:**

### **AFFILIATIONS:**

List here all author affiliations including position in the department, department, institute, city, state, country, E-mail.

### **MAIN AUTHOR (FIRST AUTHOR):**

Name  
Address  
Phone numbers  
Facsimile numbers  
E-mail address

### **CORRESPONDING AUTHOR:**

Name  
Address  
Phone numbers  
Facsimile numbers  
E-mail address

### **ABSTRACT:**

The second page should carry the full title of the manuscript and an abstract (of no more than 150 words for case reports, brief reports and 250 words for original articles). The abstract should be structured and state the Context (Background), Aims, Settings and Design, Methods and Material, Statistical analysis used, Results and Conclusions.

### **KEYWORDS:**

Include up to six keywords that describe your paper for indexing and for web searches.

### **INTRODUCTION:**

State the purpose of the article and summarize the rationale for the study or observation.

**METHODS:**

The methods section should include only information that was available at the time the plan or protocol for the study was written; all information obtained during the conduct of the study belongs in the Results section.

**RESULTS:**

Present your results in logical sequence in the text, tables, and illustrations, giving the main or most important findings first. Do not repeat in the text all the data in the tables or illustrations; emphasize or summarize only important observations. Extra or supplementary materials and technical detail can be placed in an appendix where it will be accessible but will not interrupt the flow of the text; alternatively, it can be published only in the electronic version of the journal.

**DISCUSSION:**

Include Summary of key findings (primary outcome measures, secondary outcome measures, results as they relate to a prior hypothesis); Strengths and limitations of the study (study question, study design, data collection, analysis and interpretation); Interpretation and implications in the context of the totality of evidence (is there a systematic review to refer to, if not, could one be reasonably done here and now?, what this study adds to the available evidence, effects on patient care and health policy, possible mechanisms); Controversies raised by this study; and Future research directions (for this particular research collaboration, underlying mechanisms, clinical research). Do not repeat in detail data or other material given in the Introduction or the Results section.

**CONCLUSION:**

Summarize what the reviewer should take away from your case report both in terms of the topic and your management of the patient

**ABBREVIATIONS:**

Standard abbreviations should be used and be spelt out when first used in the text. Abbreviations should not be used in the title or abstract.

**ACKNOWLEDGEMENT:**

List here any individuals who contributed in the work but do not qualify for authorship base on the above criteria

**CONFLICT OF INTEREST:**

Declare here if any financial interest or any conflict of interest exists

**REFERENCES:**

Recent and relevant references only; (Surname First Name Middle Name, Surname First Name Middle Name, Year. Title of article. Journal Name., Volume : Full inclusive page numbers.)

**3. PRESENTATION AND FORMAT****Manuscript file format:**

We request to submit article in Microsoft Word format (.DOC). If you are using another word processor please save final version of the manuscript (using 'Save As' option of the file menu) as a Word document. In this case please double check that the saved file can be opened in Microsoft Word. We cannot accept Acrobat .PDF or any other text files.

**Page Setup:**

**Main Text:** (Page Size-A4 (width 8.27" X Height 11.69"),

**Page Margin:** Top:1"; Bottom:1"; Left:1"; Right:1"; Gutter:0"; Gutter position :Left),

**Font Size for Title-**14 Pt. Book New Times Roman,

**Font size for Text-**10 pt,

**Line Space for Text-**1 line space,

**Table and Figures-** Center Align.

**Language and grammar:**

Uniformly American English or Hindi (Kruti Dev 010 Font)

Abbreviations spelt out in full for the first time. Numerals from 1 to 10 spelt out

Numerals at the beginning of the sentence spelt out

**General Format:**

Before submission of the new manuscript authors should consider the following general rules for preparation of the manuscript. Please read these instructions carefully and follow the guidelines strictly.

- Manuscripts must be typed on A4 (210 × 297 mm) paper, double-spaced throughout and with ample margins of at least 2.5 cm. All pages must be numbered consecutively. Starting with the title page as p.1, the text, which begins with p.2, is to be arranged in the following order: abstract, brief introduction, materials and methods, results, discussion, acknowledgements, references, figure legends, tables.
- The first page of the full manuscript must begin with the title of the paper centered on the page in 14 point Bold Title Case (title case means first letter of each main word capitalized), the names of the authors (Initials – followed by a period each – Family Name) with the main author's name mentioned first, the names and locations of the authors' affiliations (Title Case), and the e-mail address of the main author. The title page must provide the title in English, a short title of not more than 45 characters (including spaces) to be used as running head, up to five topical key words in English for subject indexing, the full postal address of the corresponding author to whom proofs will be sent. The title should be brief and should indicate the species studied. Subtitles are not encouraged.
- The abstract should not exceed 250 words, should be one paragraph and should be free of references and abbreviations. It should indicate clearly the scope and main conclusions of the paper.
- The introduction should give the pertinent background to the study and should explain why the work was done.
- The materials and methods (or methodology) should give essential details, including experimental design and statistical analysis.
- The results should present the findings of the research. They should be free from discussion. Results should be written in the past tense.
- The discussion should cover, but not simply repeat the new findings and should present the author's results in broader context of other work on the subject interpreting them with a minimum of speculation.
- The acknowledgements should be as brief as possible.
- Equations should be typewritten and with the number placed in parentheses at the right margin. Reference to the equation should use the form 'Eq. (3)' or '(3)'.

**4. TABLES, FIGURES & ILLUSTRATIONS**

- While presenting data, authors should anticipate the limitations set by the size and layout of the journal. Large and complex tables, figures and maps should be avoided in the main paper, but can be included in a data appendix for use by the reviewers.
- Figures should be saved in a neutral data format such as JPEG, TIFF or EPS. PowerPoint and Word graphics are unsuitable for reproduction. Please do not use any pixel-oriented programmes. Scanned figures (in JPEG and TIFF formats) should have a resolution of 300 dpi (halftone) or 600 to 1200 dpi (line drawings) in relation to the reproduction size.
- Any tables and figures that are included in the main text of the paper should be numbered separately, in the sequence that they are mentioned in the text.
- Each table and figure should be presented on a separate page of the manuscript, with a brief and self-explanatory title. All text should be clearly legible, and all graphics and legends should be

easily distinguished when printed in black and white. Tables should use horizontal lines only, with only blank space to separate columns.

- Notes under each table and figure should be used to explain and specify the source of all data shown.

## 5. ABBREVIATIONS AND UNITS

Generally, units must be abbreviated according to the International System of Units (SI units). It is important to maintain the capital letters and lower case letters as they appear in the abbreviation to avoid confusion with the other abbreviations.

## 6. APA FORMAT CITATION

### 1. APA Referencing Basics: Reference List

A reference list is a complete list of references used in a piece of writing including the author name, date of publication, title and more. An APA reference list must:

- Be on a new page at the end of the document
- Be centred
- Be alphabetically by name of first author (or title if the author isn't known, in this case a, an and the should be ignored)
  - If there are multiple works by the same author these are ordered by date, if the works are in the same year they are ordered alphabetically by the title and are allocated a letter (a,b,c etc) after the date
- Contain full references for all in-text references used

### 2. APA Referencing Basics: In-Text Citation

In-text references must be included following the use of a quote or paraphrase taken from another piece of work.

In-text citations are citations within the main body of the text and refer to a direct quote or paraphrase. They correspond to a reference in the main reference list. These citations include the surname of the author and date of publication only. Using an example author James Mitchell, this takes the form:

Mitchell (2017) states... Or ...(Mitchell, 2017).

The structure of these changes depending on whether a direct quote or parenthetical used:

- Direct Quote: The citation must follow the quote directly and contain a page number after the date, for example (Mitchell, 2017, p.104). This rule holds for all of the variations listed.
- Parenthetical: The page number is not needed.

#### Two Authors:

The surname of both authors is stated with either 'and' or an ampersand between. For example:

Mitchell and Smith (2017) state... Or ...(Mitchell & Smith, 2017).

### **Three, Four or Five Authors:**

For the first cite, all names should be listed:

Mitchell, Smith, and Thomson (2017) state... Or ...(Mitchell, Smith, & Thomson, 2017).

Further cites can be shorted to the first author's name followed by et al:

Mitchell et al (2017) state... Or ...(Mitchell et al, 2017).

### **Six or More Authors:**

Only the first author's surname should be stated followed by et al, see the above example.

### **No Authors:**

If the author is unknown, the first few words of the reference should be used. This is usually the title of the source.

If this is the title of a book, periodical, brochure or report, it should be italicised. For example:

*(A guide to citation, 2017).*

If this is the title of an article, chapter or web page, it should be in quotation marks. For example:

*("APA Citation", 2017).*

### **Citing Authors With Multiple Works From One Year:**

Works should be cited with a, b, c etc following the date. These letters are assigned within the reference list, which is sorted alphabetically by the surname of the first author. For example:

(Mitchell, 2017a) Or (Mitchell, 2017b).

### **Citing Multiple Works in One Parentheses:**

If these works are by the same author, the surname is stated once followed by the dates in order chronologically. For instance:

Mitchell (2007, 2013, 2017) Or (Mitchell, 2007, 2013, 2017)

If these works are by multiple authors then the references are ordered alphabetically by the first author separated by a semicolon as follows:

(Mitchell & Smith 2017; Thomson, Coyne, & Davis, 2015).

### **Citing a Group or Organisation:**

For the first cite, the full name of the group must be used. Subsequently this can be shortened. For example:

First cite: (International Citation Association, 2015)

Further Cites: (Citation Association, 2015)

### Citing a Secondary Source:

In this situation the original author and date should be stated first followed by 'as cited in' followed by the author and date of the secondary source. For example:

Lorde (1980) as cited in Mitchell (2017) Or (Lorde, 1980, as cited in Mitchell, 2017)

### 3. How to Cite Different Source Types

- In-text citation doesn't vary depending on source type, unless the author is unknown.
- Reference list citations are highly variable depending on the source.

#### How to Cite a Book (Title, not chapter) in APA Format

Book referencing is the most basic style; it matches the template above, minus the URL section. So the basic format of a book reference is as follows:

##### Title Rules:

1. It is italicised
2. The first letter of the first word, the first letter of the first word after a ':' or '-' and the first letter of proper nouns are capitalised

(ed.)=edition  
This is not included  
for 1<sup>st</sup> edition books

Author surname, Initial(s). (Year). *Title* (ed.). Publisher location: Publisher

Book referencing examples:

Mitchell, J.A., Thomson, M., & Coyne, R.P. (2017). *A guide to citation*. London, England: My Publisher

Jones, A.F & Wang, L. (2011). *Spectacular creatures: The Amazon rainforest* (2nd ed.). San Jose, Costa Rica: My Publisher

#### How to Cite an Edited Book in APA Format

This reference format is very similar to the book format apart from one extra inclusion: (Ed(s)). The basic format is as follows:

Author surname, initial(s). (Ed(s)). (Year). *Title* (ed.). Place: Publisher

Eds marks the people listed as editors. Ed is for lone editors, Eds is for multiple

Edited book example:

Williams, S.T. (Ed.). (2015). *Referencing: A guide to citation rules* (3rd ed.). New York, NY: My Publisher

## How to Cite a Chapter in an Edited Book in APA Format

Edited books are collations of chapters written by different authors. To reference a single chapter, a different format is needed. The basic structure is as follows:

Chapter title isn't italicised but follows the same capitalisation rules as the title

The initials of the editor come before the surname

Last name of the chapter author, initial(s). (Year). **Chapter title**. In editor initial(s), surname (Ed.). *Title* (ed., pp.chapter page range). Location: Publisher

Edited book chapter example:

In the following example, B.N. Troy is the author of the chapter and S.T. Williams is the editor.

Troy, B.N. (2015). APA citation rules. In S.T, Williams (Ed.). *A guide to citation rules* (2nd ed., pp. 50-95). New York, NY: Publishers.

## How to Cite an E-Book in APA Format

An E-Book reference is the same as a book reference except the publisher is swapped for a URL. The basic structure is as follows:

Author surname, initial(s) (Ed(s).\*). (Year). *Title* (ed.\*). Retrieved from URL

\*optional.

E-Book example:

Mitchell, J.A., Thomson, M., & Coyne, R.P. (2017). *A guide to citation*. Retrieved from <https://www.mendeley.com/reference-management/reference-manager>

## How to Cite an E-Book Chapter in APA Format

This follows the same structure as an edited book chapter reference except the publisher is exchanged for a URL. The structure is as follows:

Last name of the chapter author, initial(s). (Year). Chapter title. In editor initial(s), surname (Ed.). *Title* (ed., pp.chapter page range). Retrieved from URL

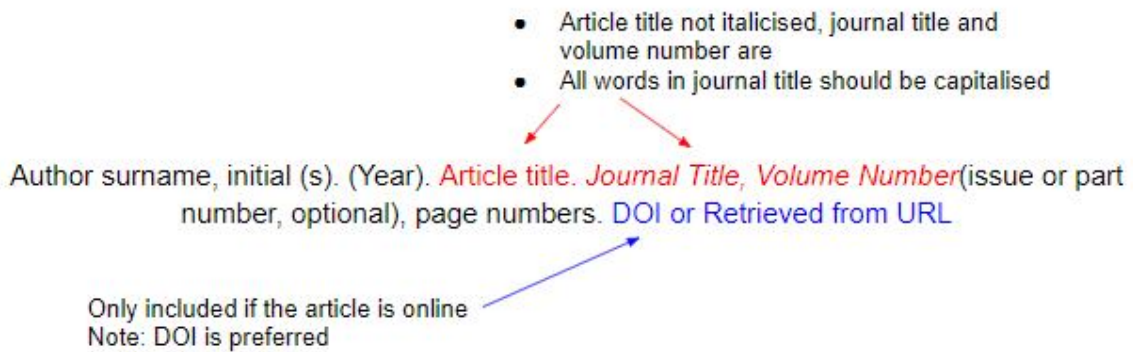
E-Book chapter example:

Troy, B.N. (2015). APA citation rules. In S.T, Williams (Ed.). *A guide to citation rules* (2nd ed., pp. 50-95). Retrieved from <https://www.mendeley.com/reference-management/reference-manager>



## How to Cite a Journal Article in Print or Online in APA Format

Articles differ from book citations in that the publisher and publisher location are not included. For journal articles, these are replaced with the journal title, volume number, issue number and page number. The basic structure is:



Journal Article Examples:

Mitchell, J.A. (2017). Citation: Why is it so important. *Mendeley Journal*, 67(2), 81-95

Mitchell, J.A. (2017). Citation: Why is it so important. *Mendeley Journal*, 67(2), 81-95. Retrieved from <https://www.mendeley.com/reference-management/reference-manager>

## How to Cite a Newspaper Articles in Print or Online in APA Format

The basic structure is as follows:

Author surname, initial(s). (Year, Month Day). Title. *Title of Newspaper*, column/section, p. or pp. Retrieved from URL\*

\*Only include if the article is online.

Note: the date includes the year, month and date.

Newspaper Articles Example:

Mitchell, J.A. (2017). Changes to citation formats shake the research world. *The Mendeley Telegraph*, Research News, pp.9. Retrieved from <https://www.mendeley.com/reference-management/reference-manager>

## How to Cite Magazine Articles in Print or Online in APA Format

The basic structure is as follows:

Author surname, initial(s). (Year, month day). Title. *Title of the Magazine*, pp.

Magazine Article Example:

Mitchell, J.A. (2017). How citation changed the research world. *The Mendeley*, pp. 26-28

## How to Cite Non-Print Material in APA Format

### How to Cite an Image in APA Format

The basic format to cite an image is:

Author surname, initial(s). (Publication date). *Title of image* [media type]. Retrieved from URL

Media type could be photograph, painting, infographic etc.

### Image Example:

Millais, J.E. (1851-1852). *Ophelia* [painting]. Retrieved from [www.tate.org.uk/art/artworks/millais-ophelia-n01506](http://www.tate.org.uk/art/artworks/millais-ophelia-n01506)

### How to Cite a Film in APA Format

The basic format of a film citation is:

Producer surname, initial (Producer), & Director surname, initial (Director). (Year of Release). *Title of film* [Motion Picture]. Country of Origin: Studio.

### Film Example:

Hitchcock, A. (Producer), & Hitchcock, A. (1954) *Rear window*. United States of America: Paramount Pictures.

### How to Cite a TV Programme in APA Format

The basic format is as follows:

Writer surname, initial(s) (Writer), & Director surname, initial(s) (Director). (Year of Release). Episode title [Television series episode]. In Executive producer surname, initial(s) (Executive Producer), *TV series name*. City, State of original channel: Network, Studio or Distributor

### TV Programme Example:

Catlin, M., and Walley-Beckett, Moire (Writers), & Johnson, R (Director). (2010). Fly [Television series episode]. In Schnauz, T. (Executive Producer). *Breaking bad*. Culver City, CA: Sony Pictures Television

### How to Cite a Song in APA Format

The basic format to cite a song in APA format is as follows:

If the writer has a name in the form of forename and surname, do the usual surname then initials. If the writer uses a stage name then state the full name in order.

The full artist's name should be stated in order, not just surname and initials.

Writer surname, initial(s). (Year of copyright). Song Title [Recorded by artist name]. On Album title [medium of recording]. Location of label: label. (Date of recording)

Medium of recording could be CD, MP3, visual album etc.

### Song Example:

Beyonce, Diplo, MNEK, Koenig, E., Haynie, E., Tillman, J., and Rhoden, S.M. (2016) Hold up [Recorded by Beyonce]. On *Lemonade* [visual album]. New York, NY: Parkwood Records (August 16)

### How to Cite a Website in APA Format

When citing a website, the basic structure is as follows:

Author surname, initial(s). (Year, month day). *Title*. Retrieved from URL

Website example:

Mitchell, J.A. (2017, May 21). *How and when to reference*. Retrieved from <https://www.howandwhentoreference.com>.

## 7. SUGGESTING THE REVIEWERS

Authors are asked to facilitate the review process by providing the names and e-mail addresses of at least three suitable reviewers, on the understanding that the editor is not bound by any such nomination. Failure to follow this request may delay the handling of your paper, since the editorial office may specifically ask you to nominate potential reviewers for papers covering unfamiliar areas.

## 8. SUBMISSION OF NEW MANUSCRIPT

Manuscript should be submitted electronically to Bulletin of Pure and Applied Sciences (BPAS) to facilitate rapid publication and minimize administrative costs. All manuscripts should be submitted through online submission system. A user ID and password for the site can be obtained on first use. Online submission ensures the quickest possible review and allows authors to track the progress of their papers. It is recommended that text files are uploaded as Microsoft Word documents or generic rich text format (RTF) files and figures as JPEG, GIF, TIFF or EPS files. Authors should read Guide to Authors carefully before submission of their manuscripts.

Note: In order to submit a NEW Manuscript to Bulletin of Pure and Applied Sciences (BPAS), you must be a registered user of BPAS Publications, if you do not register, please register before you submit a NEW Manuscript.

Submissions by anyone other than one of the authors will not be accepted. The submitting author takes responsibility for the paper during submission and peer review. If for some technical reason submission through the online submission system is not possible, the author may contact editorial office for help via e-mail ([bpaspublications@gmail.com](mailto:bpaspublications@gmail.com)).

You can submit your article through mail across our mail id.

**E-mail:** [bpaspublications@gmail.com](mailto:bpaspublications@gmail.com)

## **Online Submission of the Manuscripts**

For online Submission go through link

<http://www.bpasjournals.com/article-submit.php>

Alternatively, please contact the Journal's Editorial Office for further assistance.

## **9. FINAL PROOF CORRECTIONS**

The next step in the publication process involves reviewing the galley proofs for your article. Please return the checked galley proofs via e-mail (bpaspublications@gmail.com) or via online submission system within 72 hours of receipt. Late return of galley proofs may mean postponement to a later issue. Please make a copy of the corrected proofs before returning them; keep the copy for your records.

This step is entirely the responsibility of the corresponding author. The galley proofs will not be read by editorial staff. Errors that you fail to mark will be published.

The corresponding author of an accepted manuscript will receive e-mail notification and complete instructions when page proofs are available for review via a secure Web site. Final proof will be provided in Portable document format (PDF) files of the typeset pages. The attention of the authors is directed to the instructions which accompany the proof, especially the requirement that all corrections, revisions, and additions be entered on the proof and not on the manuscript.

Note that you are being asked to correct errors, not to revise the paper. You will not be charged for our editing mistakes or typographical errors, but you will be charged for any alterations from the original text that you make on the galley proofs. Extensive alteration may require Editorial Board approval, possibly delaying publication.

Please follow these guidelines when reviewing the galley proofs:

- Mark your corrections, in red ink, directly on the galley proofs. Make sure that your corrections are noticeable and easy to understand.
- Check all type on the galley proofs. Check the title, the abbreviations list, and the author-paper documentation paragraph.
- Check the table data against that in your original tables.
- Check any equations against those in your original manuscript. Make sure special characters have not dropped out.
- Check to be sure that figures are entirely legible, including any small-print text.
- If you find an error, look again at the lines around the error. Mistakes tend to cluster.

## **10. SUBMISSION OF FINAL PROOF CORRECTIONS**

The next step in the publication process is to submit finally checked galley proof. Take the following steps to provide the final proof corrections:

- Scan only those pages marked with corrections.
- Save each scanned page in JPG format.
- Submit all scanned pages via e-mail to bpaspublications@gmail.com
- Write the statement like "No modification on page number 1, 2, 3, 7, 8" about the pages required no corrections.

Note: If you are completely SATISFIED from the final proof, just inform to the Editorial Office about your satisfaction via e-mail or via online submission system. Only on the receipt of your final satisfaction opinion, Editorial Office will send your article for final publication.