

# **Guidelines for paper submission to SCITECH Nepal: A Journal of Scientific and Technical Studies**

Editorial committee, SCITECH Nepal

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A Journal of Scientific and Technical Studies (SCITECH Nepal) is a biannual journal published by Nepal Engineering College (nec) since 1995. The Journal covers the issues related to wide discipline of sciences including engineering, engineering management, construction management, resource management, environment, conservation, and regional development. The Journal publishes paper, which must include research materials and relevant information on trends in academic research related to the subject matters under the scope of the Journal, through peer review. It is essential that manuscripts submitted for publication in the Journal should be in English, and is not previously published elsewhere in any language or submitted to another journal for publication.

Author(s) will be paid an honorarium for published paper(s).

Please follow the detailed guidelines described below before submission of the manuscript to SCITECH Nepal.

1. **Qualification for submission:** Anyone with relevant knowledge and/or research results to share can contribute to the Journal. Acceptance of the paper, however, depends on the result of the peer review.
2. **Categories of submission:** The author(s) should clearly indicate a category of the manuscript being submitted. The Journal accepts following categories; a) Research article, b) Reviews, c) Research note / short communications, and d) Book review. The respective categories are defined as follows;
  - a) **Research articles:** A high quality papers that cover the original works and findings
  - b) **Reviews:** The papers that comprehensively review the relevant studies on the subject.
  - c) **Research notes / short communication:** The papers that contain the original findings but do not reach the level of research articles.
  - d) **Book review:** Review of a particular book of interest highlighting its strengths and weakness.

The category shall be proposed by the author(s) but determined by the Journal Editorial Committee based on the result of the peer review.

3. **Manuscript format**
  - i. Using A4 paper, a manuscript shall not exceed 10 pages (single spacing) or approximately 7500 words including abstract, figures, tables and references for all categories of paper except research note / short communications and book reviews. Research note / short communications and book reviews shall not exceed 4 pages or approximately 1500 words.
  - ii. The structure of manuscripts of any category shall be as follows
    - (i) The first page shall contain category of the paper (whether Research article, Reviews, Research notes / Short communications or Book review), title of paper, name and titles of the author(s), and name of affiliated institution of the author(s) and its address in separate lines. The second page and thereafter should constitute the abstract, main

- text (notes and acknowledgement, if necessary), and reference (followed by annex if needed).
- (ii) The name of author(s) shall not in principle appear in the second page and thereafter.
  - (iii) The followings are the rules for notes and references
    - a) Notes should be numbered as a superscript and description of note should be placed as the footnote on the same page.
    - b) The Journal follows the Harvard Style of referencing <http://libweb.anglia.ac.uk/referencing/harvard.htm>.

#### Text citation:

When making reference to an author's work in the text, their name is followed by the year of publication of their work. For instance,

In general, when writing for a professional publication, it is good practice to make reference to other relevant published work. This view has been supported in the work of Cormack (1994).

Where, mentioning a particular part of the work, and making direct reference to this, a page reference should be included. For instance,

Cormack (1994, pp.32-33) states that "when ... works".

In the case of two joint authors, the surnames of both shall be written. Here, be careful about using ampersand "&". For instance,

...works (Poudel & Shrestha, 2013). or  
Poudel and Shrestha (2013) states that "when... works".

In the case of three or more authors, only the first author should be used followed by 'et al.' meaning 'and others'. For instance,

Joshi, et al. (2012) found that the majority... or  
Recent research has found that the majority of... (Joshi, et al., 2012).

In the case of two or more works are cited, all of them should be cited as follows;

Jones (1946) and Smith (1948) have both shown... or  
Further research in the late forties (Jones, 1946; Smith, 1948; Just & Pope 1978) lead to major...

In the case of works of the same author in the same year. They should be distinguished by alphabet supplemented in the year of publication. For instance

Jones (1948a) and Jones (1948b) have both shown... or  
Further research in the late forties (Jones, 1948a; Jones, 1948b; Just & Pope 1978) lead to the...

**In the Reference:** All the works cited in the text should be listed alphabetically by author or authorship, regardless of the format (whether books, website, or journal articles etc.). In the case of several works from one author or source they should be listed together but in date order with the earliest work listed first. The list should be in the following form;

#### Journal articles:

Author, Initials of first name., Year. Title of article. *Full Title of Journal* [Italicized], Volume number (Issue/Part number), Page numbers.

Example:

Dev, S.K., 2009. Construction of Matsapha International Airport in Swaziland, southern Africa and its effect on environmental and social ecology. *SCITECH Nepal*, 11 (2), pp.3-6.

Das, D.K., and Dhimi, D.B., 2009. Challenges for management to implement e-governance in Nepal. *SCITECH Nepal*, 11 (2), pp.24-28.

Hamill, C., 1999. Academic essay writing in the first person: a guide for undergraduates. *Nursing Standard*, [Online] 13 (44), pp. 38-40. Available at: <<http://libweb.anglia.ac.uk/ejournals/333>> [Accessed 12 June 2005].

Please note

Author: Surname with capital first letter and followed by a comma.

Initials: In capitals with full-stop after each and comma after full-stop of last initial.

Year: Publication year followed by a full - stop.

Title: Full title of article NOT in italics with capitalization of first word and proper nouns only. Followed by a full-stop unless there is a sub-title.

Subtitle: Follows a colon at the end of the full title, no capitalization unless proper nouns. Followed by a full-stop.

Journal title: Full title of journal, in italics, with capitalization of key words. Followed by comma.

Volume number:

Issue/Part number: In brackets, followed by comma.

Page numbers: Preceded by pp. for a range of pages and p. for a single page. Followed by full-stop.

Books: Use the title page, not the book cover, for the reference details. The required elements for a book reference are:

Author, Initials of first name., Year. Title of book. Edition. Place of publication: Publisher.

Example:

Redman, P., 2006. Good essay writing: a social sciences guide. 3rd ed. London: Open University in association with Sage. [Book with single author]

Barker, R., Kirk, J. and Munday, R.J., 1988. Narrative analysis. 3rd ed. Bloomington: Indiana University Press. [Book with three authors]

Allouche, J. ed., 2006. Corporate social responsibility, Volume 1: concepts, accountability and reporting. Basingstoke: Palgrave Macmillan. [Edited book]

Samson, C., 1970. Problems of information studies in history. In: S. Stone, ed. 1980. Humanities information research. Sheffield: CRUS, pp.44-68. [Chapter of edited book]

For other form of works please refer to <http://libweb.anglia.ac.uk/referencing/harvard.htm>.

#### 4. Submission of manuscript

- i. MSWord Word processing software must be used to prepare manuscripts. The manuscript of any category shall be submitted in the form of a hard copy as well as soft copy (through email) before the deadline fixed by the Journal Editorial Committee.
- ii. Tables and figures: Figures shall be drawn in such a way that it can be photoengraved in the text. Tables and figures should be inserted at appropriate places in the text and numbered sequentially (Figure 1., Table 1.). Make sure that the figures are accurate and clear, and they have accompanying explanations in the text with proper reference to the Table or the Figure number.
- iii. A manuscript can be submitted to the library of nec at Changunarayan or Kumari Club, Balkhu. The soft copy of the manuscript can be attached to an email and be sent to the following email [neccps@nec.edu.np](mailto:neccps@nec.edu.np) with the subject indicating the submission of paper for SCITECH Nepal journal.
- iv. For further inquires please contact us at the email address provided above. Manuscript of research articles and the other categories shall be reviewed by two referees and one referee respectively selected by the Journal Editorial Committee.

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(End)