

Author's Guidelines for Submission of Manuscript

Manuscript Preparation

1. Title

The title should be concise and consistent with the content of the Manuscript.

2. Bio-note

After title a bio-note of author(s) should be mentioned properly (Author's Name with Salutation, Designation, Name of the affiliating Institute, Email ID, Contact Number)

3. Abstract

The abstract should be non-technical to facilitate the readers in understanding manuscript's constitution. The abstract should convey distinctly the ***Purpose/s or objective/s, Methodology and Finding/Results*** of the paper. The abstract, preferably not exceeding 250 words, must be intelligible on its own without reference to the main text.

4. Keywords

At most five keywords or phrases arranged in alphabetical order separated by commas should be included which will indicate the principal subjects covered by the paper. Keywords are to be placed immediately after the abstract.

5. Introduction

6. Review of Literature

7. Objectives

8. Research Methodology

9. Analysis and Discussion

10. Findings

11. Conclusions

12. Reference List

The bibliographical references must be presented in accordance with standards of American Psychological Association (APA) Style for bibliographical references

Technical Requirements

- Use 'title case' style for the title of the paper submitted for publication.
- A full-length research paper (within 5000 words including endnotes) should be typed with a left-hand margin of about 1.5" and 1" on right side in A4 sized consecutively numbered sheets of paper. Use 1.5" space of lines including the abstract, references, tables, etc.
- Paper should be submitted in full length in MS-Word format for English manuscripts (Font style: Times New Roman, Font Size: 12) and Abhra Software for Bengali manuscripts (Font Size: 14). Suitable software may be used for manuscripts in other Indian Languages.
- Headings for sections and sub sections should be in the following pattern:
 - Sectional headings, subheadings, sub-subheadings should be placed properly and also are to be numbered with decimal subdivisions (e.g. 3, 3.4, 3.4.1,) in Arabic numerals. Avoid using roman numerals.
 - Main section heading should be in Times New Roman bold lower case, except the first letter and cases where capital letters should be used, e.g. Proper nouns, abbreviations etc.

- The subheadings should be in bold italics lower case, except the first letter and cases where capital letters should be used.
- The sub-subheadings should be in italics lower case, except the first letter and cases where capital letters should be used.

➤ Keep the number of tables to a minimum and make them as simple as possible. Avoid vertical lines in tables. Use double-spacing.

➤ Author/s should submit “Self Declaration Form” (Annexure-I) and “Disclaimer” (Annexure-II) along with manuscript.

Publication Process

Step 1: Pre-publication:- i. Fill up Author Registration Form ii. Submission of Manuscript

Step 2: Review Process:- i. Editorial Review ii. Peer Review iii. Decision of Acceptance/ Correction or Revision/ Rejection iv. Submission of Publication Fees (after Acceptance of Manuscript)

Step 3: Publication:- i. Submission of Revised Version of Manuscript as per reviewer’s comments (If applicable) ii. Proof Correction iii. Copy Right Agreement Form Submission iv. Publication of Article

General Guidelines to the Author/s:

1. Soft-copy of manuscript should be submitted to :- scmjournale.editor@gmail.com
2. All the Research manuscript should be submitted by E-mail in soft copy along with PDF file tested by Plagiarism checker.
3. The Editorial Board reserves the right to take the final decision on accepting or rejecting a paper and makes changes in the articles.
4. Author/s will be solely responsible for factual accuracy of their contribution. **
5. In case of multiple authors for a single manuscript, each author should submit “Self Declaration Form” separately.
6. The manuscript will not be returned in any case whether accepted or rejected.
7. The Research Articles must be accompanied by a copy right certificate duly signed by the contributor/s in the following format*.
8. A processing Fee of Rs. 150/- (per page) would be charged from the author/s for accepted papers only.
9. One Complimentary hard copy of the published journal will be provided to the corresponding author. Extra Charges will be applicable for additional hard copy of published journal.

***Annexure-I: Self Declaration Form**

Certified that the manuscript titled is original, unpublished and is not under consideration for publication elsewhere. Further, it will not be submitted for publication elsewhere until a decision is conveyed regarding its unacceptability for publication in ‘The Impression’. If accepted for publication, I/we agree that it will not be published elsewhere in whole or in part without prior permission of the Editorial Board of ‘The Impression’. I/we, the undersigned author/s, hereby transfer/assign all copyrights of my/our papers titled to ‘The Impression’.

Date:

Signature

Address for communication:

****Annexure-II: Disclaimer**

The opinions expressed in the articles published in this Journal are the opinions of the author. The members of the Editorial Board or Publisher of 'The Impression'-are in no way responsible for the opinions expressed by the authors or the conclusions deduced by them.

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