

**Author's Guidelines**  
**Spectrum: Humanities, Social Sciences and Management**  
A Research Journal of St. Anthony's College, Shillong, India

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**Invitation for Manuscript Submission**

St. Anthony's College, Shillong is publishing a double blind peer reviewed journal (both print and online) named as **Spectrum: Humanities, Social Sciences and Management**. The first issue was published in the month of May 2014 with an ISSN. We presume that those who submit article to the *Spectrum* are willing to adhere to the blind peer -review process, that the manuscript is not being reviewed by another journal and that the authors have followed *Spectrum's* Manuscript Style Guide. Final decision to accept or reject a manuscript for publication rests with the Editors which will, in turn, be based on the feedbacks and recommendations received from the anonymous reviewers.

We invite original research and review articles from our prospective contributors. We are soliciting articles that can advance the knowledge base of the academic community on different facets of subjects such as Humanities, Social Sciences and Management. The paper is expected to have a well-developed theoretical perspective, literature review, methodology/research design, and analyses/results.

**About the College**

St. Anthony's College, established in 1934, became the first institute of higher education of the Don Bosco Society worldwide. The college was accredited by NAAC with the rank of *Five Stars* on 20<sup>th</sup> September 2000. It was also awarded the status of *College with Potential for Excellence* by UGC on 7<sup>th</sup> April 2006. The college was re-accredited with *Grade 'A' (3.60 / 4.00 CGPA)* by NAAC on 29<sup>th</sup> January 2009. With more than 75 years of experience and expertise, no wonder that St. Anthony's College is now regarded as one of the best colleges of India.

**Spectrum Manuscript Style Guide**

The contributors to the *Spectrum* should follow the following the following Guidelines for Preparing a Manuscript:

**Length, Spacing, Margins, Font Size, Colour, and Justification**

All copy, including abstracts, footnotes, indented matter, and references, should be double spaced with standard margins and no longer than 6,000 words. Authors should use a single default 12-point font type (Times New Roman). Font colour should be black and authors should not change font colour in their manuscript. The alignment of the text should be left justified.

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**Title Page**

The title page should contain the full title of the article, the name(s) and institution(s) of the author(s). Please indicate the name of the author with whom communications are to be directed and provide the postal address, email address, and phone number of that author. This cover sheet will be removed before the manuscript is forwarded to reviewers.

## **Abstract**

The second page should also include the full title. Do not include authors' names or affiliations or other identifying information. The abstract of the manuscript should appear on this page. The word ABSTRACT is followed by a list of up to **six keywords** that describe the paper, followed by an abstract of no more than 150 words.

The abstract should describe: (a) the article topic (in one sentence, if possible); (b) the purpose, concept of the article and the scope of the article; (c) the sources of data used, if appropriate; and (d) conclusions, recommendations, and implications. Authors should make their abstracts interesting enough to motivate subscribers to read their articles. Any acknowledgement(s) should be included as a footnote on this page.

## **The Article**

Please begin the text of your paper on page 3. To permit anonymity in reviewing, repeat the title but do not name the author(s) or the institutional affiliations of the authors. The article may have the following sections: (i) Introduction (ii) Materials and methods employed (iii) Results, as concise as possible (iv) Discussion and conclusions.

## **Numbering**

Every page of the manuscripts, including the title page, references, tables, etc., should be numbered. However, in the text no reference should be made to page numbers; if necessary one may refer to sections. Avoid excessive usage of italics to emphasize part of the text.

## **Footnotes**

Use footnotes only to explain material that cannot be justified for inclusion in text or tables. Number the notes consecutively, beginning with footnote 1.

## **Tables and figures**

Tables should be constructed with the table facility of Microsoft Word. Place each table and each figure on a separate sheet in the manuscript. Tables should follow the text. Indicate in the paper where each table or figure should be inserted (e.g., "Table or Figure 1 here").

## **Graphics**

Graphics may be used in the form of charts/figures or photographs. These graphics should have a material impact on the content of the article and not be used for decorative purposes. No more than 5 graphics may be used with any one article, except at the Editor's discretion. It is the responsibility of authors to provide Web-ready, computer-generated graphics suitable for publication. Authors should keep the number of colours they use in graphics to a minimum and make sure the colours are distinct. The *Spectrum* will not convert graphics to other formats or perform other adjustments such as cropping. Graphics should not be too large to fit on a typical computer screen without scrolling. Thus, the largest size should be 500x400 pixels.

Graphics and photographs should be either embedded in a Microsoft Word document, or included in JPEG formats. Please note that no background graphics are acceptable.

## **Headings**

Use headings to organize the article. Three headings are generally adequate. The first-level heading is left-justified, and uses all caps in bold. The second-level heading is left-justified, and all words except prepositions (*of, into, between, through*), articles (*a, an, the*), and

coordinating conjunctions (*and, but, or*) are capitalized in bold. The third-level heading is indented and italicized in bold, and only the first letter of the first word is capitalized. The third-level heading is followed with a colon mark and is included as part of the text.

### **Abbreviation and symbols**

Authors are requested to explain each scientific abbreviation at its first occurrence in their papers; for example, complement fixation test (CFT). The policy of the journal with respect to units and symbols is that SI (System International) symbols should be used.

### **Reference Citations in Text**

Please cite all references in the text, where appropriate, by the author's last name, publication year, and page number(s). Footnotes are not to be used for citations. Depending on sentence construction, the citation will appear as follows: Pathak and Pandey (2012) or (Pathak and Pandey 2013). If a page number is used, it follows the publication year and is set off by a colon without any space: Pathak and Pandey (2012:124).

Please enclose a series of citations within parentheses, separated by semicolons. Place multiple citations in alphabetical order: (Charles and Kennedy 2000; Kester and Voges 1995; Lal 1992; Raj 1976).

For works by two authors, cite both last names. For three authors, cite all three last names in the first citation in the text: (Saikia, Sahu, and Chakrabarty 2002a:139); thereafter use only the first author's surname, followed by "et al." in the citation: (Saikia et al. 2002a:216). If a work has more than three authors, use "et al." in the first citation and in all subsequent citations.

Except as noted above in the case of three authors, make subsequent citations of a source exactly as cited the first time. If an author has two citations in the same year, distinguish them by attaching a or b to the year in both the text and the references: (Tiwari 2004a, 2004b). Cite manuscripts in chronological order, with earliest dates first. Multiple versions of one source: If a source has two publication dates, the earlier date should appear first in brackets, followed by the version actually used, in both the text and the reference section. Example: In text: (Author [1940] 2000) or Author ([1940] 2000); Reference section: Author. [1940] 2000. Title and appropriate publisher information.

### ***Quotes***

Depending on sentence construction, the citation will appear as follows: Pathak and Pandey (2012) or (Pathak and Pandey 2013). If a page number is used, it follows the publication year and is set off by a colon with no extra space: Pathak and Pandey (2012:124). Authors should always include the page number following the year and a colon, rather than separately, as in (p. 124). As such, it is acceptable for the page number to appear immediately before the quoted material.

### **Qualitative Data**

Qualitative pieces should detail both methods and analysis within the text of the manuscript. Quotes from qualitative respondents do not, however, need to be referenced in the text in the same way as literature sources. Instead, authors may write something like, "One respondent noted that..." Or "A recurring theme within the analysis was..." It should be clear whether each statement is part of the literature review or the analysis.

## **The Reference Section**

*Spectrum* does not use footnote or endnotes for references, except for Personal Communications as noted above. A "References" section should follow the body of the article. It should include **only those sources cited** in the article. Arrange the references in alphabetical order and double space. Type the first line of each reference item flush to the left-hand margin; use hanging indent function for remainder of citation. Supply complete information on each reference. There is no space between the issue number and page number (e.g., *Journal of Rural Social Sciences* 24(3):21-46). Below are a set of general guidelines:

### ***Article in journal***

Niang, Stephen K., D. Clayton Smith, and Larry S. Ennis. 2006. "The Effects of Race, Place, Class, and Gender on Instructional Strategies in Kentucky's Seventh Grade Science Classes: Individual and School Level Analyses." *Southern Rural Sociology* 21(2):65-88.

### ***On-line journal article***

Wimberley, Ronald and Libby V. Morris. 2002. "The Regionalization of Poverty: Assistance for the Black Belt South." *Southern Rural Sociology* 18(1):294-306. Retrieved April 30, 2008 (<http://www.ag.auburn.edu/auxiliary/srsa/pages/Articles/SRS%202002%2018%201%20294-306.pdf>).

### ***Book***

Lobao, Linda M. 1990. *Locality and Inequality*. Albany, NY: SUNY Press.

### ***Edited Book***

Wright, Wynne and Gerad Middendorf, eds. 2007. *The Fight Over Food: Producers, Consumers, and Activists Challenge the Global Food System*. University Park, PA: The Pennsylvania State University Press.

### ***Article or chapter in an edited volume***

Zuiches, James J. 1982. "Residential Preferences." Pp. 247-63 in *Rural Society in the U.S.: Issues for the 1980s*, edited by D. A. Dillman and D. J. Hobbs. Boulder, CO: Westview. (for editors use initials instead of full first names).

### ***Newspaper article (print)***

Goldstein, Alan. 1997. "Dying Patients' Care Varies Widely by Place, Study Says." *Washington Post*, October 15, p. A1.

### ***On-line newspaper article***

Goldstein, Albert. 1997 "Dying Patients' Care Varies Widely by Place, Study Says." *Washington Post*, October 15, p. A1. Retrieved October 15, 1997 (<http://www.washingtonpost.com/wp-srv/WPlate/1997-10/15/0661-101597-idx.html>).

### ***Dissertation (M. Phil / Ph. D.)***

Smith, Douglas Clayton. 1996. "Power and Process in the Siting of Municipal Solid Waste Incinerators." PhD Dissertation, Department of Sociology, The Pennsylvania State University, University Park, PA.

### ***Presented paper***

Zekeri, Andrew A. and Rueben C. Warren. 2011. "Coping with Hurricane Katrina: Psychological Resilience among African American Families in Rural Alabama." Paper presented at the annual meeting of the Southern Rural Sociological Association. Corpus Christi, TX. Feb. 7.

**Conference/Meetings (full-text)**

Borbora, S. 2011. In *University Physical Education*, Proceedings of the International Symposium on University Physical Education, Tezpur (Assam), India, October 16-19.

**Conference/Meetings (abstract only)**

Blah, K. 2007. A. *Books of Abstracts*. 2<sup>nd</sup> MCS State Meeting, Shillong (Meghalaya), India, May 23-25,; Meghalaya Civil Society: Shillong, India.

**Government document**

Beale, Calvin L. 2012. *The Revival of Population Growth in Nonmetropolitan America*. U.S. Department of Agriculture, ERS-605. Washington, DC: U.S. Government Printing Office.

**Technical Report or Bulletin**

Raj, S. and Gerald Blah. 2013. *Collision and Motional Averaging Effects in Cryogenic Atomic Hydrogen Masers*; WMC-AFOSR-002; NTIS: Shillong, India.

**Internet Site**

MigrationInt. 2003. "Sanctions: Tyson Acquitted, Airports." April, Number 2. Retrieved May 24, 2006 ([http://www.migrationint.com.au/news/tahiti/apr\\_2003-02mn.asp](http://www.migrationint.com.au/news/tahiti/apr_2003-02mn.asp)).

**Web page**

National Library of Medicine. Environmental Health and Toxicology: Specialized Information Services. <http://sis.nlm.nih.gov/enviro.html> (accessed Aug 23, 2004).

**Article from full text database**

Begley, S. 2007. When Does Your Brain Stop Making New Neurons? *Newsweek*[Online] July 2, p 62. Expanded Academic Index. <http://galegroup.com> (accessed Aug 23, 2007).

**Computer Program**

*SciFinder Scholar*, version 2007; Chemical Abstracts Service: Columbus, OH,

**Machine-readable data file**

American Institute of Public Opinion. 1976. *Gallup Public Opinion Poll #965* [MRDF]. Princeton, NJ: American Institute of Public Opinion [producer]. New Haven, CT: Roper Public Opinion Research Center, Yale University [distributor].

**Unpublished manuscript**

Mundi, Gloria. 1998. "Environmentalism and Youth Activities." Department of Sociology, St. Pippin's College, Cincinnati, OH. Unpublished manuscript.

**Patents**

John B. and R. Rose. 2010. Detection, Isolation, and Purification of Clostridium Difficile Toxin A with Toxin Receptors. U.S. Patent 5,098,826, March 24.

## **HARD COPY SUBMISSION**

The hard copy of the research article should be submitted at the following address:

***Dr. Rakhal Purkayastha - Chief Editor***

*Department of Political Science*

*St. Anthony's College*

*Shillong (Meghalaya)*

*India - 793001*

## **ELECTRONIC SUBMISSION**

The *Spectrum* also accepts submissions in electronic format (Microsoft Word) from a single, designated, corresponding author who will be responsible for all subsequent communication with the Chief Editor. For tracking purposes, the corresponding author should use the same e-mail address that appears in the submission proper while communicating with the Chief Editor. If the corresponding author is submitting more than one article, he or she should submit each article in a separate email. The corresponding author should send the article to [spectrum.ss@anthonys.ac.in](mailto:spectrum.ss@anthonys.ac.in) as an email attachment with “**Spectrum Article**” in the subject line.

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- **Access policies:** After publication, authors may post the accepted version of the paper on the author's personal Web site. For research papers created under grants for which the authors are required by their funding agencies to make their research results publicly available, *Spectrum* allows posting of the accepted version of the paper to the funding body's archive or designated repository, six months after publication, provided that a link to the final version published in *Spectrum* is included.
- **Data and materials availability:** All data necessary to understand, assess, and extend the conclusions of the manuscript must be available to any reader of *Spectrum*.
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