

Instructions to the Author

Before submitting, authors should check their submission completeness using the following instructions.

1 General Instructions

- The author(s) must ensure that the manuscript is complete, grammatically correct and without spelling or typographical errors.
- Articles submitted to this journal should not have been published before in their current or substantially similar form, or be under consideration for publication elsewhere.
- Authors submitting articles for publication in this journal warrant that the work is not an infringement of any existing copyright.
- Articles should preferably be within 4000 words in length which includes all text, references and appendices.
- The article should consist of the Title, Author(s) details, abstract, keywords, table(s) if any, chart(s) if any, Acknowledgement(s) if any, References and Appendices (if any)
- It must be in MS Word document format with page size A4 in one column text and portrait orientation.
- Equal margin of 1 inch at top, bottom, left, and right and manuscript must be in single-spaced.
- The text must be in Times New Roman font with specified point size in different sections of the manuscript as stated below.
- Beginning of each paragraph should get aligned left and double-spaced.
- Article in English must be written in either UK or US English usage and for Bengali it must be followed the usage in West Bengal.
- Footnotes should not be used.
- Internationally accepted abbreviations can be used in the papers.
- Author(s) must submit article in soft copy. It is assumed that the authors have kept an exact copy of the article submitted by them.

2 Specific Instructions

The following specific instructions are to be followed by author(s) in contributing a paper.

2.1 Elements of First Page

The first page of an article consists of the following elements:

- Article Title: The title should be written in upper lower case with 14-pint bold font placed on the top of the page in centred align.
- Author Details: This section includes full name(s), affiliation, and contact details including e-Mail Id(s) of the author(s) in upper lower case with a 12-point bold font in centred align.
- Abstract: The paper must have an indicative abstract of 150-200 words in a 10-point italic bold font with single spacing and the abstract should summarise the whole article.

- **Keywords:** The author(s) should provide three to six keywords expressing the exact nature and content of the article in a 10-point italic bold font. Each of the keywords needs to be separated by a comma (,).

2.2 Text Style and Format

The author(s) must follow the following style and format in their papers.

2.2.1 Heading

- Headings should be numbered with Arabic numerals starting from 1, e.g., 1 Introduction. Sub-headings (second-level headings) should be numbered 1.1., 1.2., 1.3., etc. Third- and fourth-level headings should be numbered, e.g., 1.2.1. and 1.2.1.1., respectively. All headings/sub-headings, etc. should get aligned left.
- All headings should be in a 12-point bold font, sub-headings (second-level heading) should be in a 11-point bold font, third-level heading should be in a 10-point bold font, and fourth-level heading should be in a 9-point.
- Subsequent level headings should get reduced by 1-point and be in ordinary italic.

2.2.2 Table

- There should be a title at the top of every table preceded by a number, in Arabic, if more than one table is used.
- If a note is needed to explain some part of a table, it should be placed under the table.
- If a table is taken from an outside source it should be duly acknowledged by mentioning the source in parentheses under the figure.

2.2.3 Figure

- There should be a caption at the bottom of every figure preceded by a number, in Arabic, if more than one figure is used.
- A figure in the text should be placed almost immediately after the point where it is first mentioned or referred to.
- If a figure is taken from an outside source it should be duly acknowledged by mentioning the source in parentheses under the figure.

2.3 Acknowledgements

Acknowledgements, if any, should be given at the end of the article but before the references.

2.4 Appendices

All the appendices (if any) should be given after the acknowledgements. Every appendix should contains a proper title. A serial number should be followed if more than one appendix is used.

2.5 References

Citations in the text and reference list should follow the procedure prescribed by the Style Manual of American Psychological Association (APA), Sixth Edition (customized list enclosed).

2.6 Copyright forms

- Where possible, the College seeks to obtain copyright for the material it publishes, without authors giving up their scholarly rights to reuse the work.
- If an article is accepted for publication in JOCAS authors will be asked to submit a signed copyright form through Speed Post to the College. All authors are sent an email with links to their copyright forms after accepting the papers.