**Instruction and Guidelines for Authors Regarding**

**Manuscript Preparation**

* Editorial Board reserves the right to accept, reject or edit the article in order to conform to the journal format.
* The contents and ideas of the article are solely of authors.
* The article must be submitted in Microsoft Word by email.
* Editorial Board has no obligation to print chart/ figure/table in multi colour, in JPEG/TIFF format, the figure/picture should be scanned in a high resolution.
* Authors are also requested to send us a written intimation that the same articles is not sent for publication in other magazine/journal.

**Page size:** A4

**Format:** Single line spacing with two columns.

**Margin:** upper 1", left 1.15", right 1", bottom 1".

**Length of manuscript:** The article should be limited upto 6 pages including figures and references.

**Body text font:** Times New Roman "11".

**Title:** The title should be centrally justified appearing near top of 1st page in Cambria, “20” point (Bold).

**Authors Name:** Authors name should be in Times New Roman “10” with Upper and lower casing, centrally justified. There should be a gap of one lines with 11 pt between the title and author's name.

**Authors Email:** Authors email should be in Times New Roman “10” centrally justified. There should not be gap between the name and email.

**Keywords:** Four to five keywords on paper theme

in Times New Roman "10" with two spacing under

the Authors email left justified.

**Abstract:** Single line spacing after keywords, limited to around 300 words in Italic, Times New Roman “10”.

**Major heading (Level 1)** should be flushed with the left margin in Times New Roman “10” bold font and with Upper casings. Color Dark blue. Numbering 1

**Minor heading (Level 2)** should be flushed with the left margin in Times New Roman “11” Bold font and with Upper and Lower Casing. Color Dark blue. Numbering 1.1

**Minor heading (Level 3)** should be flushed with the left margin in Times New Roman “11” Bold font, Italic and with Upper and Lower Casing. Color Dark blue. Numbering 1.1.1

**Minor heading (Level 4)** should be flushed with the left margin in Times New Roman “10” Italic and with Upper and Lower Casing. Color Dark blue. Numbering 1.1.1.1

**BulletPoint:** Use only (•).

**Placement of photographs/tables:** Photographs or tables should be pasted in appropriate place of manuscript pages with caption in their positions in Times new Roman ‘‘10” with Upper and lower casing.

**Equations:** All equations should be in Times New Roman, "11" and italic with consecutive equation numbers placed flush right throughout the paper.

**References:** References should be listed in alphabetical order at the end of paper in following sequence and punctuation. Author’s last name, Author’s initials, (Year of publication). *Title of references article in italic,* name of book or journal, volume number, country or city, name of publisher etc.

**Citation:** All papers are to be cited like (Rajabifarad, 2012), (Dangol & Kwak, 2014), (Zebenbergen, *et. al*., 2018). Upto two authors, the last name should be cited for both and if more than two, then cite it as *et. al.*.

 **(Primary) Author's Information:** The author should provide

Name, Academic Qualification, Organization, Current Designation, Work Experience (in years),

Published Papers/Article (Number) and scanned copy of author's passport size photo.

**Title of the Paper**

**First Name & Last Name**

**firstname@mail.com, lastname@mail.com**

**KEYWORDS: *Keyword 1, Keyword 2, Keyword 3, Keyword 4***

**ABSTRACT**

These guidelines and template is provided for preparation of papers for publications in the annual journal being published by Survey Department of Government of Nepal under the Ministry of Land Management, Cooperatives and Poverty Alleviation. The template is being prepared according to the guidelines to maintain the uniform style throughout the journal. All the papers received will be evaluated by the Editorial Board and the board keep rights to accept or reject the paper considering the content of the paper and its relevancy with the theme of the Journal. The paper that are provisionally accepted with need of minor changes will e notified by the editorial board for the corrections. The papers that will be received with corrections of the suggestions provided by the editorial board will be final selected for publication and notified to the author. The editorial board may omit any paper that does not conform to the specified requirements and guidelines.

**1. MAJOR HEADING**

The major heading should be flushed with the left margin in Times New Roman “10” bold font and with Upper casings. Color Dark blue. Numbering 1

**1.1 Minor heading (Level 2)**

Minor heading level 2 should be flushed with the left margin in Times New Roman “11” Bold font and with Upper and Lower Casing. Color Dark blue. Numbering 1.1

***1.1.1 Minor heading (Level 3)***

Minor heading level 3 should be flushed with the left margin in Times New Roman “11” Bold font, Italic and w ith Upper and Lower Casing. Color Dark blue. Numbering 1.1.1

***1.1.1.1 Minor heading (Level 4)***

Minor heading level 4 should be flushed with the left margin in Times New Roman “11” Italic and with Upper and Lower Casing. Color Dark blue. Numbering 1.1.1.1

**2. BULLETS**

If using the bullets, only use (•). Author is not supposed to use other bullets

**3. FIGURES AND TALES**

All figures and tables should have relevant captions. The figures and tables must be placed in the appropriate locations in the paper. All the figures (Figure 1) and tables (Table 1) must be discussed in the paper.

**3.1 Captions of the figures and tables**

The captions of the figures must be kept below the figure (Figure 1) and captions of the tables must be kept above the table (Table 1). The title row of the table must be bold.

Table 1: Example of table and caption.

|  |  |  |
| --- | --- | --- |
| **S.N.** | **Items** | **Quantity** |
| 1 | Item 1 | 5 |
| 2 | Item 2 | 6 |
| 3 | Item 3 | 9 |
| 4 | Item 4 | 8 |
| 5 | Item 5 | 9 |



Figure 1: Example of figure and caption.

**4. EQUATIONS**

Equations should be numbered consecutively throughout the paper. The equation number is enclosed in parentheses and placed flush right. Leave one blank lines before and after equations. The font should be italic.

(a+b)2 = a2 + 2ab +b2 (1)

**5. CITATION AND REFERENCE**

All the references should be cited in the body text and all the cited papers should be listed in reference.

**5.1 Citation**

All papers are to be cited like (Rajabifarad, 2012), (Dangol & Kwak, 2014), (Zebenbergen, *et. al*., 2018). Upto two authors, the last name should be cited for both and if more than two, then cite it as *et. al.*.

**5.2 Reference**

References should be listed in alphabetical order at the end of the paper. It should be used as: [Author's last name], [initials][.],[(year of publication)][.][*Title of the Paper or Article*],[name of book or journal],[vol no],[page number],[city & publisher]. In citation, the reference is to be given as [(Author's name, year of publication)]. Use et al. for those with more than two authors.

**6. ACKNOWLEDGEMENT**

The author can acknowledge for the support on the project/paper. The acknowledgement should be included within the page limit of the journal.

**7. PRINCIPLE AUTHOR'S INFORMATION**

Principle author's information should include as follows:

 Name:

 Academic Qualification:

 Organization:

 Current Designation:

 Work Experience:

 Published paper/article:

 E-mail:

The editorial board also requests one color photo of the principal author.