

Instructions to Authors

General Requirements

1. Language

The Journal considers articles in English.

2. Length of Paper

The journal does not impose strict limits on word count or page number. However, we strongly recommend that you write the article concisely.

Word Processing Format

The manuscript file should be provided in Microsoft Word format only.

Organization of Manuscript

There is a generally accepted and widely followed structure for a standard research article in academic journals. While variations can occur based on the type of article (**e.g., original research, book review, review article, discussion note, case study**) and the specific guidelines of a particular journal, the following structure is commonly used:

- 1- Title
- 2- List of authors, their affiliations and email addresses
- 3- Keywords
- 4- Abstract
- 5- Introduction
- 6- Literature review
- 7- Methodology
- 8- Results/Findings
- 9- Conclusion
- 10- Statements and Declarations
- 11- References

1. Title

The title should be a concise and informative description of the work that accurately reflects the main scope and content of the paper. It should be no more than 12 words in length.

Abbreviations and formulas should be avoided where possible. (**Book Antiqua 14 Font size, Bold**)

2. Author Information

- (a) The name(s) of the author(s)
- (b) The affiliation(s) of the author(s), i.e. institution, (department), city, (state), country and mail id
- (c) A clear indication and an active e-mail address of the corresponding author
- (d) If available, the 16-digit ORCID of the author(s) (**Book Antiqua 10 Font size, Italics, Name Bold**)

3. Abstract

The abstract should state briefly the purpose of the research, design/methodology/approach, the main results and major conclusions. It should not exceed 350 words. The abstract should not contain any undefined abbreviations or unspecified references. (**Book Antiqua 12 Font size, Side heading Bold**)

4. Keywords

The author should provide 4 to 6 keywords which can be used for indexing purposes. (**Book Antiqua 12 Font size, Side heading Bold**)

5. Introduction

This section should be concise and define the background and significance of the research by considering the relevant literature, particularly the most recent publications. When preparing the introduction, please bear in mind that some readers will not be experts in your field of research.

(Book Antiqua 12 Font size, Side heading Bold)

6. Literature Review

This section is dedicated to the significant literature resources that contributed to the research. The author should survey scholarly articles, books and other sources relevant to the area of research, providing a description, summary, and critical evaluation of each work. **(Book Antiqua 12 Font size, Side heading Bold)**

7. Methodology

This section should contain detailed information about the procedures and steps followed in the study. It can be divided into subsections if several methods are described. **(Book Antiqua 12 Font size, Side heading Bold)**

8. Results/Findings

This section is a comparative or descriptive analysis of the study based on the results/findings, previous literature, etc. The results should be offered in a logical sequence, given the most important findings first and addressing the stated objectives of the study. The author should deal only with new or important aspects of the results obtained. The relevance of the findings in the context of existing literature or contemporary practice should be addressed as well. **(Book Antiqua 12 Font size, Side heading Bold)**

9. Conclusion

The author should clearly explain the important conclusions of the research highlighting their significance and relevance. **(Book Antiqua 12 Font size, Side heading Bold)**

10. Statements and Declarations

(a) Funding: Please add: “This research received no external funding” or “This research was funded by name of funder, grant number XXX” and “The APC was funded by XXX”.

(b) Conflicts of Interest: Declare conflicts of interest or state “The authors declare no conflict of interest.”

(c) Acknowledgments: Acknowledgments of people, grants, funds, etc. can be mentioned. The names of funding organizations should be written in full. **(Book Antiqua 12 Font size, Side heading Bold)**

11. References

References must be relevant and up-to-date. References used in the paper should follow the APA style and be carefully checked for accuracy and consistency. Please ensure that every reference cited in the text is also present in the reference list and vice versa.

11.1 Citation

Cite references in the text by name and year in parentheses. Some examples:

- Evaluating educational programs is an emerging and noble profession (Robinson, 2003).
- This effect has been widely studied (Abbott, 1991; Barakat et al., 1995; Kelso & Smith, 1998; Medvec et al., 1999).

Authors are encouraged to follow official APA version 7 guidelines on the number of authors included in reference list entries (i.e., include all authors up to 20; for larger groups, give the first 19 names followed by an ellipsis and the final author’s name). However, if authors shorten the author group by using et al., this will be retained.

11.2 Reference List

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text.

Reference list entries should be alphabetized by the last names of the first author of each work. Journal names and book titles should be italicized.

If available, please always include DOIs as full DOI links in your reference list (e.g.

“<https://doi.org/abc>”). Some examples:

(a) Journal article: Tarigan, K. E., & Stevani, M. (2021). Visualizing Cognitive Metaphor and Multimodality: A Video Advertisement Analysis as a Figurative Meaning. *British Journal of Applied Linguistics*, 1(1), 08-13. <https://doi.org/10.32996/bals.2021.4.11.1>

(b) Book: Alsadi, W., & Howard, M. (2021). *The Multimodal Rhetoric of Humour in Saudi Media Cartoons*. De Gruyter Mouton.

(c) Book chapter: Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115–129). Routledge.

(d) Online document: Fagan, J. (2019, March 25). *Nursing clinical brain*. OER Commons. Retrieved January 7, 2020, from

<https://www.oercommons.org/authoring/53029-nursing-clinical-brain/view>

Types of Submission

The journal publishes the following types of contributions: **(1) Full-length articles , (2) Review articles, (3) Case study (4) Discussion notes and (5) Articles in translation (6) Book reviews, Permissions**

The author is responsible for obtaining all permissions required prior to submission of the manuscript. Permission and owner details should be mentioned for all third-party content included in the submission or used in the research.

If a method or tool is introduced in the study, including software, questionnaires, and scales, the license this is available under and any requirement for permission for use should be stated. If an existing method or tool is used in the research, it is the author's responsibility to check the license and obtain the necessary permissions. Statements confirming that permission was granted should be included in the Materials and Methods section.

Ethics and Consent

Research involving human subjects, human material, or human data, must have been performed in accordance with the Declaration of Helsinki. Where applicable, the studies must have been approved by an appropriate ethics committee and the authors should include a statement within the article text detailing this approval, including the name of the ethics committee and reference number of the approval. The identity of the research subject should be anonymised whenever possible. For research involving human subjects, informed consent to participate in the study must be obtained from participants (or their legal guardians).

Copyright Agreement

If the paper is accepted for publication we require the authors to sign an Assignment of Copyright before the article can be published. The form will be sent with the acceptance e-mail.

English Language Editing

For editors and reviewers to accurately assess the work presented in your manuscript you need to ensure the English language is of sufficient quality to be understood. If you need help with writing in English you should consider:

(a) Getting a fast, free online grammar check.

- (b) Asking a colleague who is proficient in English to review your manuscript for clarity.
- (c) Using a professional language editing service where our editors will improve the English to ensure that your meaning is clear and identify problems that require your review. Kindly follow this link.

Please note that the use of a language editing service is not a requirement for publication in this journal and does not imply or guarantee that the article will be selected for peer review or accepted. If your manuscript is accepted it will be checked by our copyeditors for spelling and formal style before publication.

SUBMIT YOUR ARTICLES TO

icatdm@stanley.edu.in