Submission Guidelines

As a peer review professional journal, **Educational Journal** requires contributors to follow the guidelines given below for their submissions to be considered for publication by editorial board. Please note that selection for consideration for publication does not guarantee publication, therefore, contributors are encouraged to take quality considerations beyond the initial selection of their work.

- Please do not write author's name in manuscript until the editorial board has selected the article for consideration towards publication.

- Articles should be between 3000 and 5000 words (excluding references and appendices)

- Articles should be related to an area of (**Subjects we include**). In addition, we also accept practical training session plans to teach any skills and aspects of concerned areas and reflections on any teacher training program, articles coming out of classroom teaching experience or professional collaboration in the related field. Any article must be original, professionally relevant, and intellectually engaging.

- The manuscript should be typed in Times New Romans, 12 font size (including titles and headings), with double space, aligned left, margins one inch at all sides, indent paragraphs (half-inch) and printable in A4 paper. Insert page number (flush right) in all pages. Manuscript should be sent as an e-mail attachment in a MS Word file.

- We encourage authors to submit the article before the deadline. Reviewers will be able to give you more substantial feedback if you submit early, although early submission will not affect the selection process itself.

- Please pay particular attention to making your language non-discriminatory in any way. Avoid sexist and racist terms and adhere to the basic ethical principle of no harm.

Publication Process

In order to improve the quality and professional rigor of the journal, submissions will be taken through a process of revision and improvement after their initial selection. The editorial board will make the initial selection completely anonymously and will continue to do so, as much as practicable, when the submission is sent back to the author for revision.

- We will acknowledge the receipt of each manuscript.

- The manuscript will be peer reviewed by two anonymous reviewers.

- The acceptance or rejection of the manuscript, based on the feedback from the reviewers, will be notified to the author within 3 weeks of submission.

- Comments of the reviewers will be forwarded to the author for final submissions of the article (if the work is accepted in subsequent assessments). Initial consideration for publication based on one or more rounds of revision of a work will not guarantee the final publication of a work.

- Authors must submit a revised draft within one week of receiving the comment on the first draft. A second round of comments, if deemed necessary by the editorial board, may be offered to the authors within five more days of extended time. Late submission, at any stage of the review process, may be considered as opting out of the publication process.

Submission of Manuscripts

Manuscripts must be submitted by email to the editorial address rajanirajbhandary@yahoo.com or in person.

A manuscript will be accepted on the understanding that it is an original contribution which has not been published previously and is not under consideration for publication elsewhere. Contributors must make sure to abide by scholarly practices including intellectual property and copyrights standards in the strictest manner. They are also requested to read past professional journals and build upon both the conversations and scholarship of the journals.

Manuscript Specifications

1. **FORMAT**

The entire manuscript, including the abstract, the reference list, and any tables or figures and their captions, should be presented as A4 doubled spaced typescript.

- **Sections**: A manuscript should begin with a **title page** that includes the **full title of the paper**, a suggested **shorter title** for running heads, and a list of **key words**.

- **Notes**: footnotes must be avoided.

- **Structure**: The structure of the manuscript depends on the type of article. For example, if an article is research-based, it must include research questions or objectives, rationale and significance of the work, a review of literature along with the theoretical framework, research design and procedure, findings of the study and discussions. Similarly, if an article is a knowledge-based theoretical one, it must begin with a general introduction that clearly states with the article is about and how the author is going to organize his/her writing, followed by the sub-headings that connect the section and expand the central issue.

- However, all articles must include the following sections:

General Format

1. **Title**: Title of the work must be precise and suggestive of the work's main idea. We recommend short, effective title (no more than 12 words) that is comprehensible to the common readers. Avoid specialist abbreviation if possible.

2. **Abstract**: No more than 150 words. In case of research article, it should reflect the content and findings of the article and emphasize important aspects of the study. In general, it should include the context of the study, purpose(s), method, results, conclusions, and policy and/or research implications.

3. **Key words**: Authors should list up to five key words related to their article.

4. **Style of Documentation**: APA style should be adopted throughout the manuscript.

5. **Uniformity**: For uniformity, please follow the same spelling, punctuation and other mechanical and format conventions throughout the manuscript. For example, if you spell a word as 'programme' in the beginning please do not write 'program' next time in the same manuscript.

6. **Tables**: If authors have table in their manuscripts, they should be numbered and given a brief title.

7. **Figures**: If there are figures and maps in your manuscript, please include under each figure a clear and brief caption describing it.