

Guidelines to Author Asian Journal of Social Sciences and Management (AJSSM)

The submission guidelines for AJSSM are given below:

Submission Guidelines

- Minimum word length is 3000 and maximum is 10,000 (excluding references). Submit original unpublished works or very significant translations only. The word limitation may be compromised for invited articles.
- Specify the name, designation of the authors and co-authors. Include contact details.
- All submissions should include title, abstract, key words and references.
- All contributions will be peer reviewed.
- Type in MS Word, Time New Roman Font of 12 point, format in 1.5 space. Number the pages in the bottom right corner.
- Number the Tables, Photographs and Plates. Submit high-resolution photographs separately. Do not send visuals in color. It should be only in Black and white.
- Follow international standards for bibliographical references. Refer to the APA style at <http://www.apastyle.org>
- The editor has the right to reject submissions on grounds of already published work, substandard writing and poor quality research work.
- All articles should be within the guidelines of ethics in research. Every article will be checked for plagiarism. In case of any error due to oversight in this regard, the author(s) will be responsible.
- SEND THE ARTICLE TO: editorajssm@gmail.com

In-Text Citations

The simple practice of in-text citation follows the author/date format. To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers for quotations. Example: Gnawali (2008) says, "In the teaching profession, the pedagogic knowledge and skills a trainee teacher gets at the training college are not sufficient for his life long career" (p. 219). When you paraphrase or summarise, the page number is not necessary. Example: It has also been noted that the knowledge and skills teachers acquire during

their college days are not enough for their future career (Gnawali, 2008). The general rules of in-text citations are as follows:

1 author (Lawoti, 2005) (Lawoti, 2005, p. 25)

2 authors (Gautam & Basnet, 2004, pp. 24-48)

3 or more authors (Gautam et al., 2003)

No author (Shortened Title, 2000) when it refers to a book; ("Shortened Title", 2000) when it refers to a paper or book chapter

Organization as author (Kathmandu University [KU], 2004) Next cite: (KU, 2004)

In Press (Subedi, in press)

Personal communication (These are not included in References) (S. Upretee, personal communication, July 4, 2012)

Citing multiple works parenthetically (Dhakal, 2019; Gurung, 2001; Lawoti, 2005; Tamang & Baral, 1990; Wolter, 2016)

No date (Dhungana, n.d.)

Two authors with the same last name (Sharma, T. N., 1999) (Sharma, A., 2008)

Multiple works by the same author, same year (Luitel, 2010a) (Luitel, 2010b)

Multiple works by the same author, same citation (Luitel, 2010, 2012)

Notes

The AJSSM does not allow footer based content footnotes on the main page of the article. It does allow content footnotes but places them as 'Notes' below the end of the main text (before 'References'). Authors should number all notes consecutively in the order in which their callouts appear in the text with superscript Arabic numerals.

Disclosures and Acknowledgements

Authors should disclose activities and relationships that might be viewed as potential conflicts of interests. Even if there exists no known conflict of interest, authors should state it explicitly.

On a new line, please acknowledge any support from individuals or agencies while undertaking and finalising the study and the paper. You do not need to thank the editors and anonymous reviewers.

References

'References' is the listing of all citations made in the text of the paper. At the end of your main text, on a new page, type 'References', centred, and list all citations in alphabetical order. No materials should be included in the list that are not cited in the text.

A book with a single author

Acharya, M. R. (2002). *Nepal culture shift!: Reinventing culture in the Himalayan kingdom*. Adroit Publishers.

A book with two or more authors

Bongartz, H., & Dahal, D. R. (1996). *Development studies: Self-help organizations, NGOs and civil society*. Nepal Foundation for Advanced Studies.

An edited book

Bhattachan, K. B., & Mishra, C. (Eds.). (1997). *Developmental practices in Nepal*. Central Department of Sociology and Anthropology, Tribhuvan University.

A single chapter/paper in an edited book

Dahal, K. R., & Paudyal, B. R. (1998). Legal perspective of decentralization in Nepal. In G. B. Thapa (Ed.), *Promoting participatory democracy in Nepal: An assessment of local self-government* (pp. 43-57). Political Science Association of Nepal.

Corporate author (also the publisher)

Government of Nepal. (2015). *The constitution of Nepal*.

An article from a print journal or magazine

Koirala-Azad, S. (2008). *Unravelling our realities: Nepali students as researchers and activists*. *Asia Pacific Journal of Education*, 28(3), 251-263. <https://doi.org/10.1080/02188790802270245>

An article from an online source

Onta, P. (2000). *Nepal education: Finding a ray of hope*. <http://www.epw.org.in/35-47/comm6.htm#top>

An unpublished thesis/dissertation

Gnawali, L. (2001). *Investigating teacher practices: A proposal for teacher development of the secondary school teachers of English in Nepal* (Unpublished Master's dissertation). University of Exeter.

Dissertation/thesis published online

Manion, C. (2011). *Girls' education as a means or end of development? A case study of gender and education policy knowledge and action in the Gambia* [Doctoral dissertation, University of Toronto]. https://tspace.library.utoronto.ca/bitstream/1807/29801/3/Manion_Caroline_J_201106_PhD_thesis.pdf

Non-English book

Gautam, B., Adhikari, J., & Basnet, P. (Eds.). (2004). *Nepalma garibiko bahas* [Poverty debates in Nepal]. Martin Chautari.

Translated book

Bourdieu, P., & Passeron, J. C. (1990). *Reproduction in education, society and culture* (2nd ed., R. Nice, Trans.). Sage. (Original work published 1970)

In-text citation: (Bourdieu & Passeron, 1970/1990).

Dictionary or Encyclopedia article

Merriam-Webster. (n.d.). *Merriam-Webster.com dictionary*. Retrieved May 5, 2020, from <https://www.merriamwebster.com/>

Simpson, A. (2017). Moral foundations theory. In *Encyclopedia of personality and individual differences* (pp. 1–11). http://doi.org/10.1007/978-3-319-28099-8_1253-1

Newspaper Article

Prashrit, M. N. (2002, July 12). *Bhanubhaktako sirjana ra rashtriya ekikaran* [The creation of Bhanubhakta and national unification]. *Kantipur*, p. 5.

Editorial

Dhakal, R. K. (2016). Responsible practice of research: Safeguarding research integrity and publication ethics [Editorial]. *Journal of Education and Research*, 6(2), 1-11. <https://doi.org/10.3126/jer.v6i2.22144>