

**Journal of the Institute of Agriculture and Animal Science, Vol 40 (2026)**

## **Author guidelines for manuscript preparation and submission**

### **1. Aims and scope**

Journal of the Institute of Agriculture and Animal Science (J. Inst. Agric. Anim. Sci.) is an open access journal which publishes original research, case study, short communication and review articles in diverse and integrated areas of Agricultural (biological as well as social) Sciences, Animal Science, Veterinary Science, Food Technology, Aquaculture and Fishery, Conservation Ecology, Climate Change and any relevant theme. Main aim of this publication is to enhance the scientific research and extension in agriculture and allied discipline. IAAS Journal is an annual publication from the Directorate of Research and Publication (DoRP) of the institute which is managed by a five-member editorial board. To maintain the quality of the journal, manuscripts are subjected to a series of rigorous peer review and editing processes.

### **2. Article types and length original research article**

It includes full research papers, short communications and case studies.

**Full research paper:** It include the original research paper. It should not exceed 10 pages or 5000 words (the word count is inclusive of all parts of the manuscript including the title page, abstract, references, table(s) and figure(s)).

**Short communication:** It covers papers that present original and significant materials for quick dissemination. Such papers may focus on a particular aspect of a problem, new finding/discovery, cutting-edge experiments, significant works in simulation and modelling as well as explanation of mechanisms. The maximum length for this category of article is 3000 words in maximum or six pages. It includes title along with authors' detail, abstract, main body (introduction, materials and methods, results and discussion with no sub-titles) and references.

**Case study:** This category includes articles relating to veterinary science, animal science and plant protection, with a focus on specific diseases, insect pests and their management strategies. Similarly, those with special focus on natural disaster (causes, consequences and coping strategies) as well as the case of particular business/firms are covered in this category. Case study reports may also present findings from a clinical research/study under veterinary science which is unique to the individual, where treatments are given according to a protocol or modified to local conditions. The case may provide insights in diagnosis as well as treatment methods. Similarly, adoption of traditional as well as indigenous or novel intervention in farm conditions can also be presented as a case report. The report should be limited to 3000 words or six pages written under abstract, main body (no sub-title) and references sections.

**Review article:** Such articles provide timely syntheses of topical themes. They should also offer new insights or perspectives to guide future research efforts. It should not exceed 5000 words or 10 pages inclusive of all parts of the main manuscript, as above. We prioritize the reviews that set a clear agenda for future research within the focal area. Review articles also follow the same elements and formatting that are provided for original research articles.

### **3. Structure of manuscript**

#### **3.1 Title and author's details**

Title should be concise and informative and limited to 15 words.

A list of author(s) name along with their institutional affiliation (names and addresses) should be provided. Give initials of given name(s) followed by family name all in bold face such as **Kamal Mani Tiwari**. To indicate author(s) institutional affiliation, provide number in superscript after author(s) family name and give description mentioning the number following the author(s) name. Provide subsequent numbers for other organizations. Provide same number for all authors from same organization, and no need to indicate the affiliation with numbers if all authors belong to the same institution. Avoid the use of position/title of the authors such as Prof., Dr. Scientist etc. The authors should also provide their ORCID ID. Additionally, they need to provide the e-mail address of the correspondence author indicating by the symbol \*. The overall author details should look like:

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<sup>1</sup>Institute of Agriculture and Animal Science, Tribhuvan University

<sup>2</sup>Institute of Forestry, Tribhuvan University

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Author A (Name of the author)  <https://orcid.org/0000-0002-1825-0097>

Author B (Name of the author)  <https://orcid.org/0000-0001-5727-2427>

### 3.2 ABSTRACT

It should briefly explain the context or background of the study, existing knowledge, purposes of study, process/ approach and methods used, major findings, key conclusion and wider implications of the study. The abstract should be written concisely not exceeding 250 words and should be written in 10 font size.

**Keywords:** Make a list of 3 to 5 keywords or short phrases in alphabetical order. The key words should not repeat with the words included in the title. Key words should be italicized and separated by semi-colon. Do not indent the Keywords. Example: *Bio-fertilizer; Climate change; Land use; Organic; Sustainability*

### 3.3 INTRODUCTION

The Introduction section should provide a context of the study. This section includes background, statement of problem, review of previous work(s) related to the given problem, research gap, rationale of the study, hypothesis (if any) and research objectives (both broad and specific).

### 3.4 MATERIALS AND METHODS (**METHODOLOGY** in case of social science related research and review articles)

The Material and Methods section should describe the study area, study population and selection of the observational or experimental participants (e.g., respondents, plants, animals, including controls) in a clear and concise manner. It should clearly state about how and why a study was done in a particular way and area and specify the methodology. This section should also describe major variables measured, methods, apparatus, procedures and statistical tools used in the study. Author(s) should provide appropriate references and brief descriptions for the methods employed along with the rationale for selecting those methods. Describe all chemicals and reagents used, including their generic name, batch number, manufacturer's details, dose, and method of application. For a review article, describe the methods used to locate, select, extract, and synthesize data. Clearly state the statistical methods employed for hypothesis testing and mean comparison. Do not rely solely on statistical hypothesis testing (e.g., P values, Z values), which fail to convey important information about effect size. Define

all statistical terms, abbreviations and symbols used. Specify the computer software and its version used for data analysis.

### **3.5 RESULTS AND DISCUSSION**

State the results in the order of objectives of the study. Important findings and information should be shown in tables and illustrations (figures, charts, graphs). This should point out the significance of the results in relation to the reasons for doing the work and place them in the context of other work. Present analyzed data rather than raw data in concise but clear form. Auto fit your tables to the window. Do not repeat all the data in the tables or illustrations in the text but emphasize, clarify or summarize only the most important observations. Compare your major findings with findings of relevant studies as well as the secondary data along with the reasons for consistency or contradiction followed by implication. Extra or supplementary materials, tables/figures and technical detail can be placed in annex. Do not duplicate data in graphs and tables. Use regular font size and spacing in table as well (however 10 size is acceptable in case of adjusting large but important tables). You can show tables or figures in two columns but discussion must be in single column.

All tables/figures are to be numbered using Arabic numerals and in the order of their first citation in the text. Table should be in editable format. Figure parts should be denoted by lowercase letters (a, b, c, etc.). Tables/figures should always be cited in text in consecutive numerical order and must be cross-referenced. For each table/figure, please supply a caption (title) explaining their components.

Table captions should be placed above the table, while figure captions should be placed below the figure. Figure captions begin with the term Figure. in bold type, followed by the figure number, also in bold type and full stop (For example: **Figure 3.** Leaf area of maize as influenced by change in soil temperature). Acknowledge any previously published material by giving the original source in the form of a reference at the end of the table/caption. Footnotes to tables/figures should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table. For table, give short column and row headings. If nonstandard abbreviations and symbols are used in the table/figure, place explanatory matter in footnotes. Photographs should be minimum of 300 dpi and in JPEG or TIFF format. The maximum dimensions of the figure should be 240 mm in height and 100 mm in width.

### **3.6 CONCLUSION**

Concluding remarks of the findings from the research need to be to-the-point and limited to the work only. Inferences regarding future research or development efforts, its broader implications should not be narrated in hypothetical manner. Link the conclusions with the main goals of the study, relying on your major findings and never conclude which your study did not find and not adequately supported by your data.

### **3.7 ACKNOWLEDGEMENTS**

Acknowledgement should be given to the people/ organization from whom the authors have received significant support in providing/ eliciting information, analyzing part of experimental works, providing research grant (grant no.) etc. General acknowledgement is strongly discouraged. Do not acknowledge author (s).

### **3.8 Author's contribution**

Author(s) should disclose the contribution of each author on designing research concept, executing experimental works, analyzing data, writing the manuscript, etc.

### 3.9 Declaration of conflict of interest

Declaration of conflict of interest should be stated in cover letter (or in separate page) while submitting the manuscript. All authors should read and approve the manuscript before submission and declare any conflicts of interest, if applicable.

### 3.10 References

IAAS Journal follows APA style (7<sup>th</sup> Edition) of citation and referencing.

## 4. Guidelines for citation/referencing

### Text Citations:

1. Strictly follow APA style 7<sup>th</sup> version. See some examples given below.  
Single Author: Gabriel (2000) or (Gabriel, 2000)  
Two Authors: Mathes and Savera (2004) or (Mathes & Savera, 2004)  
Three or more Authors: Smith *et al.* (1999) or (Smith *et al.*, 1999)
2. Personal communication citations are not included in the reference list.
3. Cite personal communications in text only. However, such citation is generally discouraged.
4. Give the initials as well as the surname of the communicator and provide as exact date as possible. References should be cited as 'in press' only if the paper has been accepted for publication.
5. Work not yet submitted for publication or under review should be cited as 'unpublished data', with the author's initials and surname given; such work should not be included in the Reference section.

### Referencing

#### A. Journal article

*Example of reference with 2 to 7 authors*

- **One author:** Beers, S. R. (2002). Neuropsychological function in children with maltreatment-related posttraumatic stress disorder. *The American Journal of Psychiatry*, 159, 483–486. doi:10.1176/appi.ajp.159.3.483
- **Two authors:** Beers, S. R., & De Bellis, M. D. (2002). Neuropsychological function in children with maltreatment-related posttraumatic stress disorder. *The American Journal of Psychiatry*, 159, 483–486. doi:10.1176/appi.ajp.159.3.483
- **Three to 20 authors:** Include the name of all authors, but for more than **21 or more authors:** List the **first 19 authors**, followed by an ellipsis (...), and then the **final author's name** (do not use an ampersand before the ellipsis). Example  
Shrestha, R. K., Gurung, S. B., Adhikari, N., Pandey, P., Karki, D., Thapa, S., Joshi, R., Acharya, M., Sharma, L., KC, B., Rai, S., Bhattarai, P., Gautam, N., Regmi, T., Yadav, A., Singh, R., Lama, D., Chaudhary, K., Aryal, H., ... & Bhandari, S. (2025). Rice straw incorporation improves soil organic matter and boron availability in wheat under moisture stress. *The American Journal of Psychiatry*, 159, 483–486. doi:10.1176/appi.ajp.159.3.483

#### Book edition

Taiz, L., Zeiger, E., & Møller, I. M. (2018). Plant physiology and development (6th ed.). Oxford University Press.

#### Edited book

Brady, N. C. (2022). Soil organic matter and nutrient cycling. In R. Lal (Ed.), *Advances in soil science* (3rd ed., pp. 125–148). Springer. doi.org/10.1007/978-3-031-12345-6\_7

### Data sets

For any data with a unique identifier the format should be as follows: Prugh, L. & Golden, C. (2013). Data from: Does moonlight increase predation risk? Meta-analysis reveals divergent responses of nocturnal mammals to lunar cycles. *Dryad Digital Repository*, <http://dx.doi.org/105061/dryad.tm723>. Olden, J. (2015). Integrating landscape connectivity and invasion vulnerability to guide offensive and defensive invasive species management. *figshare*. doi.org/10.6084/m9.figshare.1285847.v2

Citations from web pages Authors may sometimes wish to cite information available from the internet in similar ways to the citation of published literature. In using this option, authors are asked to ensure that:

- fully authenticated addresses are included in the reference list, along with titles, years and authors of the sources being cited, and the most recent date the site was accessed
- the sites or information sources have sufficient longevity and ease of access for others to follow up the citation
- the information is of a scientific quality at least equal to that of peer-reviewed information available in learned scientific journals
- hard literature sources are used in preference where they are available

It is likely that official web sites from organizations such as learned societies, government bodies or reputable NGOs will most often satisfy quality criteria.

## 5. Ethical approval

Author(s) should declare the ethical approval from concerned authorities in any research that involves human participants or animal/livestock during the course of the research. It should include all types of ethical approvals applicable and should be mentioned in the cover letter (or in a separate page).

## 6. General style of manuscript preparation

- a. File type and page layout: MS- Word (Docx); A4 and portrait (Landscape can be used for the large sized figure and table); Margins 2.54 cm all sides
- b. Spacing: Single column and single line spaced, no space following the section title and sub-titles
- c. Alignment: Justified
- d. Language: English (British or American but consistently one throughout the manuscript)
- e. Font type and size: Times New Roman; 12 size; Normal (manuscript title and section titles in bold and **UPPERCASE**, and sub-titles in bold and **Sentence case**)
- f. All figures should be prepared in black and white, with all lines, text, and symbols presented in black.

Give Latin names in full at first mention in the main text. Subsequently, the genus name may be abbreviated, except at the beginning of a sentence. If there are many species, cite a Flora or check-list which may be consulted for authorities instead of listing them in the text. Latin names following common names should not be separated by a comma or brackets.

If the paper contains many symbols, they should be defined as early in the text as possible, or within the Materials and Methods section. Mathematical expressions should be carefully represented. Wherever possible, mathematical equations and symbols should be typed in-line

by keyboard entry (using Symbol font for Greek characters, and superscript options where applicable). Make sure that there is no confusion between similar characters like l ('ell') and 1 ('one'). Ensure that expressions are spaced as they should appear. If there are several equations they should be identified by an equation number (i.e. 'eqn 1' after the equation and cited in the text as 'equation 1').

Numbers from one to nine should be spelled out except when used with units, e.g. two eyes but 10 stomata; 5 °C, 3 years and 5 kg. Do not use excessive numbers of digits when writing a decimal number to represent the mean of a set of measurements. The level of significance implied by numbers based on experimental measurements should reflect, and not exceed, their precision; only rarely can more than 3 figures be justified.

There shall not be any decorative borders anywhere in the text including the title page. Authors, in their cover note to the editor, have to clearly mention whether the manuscript is a research paper, case study, short communication, case study or a review article and also confirm that the manuscript has not been submitted to any other journal for publication.

Letters, numbers, and symbols on figures should be clear and consistent throughout, and large enough to remain clear when that is reduced for publication. Figures should be numbered consecutively according to the order in which they have been presented in the text. If a figure has been published previously, acknowledge the original source. Figure title should be written below the figure with the number.

Measurements of length, height, weight, and volume should be reported in metric units (such as **5 mL kg<sup>-1</sup>**) or their decimal multiples. Temperatures should be in degrees Celsius. Follow International System of Units (SI) wherever applicable. Authors may use alternative or non-SI units, since SI units are not universally used in special cases.

Use standard abbreviations as far as practicable. Do not use abbreviations in the title of the article. Spell out abbreviation followed by the abbreviation in parenthesis on first citation.

## 7. Manuscript submission

The manuscript must be submitted via official email of IAAS Journal (i.e. [journal@iaas.tu.edu.np](mailto:journal@iaas.tu.edu.np)).

During submission, the authors must confirm that:

- a. The manuscript submitted is original and has not been published or accepted for publication, nor is being considered for publication elsewhere.
- b. All authors and relevant institutions have read the submitted version of the manuscript and approve its submission.
- c. All persons entitled to authorship have been so included.
- d. All necessary acknowledgements have been made.

## 8. Editorial process

IAAS Journal follows a **single-blind confidential peer-review** system. Only manuscripts complying with the Author Guidelines are processed and sent to **two independent reviewers**. Authors' identities are concealed during review, while reviewer identities remain confidential unless reviewers choose to disclose them. Editors and reviewers must treat all manuscripts, correspondence, and review comments as strictly confidential.

Following review, the corresponding author receives the reviewers' and editors' comments for revision. A revised manuscript, accompanied by a **point-by-point response** addressing all comments, must be submitted within **two weeks**. Failure to adequately address reviewers' or

editors' concerns may result in rejection. The Editorial Board provides annotated files containing reviewers' and editors' comments, and authors must submit both the revised manuscript and the response file by email. Manuscripts meeting the journal's scientific and editorial standards, after any required minor revisions and final editorial checks, are formally accepted and forwarded for publication. Manuscripts deemed unsuitable are rejected without the option for resubmission.

## **9. Copyright policy**

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## **10. Cost of publication and open access policy**

No publication (reviewing, proccession, editing, printing etc.) costs will be charged for the manuscripts. Published articles will be available at IAAS website (<https://iaas.edu.np/resources>) as well as at Nepal Journals Online (<https://www.nepjol.info/>) free of cost. The hard copy of the journal will be availed at cost as per rule of IAAS/DoRP. However, the author(s) can get a complimentary copy free of cost.

## **11. Inclusive language**

Languages used in the manuscript should not in any way be offensive to any religion, caste, race, ethnicity, creed, color, gender, community, nationality, etc. Manuscript writing should be free from any bias or favoritism and use inclusive language throughout.

## **12. Erratum and corrigendum**

The author(s) should write to the editorial team if any serious errors are found in the manuscript after publication of hard copy. The erratum and corrigendum will be published in the immediate upcoming issue of IAAS Journal.

## **13. Publisher's note**

A disclaimer note will be added to all the accepted manuscripts. The editorial team of IAAS Journal and the IAAS authority remain neutral to all the ideas, views and statements published in the manuscript.

### Cover letter (ONLY SAMPLE)

**To**

The Editor-in-Chief  
Journal of the Institute of Agriculture and Animal Science  
Institute of Agriculture and Animal Science  
Tribhuvan University, Nepal

**Subject:** Submission of Manuscript for Publication in the Journal of the  
Institute of Agriculture and Animal Science

Dear Editor-in-Chief,

We are pleased to submit our manuscript entitled "....." for consideration for publication in the *Journal of the Institute of Agriculture and Animal Science*.

This manuscript presents original research in the field of **Agricultural Science** and falls within the scope of the journal. In this paper, we report on..... (Provide key findings). We believe these findings will be of interest to researchers, academicians, and practitioners in agriculture and related disciplines.

We confirm that the manuscript is original, has not been published previously, and is not under consideration for publication elsewhere. All authors have read and approved the final version of the manuscript and have agreed to its submission to your Journal. Any potential conflicts of interest have been disclosed in the manuscript, and all ethical requirements applicable to this study have been met.

We appreciate your consideration of our manuscript for publication. We hope that you will find our work suitable for Journal of Institute of Agriculture and Animal Science, and we look forward to your valuable comments and the peer-review process.

Thank you for your time and consideration.

Yours sincerely,

**Authors' contribution/ Declaration of conflict of interest**

| Author's name | Contribution (example)          | Signature |
|---------------|---------------------------------|-----------|
|               | Conceptualizing/ design of work |           |
|               | Execution (research)            |           |
|               | Manuscript writing              |           |

**Date:**

**(This cover letter must attach the check list attached below)**

## MANUSCRIPT SUBMISSION CHECKLIST

The author(s) must carefully review the typed manuscript before submitting it to the Editor-in-Chief of the Journal. Please place a check mark (✓) in the relevant blank space for each statement. Submit this completed checklist along with the manuscript. Submission of the checklist is mandatory.

| S.N. | Checklist Items                                                                                                                                                        | Yes                      | No                       |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1    | Is the manuscript original and unpublished?                                                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 2    | Does the writing style comply with the Author Guidelines?                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 3    | Does the manuscript comply with the maximum page limit, including tables, figures, and references, as specified in the Author Guidelines?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 4    | Is the manuscript prepared in Times New Roman, 12-point font (10-point font for ABSTRACT), with single spacing and the page layout specified in the Author Guidelines? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5    | Is the manuscript organized according to the order and format specified in the Author Guidelines?                                                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 6    | Are the full given names and family names of all authors provided?                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 7    | Are the institutional affiliations and ORCID ID of all authors provided?                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 8    | Does the manuscript include a 3-5 <i>keywords</i> and arranged in alphabetical order?                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9    | Are all tables editable and prepared in Microsoft Word format?                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 10   | Are all tables, figures, and photographs numbered consecutively?                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 11   | Are the intended locations of all tables, figures, and images clearly indicated in the text and cross-referenced?                                                      |                          |                          |
| 12   | Are all statistical significance indicators, symbols, and legends correctly provided in the tables and figures, where applicable?                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 13   | Are all figures prepared in black and white?                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 14   | Are all electronic images submitted in JPEG or TIFF format with a minimum resolution of 300 dpi?                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 15   | Are all references formatted according to the reference style prescribed by the Journal?                                                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 16   | Are all references cited in the text included in the reference list, and are all references in the reference list cited in the text?                                   | <input type="checkbox"/> | <input type="checkbox"/> |
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Signature from Corresponding Author: