

GUIDELINES FOR PREPARING RESEARCH ARTICLES

TU RESEARCH DIRECTORATE

(I) TITLE PAGE

Title of the article should be intelligent, brief and informative. The maximum length should be 120 characters. Do not include the authority for taxonomic names in the title. All the letters of word in the main title and the first title should be capitalized, if the article is written in English language. All other words, except for proper nouns, are lower case.

(II) ABSTRACT

Body of the manuscript should be preceded by an abstract with the maximum length of 200 - 250 words for a full-length article. It should be clear, concise and complete in its own limits providing a brief summary of the research including the objective, methods, results and major conclusions. Do not include literature citations in the abstract.

Five to seven *key words* should be provided at the bottom of the abstract. The format should be like this: *continental, democracy, development, policy, strategy*.

(III) MAIN TEXT

Main text should be organized under the following headings:

Introduction should describe significance of the paper beginning with a paragraph of explanation that describes the problem under investigation (e.g., existing knowledge and gap) leading to the main research questions and objectives.

Methods and Materials section should provide sufficient information so that the research can be repeated in the future. Therefore, a clear description of technical procedures should include study area primary texts (and time), unit, plots/transects, experimental design, model, algorithm, simulation with treatments, replications and methods of randomization followed by the parameters for data analysis. The methods should be written in the past tense.

Results and Discussion generally should be stated concisely and clearly in descriptive, tabular, and graphical forms with interpretation. This section should address the objectives/specific objectives systematically.

should provide: a) interpretation of the results without recapitulating them, b) comparison of the results with previous research findings, c) impacts of the results on the existing knowledge of the subject, and d) suggestion for further lines of research. Results should be discussed with at least a

couple of previously published peer review journal article.

Conclusions should clearly point out the main findings, which must be justified by the analysis of the data. Preconceived ideas should not override the results and conclusions.

(IV) ACKNOWLEDGEMENTS

Acknowledgements should be short and specific providing information about various supports (e.g., funding, supervision, field assistance) received for the research.

(V) REFERENCES

Reference should be cited in the text by the name/s of the author/s and year of publication in chronological order. All works cited should be arranged in alphabetical order of the author's names and listed at the end of the paper. Examples of listing different references such as reports, journal articles, book chapters, books/proceedings, and theses/dissertations are given below. It is suggested that references with *doi* should be more than 50% in any case. In addition, at least 25% references are taken from recently published (in last 2 years) Journals. DOI or URL source address should be added in the references if it is available and accessed date should be mentioned in case of website/URL citation.

Examples:

1. Books

Cohen, Robin (2008). *Global Diasporas: An Introduction*, 2nd. edn. New York : Routledge .

Khatriwada, R. P., & Mandal, U. K. (2016). *An introduction to spatial and survey technology*. Kathmandu: KEC Publication and Distribution.

Richard, W., Basnet C. K., Sah J. P., & Raut, Y. (2000). *Grassland ecology and management in protected areas of Nepal*. Vol. III. Kathmandu: ICIMOD.

2. Corporate Author

National Planning Commission (1992). *The eighth plan*. Kathmandu: National Planning Commission.

3. Chapter in a Book

Apthrope, R. (1997). Writing development policy and policy analysis plain or clear: On language, genre and power. In C. Shore, & S. Wright (eds.) *Anthropology of policy: Critical perspectives on governance and power* (pp.34-45). London: Routledge.

4. Journal articles

Dhakal, C. P. (2021). Impact of COVID-19 in tourism sector: A study of Sauraha Chitwan. *European Journal of Hospitality and Tourism Research*.9(4): 11-18. <https://doi.org/10.37745/ejht.2013>.

Poos, M.S., Walker, S. C. & Jackson, D. A. (2009). Functional diversity indices can be driven by methodological choices and species richness. *Ecology* 90:341-347.

गौतम, देवीप्रसाद (२०१९), 'आख्यानमा समाख्याता', *वाङ्मय*, (पूर्णाङ्क १५), पृ. १-१७।

शर्मा, शरदचन्द्र (२०५०), 'साहित्यानुसन्धान : विकासक्रम समस्या र समाधान', *मधुपर्क* (वर्ष २६, अङ्क ५ असोज), पृ. ५।

न्यौपाने, श्रीधर (सन् २०२१), सुवेदीको यमपुरीको महल र राजवको मोटेल अमेरिकामा नेपाली डायस्पोराका समस्या, *पृथ्वी जर्नल अफ रिसर्च एन्ड इन्ोभेसन*, ३(१) पृ.१-८२.<https://doi.org/10.3126/pjri.v3i1.37436>

5. Published PhD Dissertation

Subedi, P. K. (2006). *Fertility behavior among duras: Multidisciplinary approaches*. PhD Dissertation.

UK: University of Exeter, Exeter.

6. Unpublished PhD Dissertation

Acharya, S.K. (2017). *Factors affecting utilization of safe motherhood services in Nepal*

Faculty of Humanities and Social Sciences of Tribhuvan University, Kirtipur, Kathmandu, Nepal.

7. Published Report

Parajuli, T. R., Koirala, B. N., Baidya, P. C., Maharjan, R. K., Rai, P. & Mandal, U. K. (2008).

Advancing policy options for higher education: Improving transition and access to higher education in Nepal; A Study Report, University Grants Commission (UGC) collaboration with UNESCO Nepal, Bhaktapur, Kathmandu.

8. Unpublished Report

Mandal, U. K. (2012). *Baseline survey study of RAIDP road sub-project*. A report submitted to Rural Access Improvement & Decentralization Project (RAIDP), Department of Local Infrastructure and Decentralization Project (DoLIDAR), Jwalakhel, Ministry of Federal Affairs and Local Development, Government of Nepal, Kathmandu.

9. Seminar Paper

Mandal, U. K. (2015). *Modeling of soil organic matter content from World-View-2 Sensor in Nayavelhani VDC of Nawalparisi District, Nepal*. In Karki, K. B., Tripathi, P. B., Manadhar, R. M., Adhikari, B. H. & Vist, S. P. (eds) *Proceedings of the second national soil fertility research workshop*, Khumaltar, Soil Science Division, NARI, NARC, Kathmandu, Nepal, pp 403-311.

10. Website

Mandal, U. K. (2014). Geo-information based spatio-temporal modeling of urban land use and land cover change in Butwal Municipality, Nepal. *Int. Arch. Photogramm. Remote Sens. Spatial Inf. Sci.*, XL-8, 809–815. <https://www.int-arch-photogramm-remote-sens-spatial-infsci.net/XL-8/809/2014/>. Accessed: 15.02.2015.

11. Cinema

Guggenheim, D. (Director), & Bender, L. (Producer) (2006). *An inconvenient truth (DVD)*. United States: Paramount Home Entertainment.

12. Television Programme

Pratt, C. (2014, Executive producer). (2008, October 5). *Face the nation (Television broadcast)*. Washington, DC: CBS New.

13. Article in a Newspaper

Sinha, S. (2013, June 8). Redefining women's work. *The Kathmandu Post*, p4.

Note:

Different sources that are important for further clarification can be kept in Appendix after References within the limit of Dissertation size.

14. Unpublished report

Mandal, U. K. (2012). *Baseline survey study of RAIDP road sub-project*. A reportsubmitted to Rural Access Improvement & Decentralization Project (RAIDP), Department of Local Infrastructure and Decentralization Project (DoLIDAR), Jwalakhel, Ministry of Federal Affairs and Local Development, Government of Nepal, Kathmandu.

15. Conference paper

Mandal, U. K. (2015). Modeling of soil organic matter content from World-View-2 Sensor in Nayavelhani VDC of Nawalparisi District, Nepal *In: Karki, K. B., Tripathi, P. B., Manadhar, R. M., Adhikari, B. H. & Vist, S. P. (eds) Proceedings of the second national soil fertility research workshop*, Khumaltar, Soil Science Division, NARI, NARC, Kathmandu, Nepal, pp403-311.

16. Book chapter

Apthorpe, R. (1997). Writing development policy and policy analysis plain or clear: On language, genre and power. *In: C. Shore, & S. Wright (eds.) Anthropology of policy: Critical perspectives on governance and power*. Routledge, London, pp. 34-45.

घिमिरे, कृष्णप्रसाद (२०६८), 'अनिदो पहाडसँगै उपन्यासको विवेचना', राजेन्द्र सुवेदी र लक्ष्मणप्रसाद गौतम, सम्पा. *रत्न बृहत् नेपाली समालोचना*, काठमाडौँ : रत्न पुस्तक भण्डार ।

17. Book/proceedings

Khatiwada, R. P., & Mandal, U. K. (2016). *An introduction to spatial and survey technology*. KEC Publication and Distribution Putali Sadak, Kathmandu, Nepal, p222.

Richard, W., Basnet C. K., Sah J. P., and Raut, Y. (2000). *Grassland ecology and management in protected areas of Nepal*. Volume III. Kathmandu: ICIMOD, p154.

लुइटेले, खगेन्द्रप्रसाद (२०७९), *डायसपोराको सैद्धान्तिक स्वरूप*, काठमाडौं : पैरवी प्रकाशन ।

18. Book by corporate author

National Planning Commission (1992). *The eighth plan*. National Planning Commission Kathmandu, Nepal, p222.

19. Article in a newspaper

Sinha, S. (2013, June 8). Redefining women's work . The Kathmandu Post, p4.

20. Published thesis and dissertation

Subedi, P. K. (2006). *Fertility behavior among duras: multidisciplinary approaches*. PhD Dissertation. UK: University of Exeter, Exeter.

21. Unpublished thesis and dissertation

Acharya, S. K. (2017). *Factors affecting utilization of safe motherhood services in Nepal* (Unpublished PhD dissertation). Faculty of Humanities and Social Sciences of Tribhuvan University, Kirtipur, Kathmandu, Nepal.

लुइटेले, खगेन्द्रप्रसाद (२०५८), 'कविताको संरचनात्मक विश्लेषण', अप्रकाशित विद्यावारिधि शोधप्रबन्ध, त्रिभुवन विश्वविद्यालय, कीर्तिपुर, काठमाडौं ।

22. Film

Guggenheim, D. (Director), & Bender, L. (Producer) (2006). *An inconvenient truth* (DVD). United States: Paramount Home Entertainment.

23. Website

Mandal, U. K. (2014). Geo-information based spatio-temporal modeling of urban land use and land cover change in Butwal Municipality, Nepal. *Int. Arch. Photogramm. Remote Sens. Spatial Inf. Sci.*, **XL-8**, 809–815. <https://www.int-arch-photogramm-remote-sens-spatial-inf-sci.net/XL-8/809/2014/>. Accessed:15.02.2015.

दाहाल, खेम (सन् २०१७), 'श्रीओमका आत्मपरक निबन्धहरू : एक अवलोकन', <https://www.samakalinsahitya.com> अवलोकन मिति : २०७९/०२/२५।

24. Television program

Pratt, C. (2014, Executive producer). (2008, October 5). *Face the nation* (Television

broadcast). Washington, DC: CBS News.

राजेश्वर, काव्यमीमांसा (२०११), अनु. केदारनाथ शर्मा, पटना : बिहार राष्ट्रभाषा परिषद् ।

Appendix can be added if needed (within the page limit).

(VI) Order details

Cover page- The cover page must contain with information about the title of the paper, author/s full name and address. All authors should appear with their full names, qualification and designation, affiliations, mobile numbers and e-mail addresses. One author should be identified as the corresponding author. **Any information about the author should not be mentioned other than cover page.**

Spaces, margins, fonts and length. Manuscripts in English Language should be in *Times new Roman* 12 pt and in Nepali Language Kokila Unicode 14 pt characters typed double-spaced with 1.5 cm margins in all sides of the *A₄ paper*. **The length of the manuscripts should not exceed 10 pages including figures and tables (3000-4000 words).** Technical terms, mathematical symbols, abbreviation and acronyms used should be defined where they first appear in the text, equations, figures, and tables. Scientific names of all taxa should be in full with authority.

Citation in the text- citations in the text should be arranged chronologically without comma or anything else between the author/s and the year of publications but different citations are separated by comma (see this example - Richard *et al.* 2000, Pokharel 2005, 2009). If there are up to six authors, list all of them and then year of publication. In case of more than six authors and add *et al.* before the year of publication.

Illustrations and figures- Illustrations and figures should be within the text at appropriate places rather than separate. Photographs and drawing (in dark ink) should be large enough for clear reproduction. Drawings should be in dark ink. Figure captions should appear below the figures. Proper citation should be given in the images and figures if it is taken from other sources.

Tables- tables with caption on the top should appear within the text with numbered consecutively rather than separate page. All table columns should have an explanation of each table and its contents must appear in the text. International Metric System should be used throughout the paper.

Equation- should be written using equation tool of doc or docx. The symbols and meaning of the terms should be explained in the text. Equation should be leveled properly as per section/subsections.

Italics- italicize scientific names and the symbols, names of journal and books

Footnotes- Footnotes to text should be avoided.

Ethical review - The authors should check the plagiarism for prepared articles before they submit the articles to the Research Directorate. For the Plagiarism check, authors should use ITHENTICATE

software for the similarity index. Plagiarism should be checked applying the following processes:

1. Similarity index <10%
2. Small matches up to 10 words.
3. Exclude references and quotes.
4. Exclude small matches (less than 1%)
5. Exclude phrases.
6. Exclude abstracts.
7. Include materials and methods.

PEER REVIEW PROCESS

The Editorial Board will check the manuscripts based on the guidelines for preparing research articles provided to the authors, whether the submitted manuscript is appropriate for journal or not. The chief editor will assign the article to reviewer corresponding to the expertise of the reviewer. Based on the **double blind peer review principle**, the article is sent to two reviewers. The reviewers are given two weeks period for reviewing the article based on review guidelines given to them. Double blind peer review is applied for the article submitted by the author within the country. Reviewed papers are sent to the authors to incorporate all comments and suggestions given by both reviewers. Once the author submits the corrected paper addressing the reviewers comments, it will be sent to the corresponding reviewers again to decide whether the manuscript has potential for acceptance. Authors should incorporate all questions or should defend (clarify) reviewers' comments. However the final decision to accept paper for publication is taken by the chief editor.