**Manuscript Preparation Guidelines and Format (Manuscript Title Here)**

First Author Name\*, Second Author Name\*\* & Third Author Name\*\*\*

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Abstract—Your abstract here. 100 to 200 words. Should be informative and completely self-explanatory, briefly present the topic, state the objectives & scope of the work, point out major findings, summarize the results and give the principal conclusion. Citations are not allowed. Try to avoid starting with the words “This paper…” Avoid special symbols and formulas in title and abstract.

Keywords—Keyword 1; Keyword 2; Keyword 3; Keyword 4; Keyword 5. (5-8 keywords in alphabetical order. These keywords will be used as a search term in the on-line version of the article)

Abbreviations—Expansion of Abbreviation 1 (Abbreviation 1); Expansion of Abbreviation 2 (Abbreviation 2); Expansion of Abbreviation 3 (Abbreviation 3); Expansion of Abbreviation 4 (Abbreviation 4). (Include only important abbreviations).

1. **Introduction**

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**Clear presentation is very much essential for publication. Avoid using bold & italics in sentences. The manuscript structure and organisation should be clear. In order to show comprehensible differentiation between the main section, sub section and its sub headings, follow the instructions in section IV.**

1. **Manuscript Layout**

Select, **Page Layout** >> **Margins** >> **Custom Margins**.

Table 1: Margin Setup (Table Numbers should be given consecutively)

|  |  |  |  |
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| **Top** | **Bottom** | **Left** | **Right** |
| 2.54 cm (1″) | 2.54 cm | 2.54 cm | 2.54 cm |

**Paper Size**: Letter

**Column**: Single-Column

**Font Style**: Times New Roman

**Line Spacing**: 1.15

**Normal Text Font Size & Alignment**: 10 (Justify)

1. **Manuscript Structure**
   1. ***Manuscript Structure for Research Paper***

The structure of your manuscript is expected to follow in this manner for research paper.

* **Manuscript Title** (Title should briefly describe the content included in the manuscript)
* **Author Names** (without titles or degrees except Dr.)
* **Author Details**
* **Abstract**
* **Keywords**
* **Abbreviations** (Include only important abbreviations)
* **Introduction**
* **Related Works**
* **Methods**
* **Results**
* **Conclusion and Future Work**
* **Appendices** (if applicable / any)
* **Acknowledgements** (if applicable / any)
* **References** (Recent 15 to 20 references are expected)
* **Author Biography** (Recent formal photographs of each author with biographical details between 100-200 words including their educational qualification, experience, organization, area of interest, number of papers published, number of conferences/seminars attended).
  1. ***Manuscript Structure for Review / Survey / Tutorial Paper***

The structure of your manuscript is expected to follow in this manner for review / survey / tutorial paper.

* **Manuscript Title**
* **Author Names**
* **Author Details**
* **Abstract**
* **Keywords**
* **Abbreviations** (Include only important abbreviations)
* **Introduction**
* **Literature Survey**
* **Discussion**
* **Problems and Solutions**
* **Conclusion and Future Work**
* **Appendices** (if applicable / any)
* **Acknowledgements** (if applicable / any)
* **References** (Recent 15 to 20 references are expected)
* **Author Biography**

Avoid special symbols and formulas in title and abstract.

Individually number figures, tables and equations continuously.

Make sure that the manuscript is **plagiarism free** and **provided proper citation** wherever others concept / figure / table / chart is used. As per journal standards, plagiarism level should not exceed the limit of 30%.

1. **Section Heading, Figures and Tables**

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* 1. ***Sub-Section 1 under Section 4***

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* + 1. *Sub-Subsection 1 under Section 4.1*

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1. *Heading under Sub-Subsection 4.1.1*

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Figure 1: Caption (Figure Numbers should be given consecutively)

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Table 2: Title (Table Numbers should be given consecutively)

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Figure 2: Caption (Figure Numbers should be given consecutively)

* Table title should be placed above the table and figure caption should be placed below the respective figure. Figure caption and table title should be provided for each figure and table respectively.
* Figure and tables should appear soon after the citation in the text. When referring to a figure in the body of the text, “Figure 1” should be used and for table, “Table 1” can be used.
* Both figures and tables should be in editable format. Screenshots are not allowed.
* If the figure or table is too large, can place at the end of the manuscript.

1. **Symbols and Equations**

Special care should be taken if the manuscript includes symbols and equations. Mathematical symbols and equations should be produced using the Equation Editor. Provide superscripts and subscripts at necessary places. For Microsoft word 2007, **Insert** >> **Equation**and for Microsoft word 2003, **Insert** >> **Object** >> **Microsoft Equation 3.0**. Following are few examples,

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| --- | --- |
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1. **Section & its Font Details**

|  |  |  |
| --- | --- | --- |
| **Section** | **Font Size** | **Bold/Italics/Alignment** |
| Manuscript Title | 24 | Bold & Center |
| Author(s) | 12 | Bold & Center |
| Affiliations | 10 | Normal & Center |
| Heading 1    I.     Section 1    II.    Section 2, ... | 10 | Bold & Center |
| Heading 2    1.1.    Sub-section 1    1.2.    Sub-section 2, ... | 10 | Bold, Italics & Justify |
| Heading 3    1.1.1.    Sub-subsection 1    1.1.2.    Sub-subsection 2, ... | 10 | Italics & Justify |
| Heading 4    A.    Sub-heading 1    B.    Sub-heading 2, ... | 10 | Italics & Justify |
| All Text | 10 | Normal & Justify (Indentation: First line=0.25") |
| Figure Caption (Below the Figure) & Table Title (Above the table) | 10 | Normal & Center |
| Equations | 10 | Center (Equation Editor) |
| References | 10 | Normal & Justify |
| Author Biography | 10 | Normal & Justify |

1. **Reference & Citation Format**

This section gives the complete details of citation and reference format.

* 1. ***Reference Format***

References should be arranged in ascending order based on the year of publication (not limited but expected from 1990 to present) and numbered continuously inside square braces [1]. All references should clearly include the author name with initials at the beginning, year of publication, manuscript title, journal / conference title, volume number, issue number and page numbers.

* **For Journal Articles**:
  + B.C. First Author, D.A. Second Author & B.S. Third Author (Year), “Manuscript Title”, *Journal Name*, Vol. 1, No. 1, Pp. 10–15.
* **For Proceedings Paper**:
  + B.C. First Author (Year), “Manuscript Title”, *Proceedings / Conference Name*, Vol. 1, No. 1, Pp. 10–15.
* **For Book**:
  + D.A. First Author & B.S. Second Author (Year), “Book Title”, Chapter No. (If any), Editors: First Editor Name & Second Editor Name, *Publisher Name*, Edition, Press, Place, Pp. 10-15.
* **For Thesis / Dissertation**:
  + B.C. First Author (Year), “Thesis / Dissertation Title”, *University Name,* Place.
* **For Internet Sources**:
  + D.A. Author Name (Year), “Website/Web page/Article Title”, URL: Copy and Paste the link.
  1. ***Citation Format***
* Citations should be done using square brackets as like [1], [3, 4].

**References**

1. B.C. First Author, D.A. Second Author & B.S. Third Author (Year), “Manuscript Title”, *Journal Name*, Vol. 1, No. 1, Pp. 10–15.
2. B.C. First Author (Year), “Manuscript Title”, *Proceedings / Conference Name*, Vol. 1, No. 1, Pp. 10–15.
3. D.A. First Author & B.S. Second Author (Year), “Book Title”, Chapter No. (If any), Editors: First Editor Name & Second Editor Name, *Publisher Name*, Edition, Press, Place, Pp. 10–15.
4. B.C. First Author (Year), “Thesis / Dissertation Title”, *University Name,* Place.
5. D.A. Author Name (Year), “Website/Web page/Article Title”, URL: Copy and Paste the link.

**Author Name**. 100-200 words. Use recent formal photograph. Biography should identify where the author earned his/her highest degree, present affiliation and position, current research interests, and number of papers published, number of conferences/seminars attended. After first sentence you can use pronoun of the person (he or she) and not the author’s first name and last name. List any memberships in professional societies separated by commas. Author biographies should always be written in the third person. If a photograph is provided, the biography will be indented around it. The photograph is placed at the top left of the biography. Personal hobbies will be deleted from the biography.

Always include any previously published works that are relevant to the current work. If you've never published anything before, don't say so; simply don't mention your publishing history. It is much better to leave it out than to draw attention to the fact that you are a new and amateur author. Instead, focus on your education, your professional experience or other endearing qualities.