

# JOURNAL OF CONTENT, COMMUNITY & COMMUNICATION

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## GUIDELINES FOR THE CONTRIBUTORS

### GENERAL

- Language: Contributions can be submitted in English.
- Preferred Length of paper: 3000 – 5000 words.

### TITLEPAGE

Title page is a separate page before the text begins. The title page must include:

- Title: Concise and informative. Avoid abbreviations and formulae where possible.
- Author names and affiliations: Please indicate the given name and family name clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower- case superscript immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name, and, if available, the e-mail address, and telephone number of each author.
- Corresponding author: Clearly indicate who is willing to handle correspondence at all stages of refereeing and publication, also post- publication. Ensure that telephone numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address.
- Sponsoring information: If the research is sponsored or supported by an organization, please indicate it.

### GENERAL RULES FOR TEXT

Use the following rules for the text, including abstract, keywords, heading and references.

- Font: Times New Roman; Font Size: 12 (English)
- Paragraph Spacing: Above paragraph – 0 pt; Below paragraph – 6 pt
- Line Spacing: fixed – 12 pt (or double- spaced)
- Page Margins & Size: One-inch margins on single-sided A 4 or 8.5 x 11-inch paper.
- Heading 1: Times New Roman; Size- 12; Non Italic & Bold; for example,

### INTRODUCTION

- Heading 2: Times New Roman; Size- 12; Italic; for example, *1.1 Research Methods*
- Heading 3: Times New Roman; Size- 12; Non Italic; for example, 1.1.1 Analysis Result
- Subdivision of the article: Divide your article into clearly defined and numbered sections. Subsections should be numbered 1., 2., (then 1.1, 1.1.1, 1.1.2), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross- referencing: do not just refer to 'the text.' Any subsection, ideally, should not

be more than 600 words. Authors are urged to write as concisely as possible, but not at the expense of clarity.

## MANUSCRIPT PREPARATION

All manuscripts should be prepared in Microsoft Word format, in Times New Roman, font size 12 for English, typed in double space and one-inch margins on single-sided A 4 paper. In case of quantitative/ experimental work, the author(s) must specify the purpose of the study. The text of observational and experimental articles should usually be divided into the following sections with the headings, such as Introduction, Methods, Results, and Discussion to clarify their content. All pages of the manuscript should be numbered consecutively at the right corner of the page.

The Title page (page-1) must contain title of the article, name(s) of the corresponding author(s) telephone, and email address of the author responsible for correspondence. It must also contain the source(s) of support if any received in the form of grants, equipment, drugs. The word count should include text of the article only (excluding abstract, acknowledgements, figure legends, and references). This page should also indicate the number of figures used in the article. Page-2, must contain only title of the article, abstract and keywords. Page-3 onwards must contain the actual article beginning with the Title and ending with References.

***Abstract:*** An abstract is a succinct (one paragraph) summary of the entire paper. A concise and factual abstract is required (maximum length of 250 words). The abstract should state briefly the aims, methods, results and major conclusion of the research. From the abstract, a reader should be able to make out the content of the article. Hence, it requires special attention of the author. An abstract is often presented as separate from the article, so it must be able to stand alone. References should be avoided.

***Keywords:*** Immediately after the abstract, provide a maximum of 8 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of').

***Introduction:*** The main purpose of the introduction is to provide the necessary background or context of the study (i.e the nature of the problem and its significance). State the specific purpose or objective of the study. Provide a brief but appropriate historical backdrop and the contemporary context in which the proposed research question occupies the central stage.

***Methods:*** Methods section must succinctly describe what was actually done. Describe the source population and the selection criteria for study participants. Identify the methods, apparatus, and procedures in sufficient detail to allow other workers to reproduce the results. Authors submitting review manuscripts should describe the methods used for locating, selecting, extracting and synthesizing data. Describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to verify the reported results.

***Results:*** Authors must avoid repeating in the text, all the data provided in the tables or illustrations and graphs as an alternative to tables with many entries or duplicate data

in graphs and tables. This section must focus on scientifically appropriate analyses of the salient data.

***Discussion:*** This section must emphasize the new and important aspects of the study and the conclusions that follow from them. For experimental studies it is useful to begin the discussion by summarizing briefly the main findings, and then explore possible mechanisms or explanations for these findings. Compare and contrast the results with other relevant studies, state the limitations of the study, and explore the implications of the findings for future research and clinical practice.

***References:*** References must be written according to the guidelines of Publication Manual of the American Psychological Association (6th edition). Responsibility for the accuracy of bibliographic citations lies entirely with the authors.

- ***Citations in the text:*** Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Avoid citation in the abstract. Unpublished results and personal communications should not be in the reference list, but may be mentioned in the text. Citation of a reference as 'in press' implies that the item has been accepted for publication.
- ***Citing and listing of web references:*** As a minimum, the full URL should be given. Any further information, if known (author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.
- ***Text:*** Citations in the text must follow the referencing style used by the American Psychological Association. You can refer to the Publication Manual of the American Psychological Association (Sixth Edition).
- ***List:*** References must be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Use the author/ date system of reference in the text (e.g., Chomsky, 1997). Gather the references alphabetically after the text, using last names and first initials.

**Original Articles:** Original articles must report research work which has not been published and is not under consideration for publication elsewhere.

**Ethical Standards:** Any experimental research that is reported in JCCC has been performed with the approval of an appropriate ethics committee or the author should make a statement that he or she has maintained necessary ethical standards while conducting research. A statement to this effect must appear in the methods section of the manuscript.

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#### Note

- Please avoid using footnotes.
- Please do not use any colour other than white and black in paper. The layout of paper is only in white and black.
- Research work must be related to Indigenous Knowledge (specially related to ancient Indian knowledge).
- Quality work will be preferred.
- No fee for publication.

## SUBMISSION PROCEDURE

The final version of the manuscript must meet the JCCC Guidelines as noted. The manuscripts must be typed clearly in Microsoft Word format. Soft copy of the research article will be submitted by mail. Each article will be considered for review only after receiving, the soft and hard copies of the same. Upon completion of the review process, the first author will be informed of acceptance or rejection of the article within three months of the submission date. After review, the accepted articles will be sent back to the concerned authors for final revision and submission and the first author will be sent a formal letter of acceptance along with the registration form for publication of papers in the JCCC.

### **Note**

1. Submitted manuscript does not constitute prior publication. In addition, by submitting material to, the author is stipulating that the material is not currently under review at another journal (electronic or print) and that he or she will not submit the material to another journal (electronic or print) until the completion of the editorial decision process.
2. Research work must be related to all subjects related to social sciences.

**All manuscripts are to be submitted to:**

### **The Editor**

Journal of Content, Community & Communication  
Amity University Madhya Pradesh,  
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