IJIRAS
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Manuscript Preparation Guidelines For Authors

The Authors are expected to submit original scholarly articles in the following format.

1. **Manuscript File:**

Please send MS Word (.doc, .docx) compatible files only. At the time of submitting a paper for review, please include tables and figures in the manuscript file with appropriate table and figure title and number. Please do not send multiple files. You are requested to use Times New Roman with 10 font size with double space between the lines. Justify the main body text and indent first lines of paragraphs rather than spacing between them. Please number all pages except the cover page.

2. **Organization Of Manuscript:**

- **Cover Page:** Place the title, author name(s), contact information with phone/fax number for the corresponding author, and a biographical sketch for each author on the cover page.
- **Abstract:** Cover sheet should be followed by an abstract summarizing the main conclusions of the paper. Abstract should be followed by Key words.
- **Main body:** Start the main body of the paper after the abstract.
- **Tables and figures:** We encourage using appropriate graphics to explain, illustrate, and summarize concepts and results without lengthy prose. Please keep the title and captions brief while placing the titles bellow tables and captions beneath figures. Do not embed numbers or captions in images; instead, place them outside the image, but on the same page. Tables & figures must be followed by references.
- **Notes:** Use notes sparingly and keep them brief. Provide notes as a numbered list at the end of the text, not as footnotes on each page.
- **Graphs and Charts:** Graphs and charts should fit the width of 1 or 2 columns. For labels use 10-point Times New Roman type.
- **Citations:** Citations of other works should be limited to those which are strictly necessary. Short quotations should be included in the text within inverted commas (" ") while quotations of more than 30 words should be placed in a separate paragraph indented from the main body of the text. However, all quotations should be accompanied by precise references.
- **References:** References should be written in APA format (sample entries have been attached herewith).

BOOKS

Basic format for a book:
Wood, N.V. (1995). *Perspectives on argument*. Englewood Cliffs, NJ: Prentice Hall.
Two or more authors:
Hawley, J., & Tilghman, C. (1992). *Getting down to specifics*. New York: HarperCollins.
Editors:
Stanford, J.A. (Ed.). (1993). *Connections: A multicultural reader for writers*. Mountain View, CA: Mayfield Publishing Company.
Article or chapter in an edited book:
Torres, M. (1993). Crossing the border. In J.A. Stanford (Ed.), *Connections: A multicultural reader for writers* (pp.70-73). Mountain View, CA: Mayfield Publishing Company.

PERIODICALS

Article in a journal paginated by volume:
Bordeck, N. (1997). Going against the grain: Disruptive classroom behavior. *Behavioral and Educational Sciences*, *19*, 198-207.
Article in a journal paginated by issue:
Reptik, J. (1990). Lateral moves through public school systems. *The American Educator's Association Publication*, *65*(2), 30-47.
Magazine article:
Carver, K.L. (1993, February 9). Mind over matters. *Management Magazine*, *62*, 71-74.
Newspaper article, no author:
AIDS research uncovers possible miracle drug. (1997, July 1). *The St. Louis Herald*, p. c6.
Newsletter article:
Barron, F.H. (1996, Winter). Ethical treatment of test subjects. *The Research Psychologist*, *48*, 8-11.

ELECTRONIC SOURCES

Computer program:
Lafflin document [Computer software]. (1995). Miami, FL: Forensics Software.
On-Line Information:
Basic forms, commercial supplier, and using an Internet protocol Author/editor. (Year). *Title* (edition), [Type of medium]. Producer (optional).Available: supplier/Database identifier or number [Access date].
Author/editor. (Year). *Title* (edition), [Type of medium]. Producer (optional). Available Protocol (e.g., HTTP): Site/Path/File [Access date].