

NECESSARY DOCUMENTS FOR MANUSCRIPT SUBMISSION

WORD LIMITS

Original Articles: 5000-7000 words excluding references; 30 references; and abstract of maximum 150 words including 3-5 keywords

Letter to the Editor: Up to 400 words and 5 references

Short Communication: Up to 1500 words excluding references and up to 10 references.

GUIDELINES FOR MANUSCRIPT PREPARATION

Manuscripts must be prepared in accordance with recommendations for the conduct, reporting, editing, and publication of scholarly work.

GENERAL STRUCTURE OF MANUSCRIPTS FOR PREPARATION AND SUBMISSION

- Title
- Authors
- Authors' affiliation
- Corresponding author
- Corresponding author affiliation and contact details
- Abstract
 - Introduction
 - Methods
 - Results
 - Conclusion
 - Keywords
- Introduction
- Methods
- Results
- Discussion
- Conclusion
- Conflict of interest
- Acknowledgements (not mandatory)
- References

DESCRIPTION OF FORMAT FOR ORIGINAL ARTICLES

Title

The title should be 'simple, brief, clear and attractive'; should accurately describe the contents of manuscript, and make readers want to read further; should be in title case i.e., major words capitalized and minor words in lowercase. Maximum permitted length is 15-20

words.

Author(s)

The author names should be in the format of <First name full>_<Middle name full>_<Lastname full> e.g., Ram Prasad Nepal. Separate author names with comma; indicate with superscript numerals after names if authors are affiliated with different institutions.

Abstract

The abstract should provide the context or background for the study and should state the a) study purpose b) major methodology c) major findings and d) conclusion. It should emphasize new and important aspects of the study or observations.

Keywords

3 to 5 keywords or short phrases that capture the main topics of the article should be provided for cross-indexing. The keywords should be arranged in the alphabetical order being separated by commas and a space with the first keyword initially capitalized.

Introduction

The introduction should provide a background for the study (i.e., the nature of the problem and its significance). State the specific purpose or research objective, or hypothesis tested by, the study or observation. The research objective should be sharply focused when stated as a question. All the objectives should be made clear, and any pre-specified subgroup analyses should be described.

Methods

The methods section should contain study area, operational definitions, data, data analysis. Statistical methods should be described with enough detail to enable a knowledgeable reader with access to the original data to verify the reported results. When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence interval). Define statistical terms, abbreviations, and symbols. Specify the computer software used.

Results

Present your results in logical sequence in text, tables, and illustrations, giving the main or most important findings first. Extra or supplementary materials and technical detail can be published only in the electronic version of journal.

When data are summarized in the results section, give numeric results not only as derivatives (for example, percent) but also as the absolute numbers from which they were calculated. Restrict tables and figures to those needed to explain the argument of the paper and to assess its support. Use graphs as an alternative to tables with many entries; do not duplicate data in graphs and tables.

Discussion

Emphasize the new and important aspects of the study and the conclusions that follow from

them.

Do not repeat in detail data or other materials given in the Introduction or the results section. State the limitations of the study, and explore the implications of the findings for future research and for clinical practice.

Conclusion

Link the conclusions with the goals of the study, but avoid unqualified statements and conclusions not adequately supported by the data. It should be short and to the point rather than a summary of the article. Avoid claiming priority and alluding to work that has not been completed.

References

References should be typed at the end of the manuscript. Please follow the format described later in guidelines. Follow APA 7th edition for referencing.

LANGUAGE, SCRIPT, FONT AND STYLE

- The manuscripts should be written in English or Nepali language and Modern Latin script.
- The American English system of spelling should be used.
- The language should be simple, clear and correct without grammatical errors.
- The manuscript should be typed in Times New Roman font with 12 font size.
- The manuscript text should be arranged in a single column.
- The manuscript text should be justified.

USE OF NUMBERS

Follow the undermentioned rules in use of numbers in your write-up.

- Do not start any sentence with a number. In such cases, either spell out the numbers, as in “Thirty per cent of the participants . . .” or rephrase the sentence, as in “Among the participants, 30% . . .”
- Spell out fractions that are less than one e.g. one-fifth, two-thirds, etc., except when the wording becomes awkward

USE OF ABBREVIATIONS AND SYMBOLS

- The full forms of the abbreviations should precede its first use in the text unless it is a standard unit of measurement
- Use only standard abbreviations
- Do not start any sentence with an abbreviation. Abbreviations are acceptable at the start only if they are words in their own right or represent names of organizations
- Avoid use of abbreviations in title as far as possible
- Do not use symbols like @ and & in the text.

USE OF UNITS OF MEASUREMENT

- Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or liter) or their multiples.
- The units for reporting measurements should be local or International System of Units (SI).

USE OF TABLES

- Tables should be self-explanatory and include a brief, descriptive title at the top.
- Tables should be numbered with Arabic numerals.
- Footnotes to tables, indicated by lower case letters are accepted, but they should not include extensive detail.
- Make sure that each table is cited in the text.
- If you use data from another published or unpublished source, obtain permission and acknowledge them fully.

USE OF FIGURES

- Figures used should be of the highest possible quality, free of defects, and not significantly altered.
- Figures should be numbered with Arabic numerals and include a brief, descriptive title at the bottom.
- Make sure that each figure is cited in the text.
- If an already published figure has been used, acknowledge the original source and submit written permission from the copyright holder to reproduce the material.

FORMAT FOR USE OF P-VALUES

The authors are requested to heed the following rules while reporting *p*-values:

- The '*p*' is always lowercase and italicized.
- Use 0 before the decimal point for *p*-value. e.g. use $p < 0.001$ and not $p < .001$
- The actual *p*-values should be written ($p = 0.04$) rather than just expressing the statement of inequality ($p < 0.05$), unless $p < 0.001$.
- The *p*-values should not be reported only as significant or not significant without providing the exact *p*-values
- If $p > 0.01$ then the *p*-value should always be expressed to two decimal digits by rounding whether or not it is significant. e.g. $p = 0.08$ and not $p = 0.084$
- A three decimal digit for $p\text{-value} > 0.01$ is acceptable only if rounding would change the significance of a value. e.g. $p = 0.049$ instead of 0.05 .
- If $p < 0.01$, it should be expressed to three digits. e.g. $p = 0.003$
- If $p < 0.001$, it should be reported as $p < 0.001$, instead of the actual exact *p*-value.

- The p -value=0.000 which is produced in result/output by various statistical software is not used in publication and should be written as $p<0.001$.

REFERENCE AND CITATION

The reference format for *JANA BHAWANA JOURNAL* is based on APA 7th edition referencing style.

Citations

- Use author data citation method.
- Narrative citation: write out the author's name as you write their quote, or paraphrase their work
- Parenthetical Citation: Use this type of citation when it is not easy to use narrative citation, and identify authors' names in-text. Include names and dates in parentheses.
- In case of multiple authors, list up to the first three (3) authors followed by et al

Reference list

- References should be arranged in alphabetical order and listed at the end of manuscript.
- Use an hanging indent to separate each list item.
- Use APA 7th edition for referencing.