

## Manuscript Guidelines for Contributors/Authors

Contributors should follow the modified American Psychological Association (APA) writing style in preparing the manuscript. Manuscript should be submitted in Word compatible format and should contain Title page, Abstract, Key words, Main body, Tables and Figures (if any), Acknowledgement, and References. Paper should be submitted as full length paper containing 3,000 to 5,000 words and short communications of 1,000 to 3,000 words inclusive of all parts of paper. All manuscripts should be written in British English, font size 12, and Times New Roman in A4 size paper with 1.5 line spacing. Title should be in **bold**, toggled case. Page numbers should be bottom-centered. Headings should be in **bold**. Subheadings should be in ***italics***.

The main body of the manuscript should include the Introduction (include theoretical framework/literature review, research question, purpose etc. here), Materials and Methods, Results and Discussion, and Conclusions. Acknowledgement (if any) should be included before the References. Manuscript should be submitted to the Editor of The Journal of Sustainable Rural Development at [editor@cnr.edu.bt](mailto:editor@cnr.edu.bt) and manuscript should not have been submitted to any other journal.

**Title page:** Title page should be in a different page containing a concise Title, Author(s) name(s) and their affiliations directly under the names including emails and details of corresponding author(s).

**Abstract:** This should be between 150 to 250 words inclusive of 5-10 **Key words** alphabetically ordered and *italicised* Latin, local and vernacular names. Abstract should be indented by 0.3 inch on the Left and Right margins, and centre justified. The abstract should be preferably written in a paragraph.

**Tables:** Captions of tables should be on top of the tables and each table should be placed near the text to which the table is relevant. Tables should be referred in the text as Table 1, Table 2 etc. Leave one space after the Table and number and use Times New Roman font. For example, Table 1. Descriptive statistics of the ... Preferably, tables should be less than five inches wide and eight inches long. However, if the table is too long and continues to the next page, insert the table number and title on every page in which the table appears and insert (Cont...) in

parenthesis after the title of the table. Tables should not contain vertical lines and should not be boxed.

**Figures:** Captions for figures should be at the bottom of figures and each figure should be inserted near the text which refers to it. Figures should be referred in the text as Figure 1, Figure 2 and 3 etc. Leave one space after the Figure and number and use Times New Roman font. For example, Figure 1. Graph showing the difference between ... Figures should be submitted as TIF or JPEG files with at least 300 dpi. Photographs should be included as Figures. Size of photograph should not exceed 1 MB.

**Paragraphs:** All paragraphs should start with 0.3 point indent without space between paragraphs. All paragraphs should be centre justified. However, an empty line should be left before each heading and sub-heading.

**Margin:** All sides (top, left, bottom, and right) should have a margin of 1 inch.

**Latin and vernacular names:** All Latin and vernacular names should be in *italics*. Latin name should be supported by Authority. The Authority should not be in italics (for example, *Dalbergia sissoo* Roxb.). Authority should not be cited in the subsequent citation of the same scientific name and in subsequent citations, genera should be abbreviated (for example, *D. sissoo*). Some examples for use of scientific names: *Dalbergia sissoo* (when species is confirmed), *Dalbergia* sp. (when species is not confirmed, note that the sp. is not italicised), *Dalbergia* spp. (when refereeing to more than one unconfirmed *Dalbergia* species).

**Citation:** For three or more authors, citation should be abbreviated with use of *et al.*, e.g. (Nidup *et al.*, 2005) or alternately based on sentence construction as Nidup *et al.* (2005). Citations for authors up to two should include the names of authors, e.g. Nidup and Dorji (2005) or alternately as (Nidup and Dorji, 2005). In case of more papers by same authors in a year, use suffixed alphabets, e.g. (Nidup *et al.*, 2005a; 2005b) or alternately as Nidup *et al.* (2005a; 2005b).

**Short quotes**, less than 40 words, should be cited with “double quotation” marks.

“**Long quotes** (40 or more words) should be indented three spaces on Left and Right margins without quotation marks, followed by citation and page number(s). For example, this paragraph *per se* is an example (Nidup *et al.*, 2005).”

**Referencing:** References should be arranged in alphabetical and chronological orders. Depending on types of sources, following styles of referencing should be followed. Only those materials cited in the text should be included in the References.

#### Book

Nidup, L., Dorji, K.L. and Tshering, W. (1996). *Birding Butterflies of Bhutan*, 2<sup>nd</sup> edn. Keen Publication, Bangkok.

#### Edited book

Author, T.G. (2011). Walking in the park. In *Nature Conservation*, eds. T.J. Gurung and D.A. Rigpal, 2<sup>nd</sup> edn., pp.11-44. DSB Publication, London.

#### Periodicals (Journals, Newspapers, and Magazines)

Brain, R.K., Wangchuk, K., Penjor, R. and Puntius, C.R. (2000). Sleeping difficulties with snoring partners. *Journal of Human Nature*, 50 (1): 310-316.

#### Government documents, proceedings & theses

Sonam, T.D. (1932). *The nature of farming system in Bhutan: a behavioral pattern*. PhD thesis, the Royal University of Bhutan.

#### Internet

Nidup, K. (1990). Nature's Inspiration. <<http://www.kuenselonline.com>>. Accessed 1 June 1991.

OR

Kuensel. (1990). Nature's Inspiration. <<http://www.kuenselonline.com>>. Accessed 1 June 1991. (in absence of author).

**Review Process:** All papers are peer reviewed. The author(s) shall be acknowledged for the manuscript received and updated on the review-process status by the Editorial Board.

### Other information

1. Statistical symbols: Typeset all statistical symbols in italics (e.g., *t* test, trail *n*, *SEM*)
2. Percentage: Use percent following a number that is worded, e.g., six percent.  
And use symbol following a number that is not worded, e.g., 24%
3. Units: E.g., 22 cm, 4 kg etc. (Note the space)
4. Quotation marks: Use double quotation marks (e.g., “memes”)
5. Parenthesis & brackets: E.g., (the Blood Sugar [BS])
6. Parenthesis in statistics: E.g.,  $t(75) = 3.91$ ;  $F(4, 231) = 43.63$ ,  $p < .05$  (Note the spaces)
7. Slash, virgule etc.: E.g., S/he, 4.05 mg/kg, 4.5 nmol/hr/mg
8. Numbers in words: Scientific rules apply (numbers below 10 are worded. e.g., There were two boys in the classroom. However, exceptions exist, for instances: Above 10 and below 9 in a series of numerals in a sentence. We added 2 ml of water in the tube. Cf. some more.)
9. Decimal fractions: E.g., 0.45 cm,  $\chi^2(4, N = 30) = 3.5$ ,  $p > .05$
10. Degrees: E.g., 30 °C
11. Spaces:  $a + b = c$  is better than  $a+b=c$ , and 2 cm x 4 cm is better
12. Commas in numerals: E.g., 30,000 people (caution: exceptions exist)
13. Between paragraphs: No space