

## Authors' Guidelines

### Quick Checklist for Submission

Clearly defined manuscript structure as standard:

- a. Title
- b. Author's details and affiliation
- c. Corresponding author (s) detail
- d. Abstract
- e. Keywords
- f. Introduction
- g. Materials and Methods
- h. Results and Discussion
- i. Conclusion
- j. Acknowledgement (Optional)
- k. Cover letter with declaration of conflict of interest (if any), ethical approval (if any) and authors' contribution
- l. References (APA Style 7<sup>th</sup> Edition)

### 1. Aims and Scope

Journal of the Institute of Agriculture and Animal Science (J. Inst. Agric. Anim. Sci.) is an open access journal which publishes original research, case study, short communication and review articles in diverse and integrated areas of Agricultural (biological as well as social) Sciences, Animal Science, Veterinary Science, Food Technology, Aquaculture and Fishery, Conservation Ecology, Climate Change and any relevant theme. Main aim of this publication is to enhance the scientific research and extension in agriculture and allied discipline. IAAS Journal is an annual publication from the Directorate of Research and Publication (DoRP) of the institute which is managed by a five member editorial board. To maintain the quality of journal, manuscripts are subjected to a series of rigorous peer review and editing process.

## **2. Article Types and Length**

**Original Research Article:** It includes full research paper, short communication and case study. Full research paper should not exceed 10 pages or 5000 words (the word count is inclusive of all parts of the manuscript including the title page, abstract, references, table(s) and figure(s)).

**Short Communication:** It covers papers that present original and significant materials for quick dissemination. Such papers may focus on a particular aspect of a problem, new finding/discovery, cutting-edge experiments, significant works in simulation and modelling as well as explanation of mechanisms. Length for this category of article is 3000 words in maximum or six pages. It includes title along with authors' detail, abstract, main body (introduction, materials and methods, results and discussion with no sub-titles) and references.

**Case Study:** Articles relating to veterinary science, animal science and plant protection focusing on particular disease, insect and their management strategies come under this category. Similarly, those with special focus on natural disaster (causes, consequences and coping strategies) as well as the case of particular business/firms are covered in this category. Case study reports may also presents findings from a Clinical Research/ study under veterinary science which is unique to the individual, where treatments are given according to a protocol or modified to local conditions. The case may provide insights in diagnosis as well as treatment methods. Similarly, adoption of traditional as well as indigenous or novel intervention in farm conditions can also be presented as a case report. The report should be limited to 3000 words or six pages written under abstract, main body (no sub-title) and references sections.

**Review Article:** Such articles provide timely syntheses of topical themes. They should also offer new insights or perspectives to guide future research efforts. It should not exceed 5000 words or 10 pages inclusive of all parts of the main manuscript, as above. We prioritize the reviews that set a clear agenda for future research within the focal area. Review articles also follow the same elements and formatting that are provided for original research articles.

### 3. Elements (outline) of Manuscript

#### 3.1 Title and Author's Details

Title should be concise and informative written in 12 font size (All UPPER case). A list of all authors' names with names and addresses of affiliated institutions should be provided. Give initials of given name(s) followed by full spelled family name all in **bold** face such as **K.M. Tiwari**. To mention author(s) institutional affiliation, provide number in superscript after author(s) family name and give description mentioning the number following the author(s) name. Provide subsequent numbers for other organizations. Provide same number for all authors from same organization. No need of mentioning the number if all authors represents the same organization.

Example: **K.M. Tiwari**<sup>1</sup>

<sup>1</sup> Institute of Agriculture and Animal Science, Tribhuvan University

Provide the e-mail address of the correspondence author indicating by the symbol \*.

Example: **K.M. Tiwari**<sup>1\*</sup>

\*kmtiwari2020@gmail.com

Avoid the use of position/title of the authors such as Prof., Dr. Scientist etc.

#### 3.2 Abstract

The abstract should be written concisely not exceeding 250 words. Abstract should be written in 10 font size and should be indented 1cm both at left and right. It should briefly explain the context or background of the study, existing knowledge, purposes of study, process/ approach and methods used, major findings, key conclusions and wider implications of the study.

#### 3.3 Keywords

Make a list of 3 to 5 key words or short phrases in alphabetical order. The key words should not repeat with the words included in the title. Key words should be italicized and separated by comma. Do not indent the **Key words**, but it should be bold face and followed by semi-colon.

Example: **Key words:** *organic, bio-fertilizer, sustainability*

### **3.4 Introduction**

Introduction should provide a context or background for the study. This section includes background, statement of problems, rationale of study, hypothesis (if any) and objectives (broad and specific) explained under separate sub-titles for each.

### **3.5 Materials and Methods**

The Material and Methods section describes the study area and selection of the observational or experimental participants (respondents, plants, animals, including controls) clearly as well as the population. It should clearly state about how and why a study was done in a particular way and area. This section also covers major variables measured and the methods, apparatus, process including statistical tools used. Author must provide references and brief descriptions for methods that have been used and reasons for using them. Describe precisely all chemicals or reagents used, along with their generic name, batch number, manufacturer's details, dose, and method of application. Review articles should describe the methods used for locating, selecting, extracting, and synthesizing data. Never rely solely on statistical hypothesis testing, such as P values, Z values etc which fail to convey important information about effect size. Define statistical terms, abbreviations and symbols. Specify the computer software and its version used.

### **3.6 Results and Discussion**

State the results in sequence of objectives in the text. Important findings and information can be shown in tables and illustrations (figures, charts, graphs). This should point out the significance of the results in relation to the reasons for doing the work and place them in the context of other work. Present key analysis data rather than raw data in concise but clear form. Auto fit your tables to the window. Do not repeat all the data in the tables or illustrations in the text but emphasize, clarify or summarize only the most important observations. Compare your major findings with findings of relevant studies as well as the secondary data along with the reasons for consistency or contradiction. Extra or supplementary materials, tables and technical detail can be placed in annex. Do not duplicate data in graphs and tables. Use regular font size and spacing in table as well (however 10 size is acceptable in case of adjusting large but important tables). You can show tables or figures in two columns but discussion must be in single column.

Number tables consecutively in the order of their first citation in the text and supply a clear and brief title for each. Give short column and row headings. If nonstandard abbreviations and symbols are used in the table, place explanatory matter in footnotes. Cite each table in the text and for data from other sources, acknowledge the source correctly and accurately.

### **3.7 Conclusion**

Concluding remarks of the findings from the research need to be to-the-point and limited to the work only. Inferences regarding future research or development efforts, its broader implications should not be narrated in hypothetical manner. Link the conclusions with the main goals of the study, relying on your major findings and never conclude which your study did not find and not adequately supported by your data.

### **3.8 Acknowledgements (Optional)**

Acknowledgement can be given to the people/ organization from whom the authors have received significant support in providing/ eliciting information, analyzing part of experimental works, providing research grant etc. General acknowledgement is strongly discouraged. Do not acknowledge author (s).

### **3.9 References**

IAAS Journal follows APA style (7<sup>th</sup> Edition) of citation and referencing.

## **4. Declaration of Conflict of Interest, Funding and Author's Contribution**

The contributing author(s) should declare that they do not have any type of conflicting interest regarding the manuscript. All the authors should have read the manuscript before submission and declare the conflict of interest if any. In addition, the author(s) should also disclose the contribution of each authors on designing research concept, completing the laboratory/ field research works and writing the manuscript. Declaration of conflict of interest should be stated in cover letter (or in separate page) while submitting the manuscript. Likewise, any funding received for the submitted work from any source has to be declared in clear mentioning and in multiple authorship indicating the author/s who have received it.

## 5. Ethical Approval

Author(s) should declare the ethical approval from concerned authorities in any research that involves human participants or animal/livestock during the course of the research. It should include all types of ethical approvals applicable and should be mentioned in the cover letter (or in a separate page).

## 6. General Style of Manuscript Preparation

- a. Spacing: Single column and single line spaced, no space following the section title and sub-titles
- b. Alignment: Justified
- c. Language: English (British or American but consistently one throughout the manuscript)
- d. Font type: Times New Roman
- e. Font Size: 12 (manuscript title and section titles in **bold** face UPPER case and sub-titles in bold face lower case)
- f. File type: MS- Word (Docx)
- g. Margins: Normal (2.54 cm all sides)

Give Latin names in full at first mention in the main text. Subsequently, the genus name may be abbreviated, except at the beginning of a sentence. If there are many species, cite a Flora or check-list which may be consulted for authorities instead of listing them in the text. Latin names following common names should not be separated by a comma or brackets.

If the paper contains many symbols, they should be defined as early in the text as possible, or within the Materials and Methods section. Mathematical expressions should be carefully represented. Wherever possible, mathematical equations and symbols should be typed in-line by keyboard entry (using Symbol font for Greek characters, and superscript options where applicable). Make sure that there is no confusion between similar characters like l ('ell') and 1 ('one'). Ensure that expressions are spaced as they should appear. If there are several equations

they should be identified by an equation number (i.e. 'eqn 1' after the equation and cited in the text as 'equation 1').

Numbers from one to nine should be spelled out except when used with units, e.g. two eyes but 10 stomata; 5 °C, 3 years and 5 kg. Do not use excessive numbers of digits when writing a decimal number to represent the mean of a set of measurements. The level of significance implied by numbers based on experimental measurements should reflect, and not exceed, their precision; only rarely can more than 3 figures be justified.

There shall not be any decorative borders anywhere in the text including the title page. Authors, in their cover note to the editor, have to clearly mention whether the manuscript is a research paper, case study, short communication, case study or a review article and also confirm that the manuscript has not been submitted to any other journal for publication.

Letters, numbers, and symbols on figures should be clear and consistent throughout, and large enough to remain clear when that is reduced for publication. Figures should be numbered consecutively according to the order in which they have been presented in the text. If a figure has been published previously, acknowledge the original source. Figure title should be written below the figure with the number.

Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or litre) or their decimal multiples. Temperatures should be in degrees Celsius. Follow International System of Units (SI) wherever applicable. Authors may use alternative or non-SI units, since SI units are not universally used in special cases.

Use standard abbreviations as far as practicable. Do not use abbreviations in the title of the article. Spell out abbreviation followed by the abbreviation in parenthesis on first citation.

## **7. Manuscript Submission**

The manuscript must be submitted via official email of IAAS Journal (i.e. journal@iaas.tu.edu.np).

During submission, the authors must confirm that:

- a. The work as submitted has not been published or accepted for publication, nor is being considered for publication elsewhere.
- b. All authors and relevant institutions have read the submitted version of the manuscript and approve its submission.
- c. All persons entitled to authorship have been so included.
- d. The work is original and all necessary acknowledgements have been made.

## **8. Editorial Process**

IAAS Journal operates a single-blind confidential peer-review process. While sending to the reviewers author(s) names are concealed. Editors and reviewers are expected to handle the manuscripts confidentially and must not disclose any details to anyone outside of the review process. Reviewers also have the right to confidentiality and their names are not revealed to authors unless they choose to sign their review. Peer review comments should remain confidential even after a manuscript receives a final decision. Manuscripts are normally reviewed by two independent experts in the relevant area. All correspondence between an author, editor, and peer reviewer should remain in confidence unless explicit consent has been given by all parties, including the journal, or unless there are exceptional ethical or legal circumstances that require identities or details of the correspondence to be revealed.

After the review, manuscripts will be returned to the corresponding author for revision along with reviewer's and/or editor's comments. One original copy of the final revised manuscript should be submitted for publication within two weeks of receiving the reviewer's and/or editor's comments.

## **9. Types of Decision**

### ***Reject***

Following peer review, the paper is judged not to be acceptable for publication in the journal and resubmission is not possible.



### ***Revision***

The paper requires changes before a final decision can be made. Authors are asked to modify their manuscript in light of comments received from reviewers and editors, and to submit a new version for consideration within 2 weeks. A point-by-point explanation of how comments have been addressed must be supplied with the revised version of the paper. If the authors do not revise their papers to the satisfaction of the editors, the paper can still be declined from publication in the journal. Editorial board will send the author the files having comments from reviewers (track changed) as well as from editors. After improvising, author should send both files with name Final document and Editors comments to the editors via email address provided.

### ***Accept***

The paper is acceptable for publication, subject to conditions that need to be addressed in producing a final version of the manuscript. These may include sub-editing changes and minor amendment to ensure the paper fully matches the criteria. After final checking by editorial board, acceptance is confirmed and the paper is forwarded to the publishers for publication.

## **10. Copyright Policy**

All articles published in IAAS Journal will be under the licensing agreement of Creative Commons Attribution Non-Commercial (CC-BY-NC 4.0 International). This licensing lets others to download, reuse, adapt, reprint, distribute and build upon in their new works as long as the original authors and source are cited. No permission is required from the authors or the publishers. The detail is available at (<https://creativecommons.org/licenses/by-nc/4.0/>).

## **11. Cost of Publication and Open Access Policy**

No publication (reviewing, procession, editing, printing etc) costs will be charged for the accepted manuscripts. If the author(s) want to produce color figures and photographs in printed copy, the cost of color printing will be charged on actual basis. However, no additional costs will be charged for such contents in electronic version. Published articles will be available at IAAS website (<https://iaas.edu.np/resources>) as well as at Nepal Journals Online (<https://www.nepjol.info/>) free of cost. The hard copy of the journal will be availed at cost as per rule of IAAS/DoRP. However, the author(s) can get a complimentary copy free of cost.

## **12. Inclusive Language**

Languages used in the manuscript should not in any way be offensive to any religion, caste, race, ethnicity, creed, color, gender, community, nationality, etc. Manuscript writing should be free from any bias or favoritism and use inclusive language throughout.

## **13. Erratum and Corrigendum**

The author(s) should write to the editorial team if any serious errors are found in the manuscript after publication of hard copy. The erratum and corrigendum will be published in the immediate upcoming issue of IAAS Journal.

## **14. Publisher's Note**

A disclaimer note will be added to all the accepted manuscripts. The editorial team of IAAS Journal and the IAAS authority remain neutral to all the ideas, views and statements published in the manuscript.

## **15. Guidelines for Citation**

In text citations should follow the author-date method whereby the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998). The complete reference list should appear alphabetically by name at the end of the paper. Please note that a DOI should be provided for all references where available.

### ***Text Citations:***

Strictly follow APA style 7<sup>th</sup> version. See some examples given below.

Single Author: Gabriel (2000) and (Gabriel, 2000)

Two Authors: Mathes and Savera (2004) and (Mathes & Savera, 2004)

Three or more Authors: Smith *et al.* (1999) and (Smith *et al.*, 1999)

Personal communication citations are not included in the reference list. Cite personal communications in text only. However, such citation is generally discouraged. Give the initials as well as the surname of the communicator and provide as exact date as possible.

References should be cited as 'in press' only if the paper has been accepted for publication. Work not yet submitted for publication or under review should be cited as 'unpublished data', with the author's initials and surname given; such work should not be included in the Reference section.

### ***In Reference List:***

#### **Journal article**

##### *Example of reference with 2 to 7 authors*

Beers, S. R., & De Bellis, M. D. (2002). Neuropsychological function in children with maltreatment-related posttraumatic stress disorder. *The American Journal of Psychiatry*, 159, 483–486. doi:10.1176/appi.ajp.159.3.483

Lavon, Y., Leitner, G., Voet, H., & Wolfenson, D. (2010). Naturally occurring mastitis effects on timing of ovulation and follicular and luteal growth in cows. *Journal of Dairy Science*, 93, 911-921. doi.org/10.3168/jds.2009-2112

Ramus, F., Rosen, S., Dakin, S. C., Day, B. L., Castellote, J. M., White, S., & Frith, U. (2003). Theories of developmental dyslexia: Insights from a multiple case study of dyslexic adults. *Brain*, 126(4), 841–865. doi: 10.1093/brain/awg076

##### *Example of reference with more than 7 authors*

Rutter, M., Caspi, A., Fergusson, D., Horwood, L. J., Goodman, R., Maughan, B., ... Carroll, J. (2004). Sex differences in developmental reading disability: New findings from 4 epidemiological studies. *Journal of the American Medical Association*, 291(16), 2007–2012. doi: 10.1001/jama.291.16.2007

#### **Book edition**

Bradley-Johnson, S. (1994). *Psychoeducational assessment of students who are visually impaired or blind: Infancy through high school* (2nd ed.). Austin, TX: Pro-ed.

#### **Edited book**

Hawkley, L. C., Preacher, K. J., & Cacioppo, J. T. (2007). Multilevel modelling of social interactions and mood in lonely and socially connected individuals: The MacArthur social neuroscience studies. In A. D. Ong & M. Van Dulmen (Eds.), *Oxford handbook of methods in positive psychology* (pp. 559–575). New York, NY: Oxford University Press.

### **Data sets**

For any data with a unique identifier the format should be as follows:

Prugh, L. & Golden, C. (2013). Data from: Does moonlight increase predation risk? Meta-analysis reveals divergent responses of nocturnal mammals to lunar cycles. *Dryad Digital Repository*, <http://dx.doi.org/105061/dryad.tm723>.

Olden, J. (2015). Integrating landscape connectivity and invasion vulnerability to guide offensive and defensive invasive species management. *figshare*. <https://dx.doi.org/10.6084/m9.figshare.1285847.v2>

### **Citations from web pages**

Authors may sometimes wish to cite information available from the internet in similar ways to the citation of published literature. In using this option, authors are asked to ensure that:

- fully authenticated addresses are included in the reference list, along with titles, years and authors of the sources being cited, and the most recent date the site was accessed
- the sites or information sources have sufficient longevity and ease of access for others to follow up the citation
- the information is of a scientific quality at least equal to that of peer-reviewed information available in learned scientific journals
- hard literature sources are used in preference where they are available

It is likely that official web sites from organizations such as learned societies, government bodies or reputable NGOs will most often satisfy quality criteria.

## Cover Letter

To,  
The Editor in-Chief  
IAAS Journal

Sub: Submission of manuscript

Dear Sir/Madam,

I certify that I have participated sufficiently in the conception, design and execution of this work; analysis of the data as well as the writing of the manuscript entitled .....

..... I believe the manuscript represents valid work and is a research/ review article. I have reviewed the final version of the manuscript and approve it for publication. Neither has the manuscript nor one with substantially similar content under my authorship been published nor is being considered for publication elsewhere, except as described in an attachment. Furthermore I attest that I shall produce the data upon which the manuscript is based for examination by the editors or their assignees, if requested. Kindly find it suitable to publish in your journal.

Declaration of conflict of interest

Ethical approval

Authors' contribution

<b>Activity</b>	<b>Authors Name</b>	<b>Contribution (%)</b>
Conceptualizing/ design of work	1. 2. 3.	30
Execution (research)	1. 2. 3.	40
Manuscript writing	1. 2. 3.	30
Total		100

Yours sincerely

Author name and address:

Signature:

Date: