

# INSTRUCTIONS FOR AUTHORS

---

One soft copy of the manuscript should be submitted to the Editors or Associate Editors of the Journal in Microsoft Word file format. The manuscript will be peer reviewed and published after referee's comments and finally after Editor in Chief's acceptance. All the authors will follow the instructions and prepare the manuscript accordingly.

## ***MANUSCRIPT FORMAT***

The manuscript must be typed in *double space* throughout including *abstract, text, references, tables, and legends of figures*. The manuscript should be arranged in the following sequence: Title, Abstract, Material and Methods, Results, Discussion, Acknowledgement(s), References, Table(s), Figure(s). The manuscript should be typed in Times New Roman font and 12 point size.

**Title:** The title should concisely identify the contents and the by-line should comprise the author's name and complete address of the institution where the work was carried out. If there are more than one author, the address of the author to whom further correspondence is to be made should be indicated, together with email address.

**Abstract:** Following the title, a self contained abstract *not exceeding 250 words* should be placed. The first sentence of the abstract should indicate the objectives of the study. Subsequent sentences should indicate the location of the study, methods and summarize major findings. The last sentence should articulate the major conclusion(s).

**Keywords:** From 5 to 7 key words, arranged alphabetically and separated by semicolon (;), if necessary, should be listed and placed after the abstract.

**Text:** The text should be divided into sections, such as **Introduction**, **Materials and Methods**, **Results**, and **Discussion**. Not more than three levels of *headings* should ordinarily be used in the text. The first order heading (e.g. Introduction, Results, etc.) should be typed first-letter-cap-rest-lower-case and left-sided alignment; both second- and third-order headings should be typed first-letter-cap-rest-lower-case (e.g. *Chemical properties of soil*), and placed on the extreme left.

A *Short Communication* shall not have subsection headings until Acknowledgement(s) and References. Except Latin names, no other words should be italicized in the text. In the text, the references should be cited using a name and year system. If more than one paper is cited in a single year by the same author, this should be indicated by a suffix, a, b, etc. to the year, both in the text and the list of references. Examples: Stewart (1967), Bennet (1986); Singh (1986); Bhellum and Magotra (2012); or (Bennet, 1886; Bhellum and Magotra, 2012; Singh, 1986; Stewart, 1967). *Note that within the parenthesis the names of authors are arranged alphabetically.*

In case there are more than two authors of a paper use *et al.* after the first name in the text, e.g. Manhas *et al.* (2006). A reference to an unpublished work may be cited in the text as 'in press' if the paper has been accepted by a journal. In such cases the name of the journal should be included in the reference list. Reference to a paper not yet accepted by a journal can be cited in the text as 'unpublished' and omitted from the reference list.

**References:** All references cited in the text must be arranged in alphabetical order, giving the *name of the journal in full*. List the names of all authors in a reference. The style and the portions of references to be *italicised* are exemplified below.

*Papers in Journals and other periodicals*

Stewart, R.R. 1967. Grasses of Kashmir- A Check-List. *Bull. Bot. Surv. India* 9(1-4):152-162.

*Books*

Bennet, S.S.R. 1886. *Name changes in Flowering Plants*. Triseas Publishers, Dehradun, India.

Bhellum, B.L. and Magotra, R. 2012. *An Annotated Catalogue of Flowering Plants of Doda, Kishtwar and Ramban Districts of Jammu and Kashmir (Kashmir Himalayas)*. Bishen Singh Mahendra Pal Singh, Dehradun, India (in press).

**Tables and Graphs:** These should be mentioned in the text and should be numbered consecutively with Arabic numerals (1, 2, 3). Tables should be typed on separate sheets. Legends of tables and graphs should be self-explanatory. A long table is preferred to be included as an Appendix.

**Figures (sketches / maps):** Electronic photographs or drawings are accepted with good resolution, 300 dpi and 600 dpi, respectively in JPEG formats.

**Units and Abbreviation:** International system of Units (SI) of measure and their abbreviations should be used; although certain non-SI units are also acceptable including liter (L) minute (min.), day and year, last two of which should be spelled out in full.