



United Journal of Interdisciplinary Studies (UJIS)

[Blended peer-review journal]

GUIDELINES FOR WRITING ARTICLES

Prepared by

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Kumaripati, Lalitpur, Nepal

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Introduction

United College (UC) has taken a significant stride in academic publishing by launching the United Journal of Interdisciplinary Studies (UJIS), a blended peer-review journal that promises to enrich scholarly discourse. Released bi-annually (June and December) in both printed and online formats, UJIS stands as a beacon of academic excellence, not only within the confines of the college but also resonating across Nepal. With a commitment to fostering a culture of research and intellectual inquiry, UC actively encourages its diverse cadre of teaching and non-teaching staff to delve into multifarious fields and contribute their insights through scholarly articles. UJIS, as a platform, not only facilitates the dissemination of knowledge but also serves as a catalyst for interdisciplinary collaboration, bridging the gap between theory and practice. Embracing a rigorous peer-review process, it ensures the publication of high-quality, rigorously scrutinized research, thereby upholding academic integrity and credibility. Beyond its role as a conduit for academic discourse, UJIS also serves as a repository of innovative ideas, providing a fertile ground for the exploration of emerging trends and pressing societal issues. Through its dedication to inclusive and diversity, the journal seeks to amplify voices from varied backgrounds and perspectives, fostering a rich tapestry of intellectual exchange. As UC continues to champion the ethos of research-driven education, UJIS stands poised to be a cornerstone in shaping the scholarly landscape, not just within the college walls, but throughout the academic community in Nepal and beyond.

Vision

The UJIS envisions to unite 'human capital' through the leading stage for interdisciplinary research publication of high quality, inclusive approach, and influence among the scholarly community.

Mission

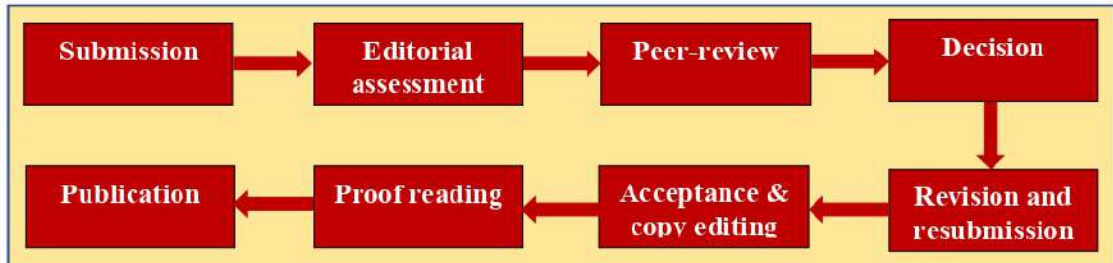
The UJIS endeavours to generate scholars', experts', and thinkers' common platform for exchanging informed, critical, and reverential contributions across disciplines on important domains of business, liberal arts, management, and computer applications and technology.

Goals

- to publish high standard research papers, reviews, and perspectives across business disciplines, technological advancement, and liberal arts focused on interdisciplinary,
- to upsurge impact and visibility of the publication for uniting 'human capital' via unceasing research writing and sharing ideas,
- to produce intellectual human assets, and
- to promote interdisciplinary knowledge and theory building for making the business and technology discourse more supportable, nifty, and feasible.

Publication procedure

The publication procedure of an article in the "UJIS" typically follows a standardized process. Each stage in the publication process is essential for ensuring the quality, integrity, and dissemination of research findings within the scientific community.



1. **Submission:** Author/s submit their manuscript to the UJIS through the journal's online submission system. The submission should adhere to the journal's guidelines regarding formatting, length, and content.
2. **Editorial assessment:** Upon submission, the editorial team conducts an initial assessment of the manuscript to ensure it meets the journal's scope and standards. The editorial team may review the manuscript to determine its suitability for peer review.
3. **Peer review:** If the manuscript passes the initial assessment, it undergoes peer review. The editor selects independent experts in the field who evaluate the manuscript's quality, originality, methodology, and significance. Peer reviewers provide feedback and recommendations to the editor for making decision on the manuscript.
4. **Decision:** Based on the peer reviewers' feedback and their own assessment, the editor makes a decision on the manuscript. The possible decisions include:
 - **Acceptance:** The manuscript is accepted for publication with or without revisions.
 - **Revision:** The manuscript requires minor or major revisions based on the reviewers' comments.
 - **Rejection:** The manuscript does not meet the journal's standards and is rejected.
5. **Revision and re-submission:** If revisions are required, author/s revise their manuscript according to the editor and reviewers' feedback and submit a revised version. The revised manuscript undergoes another round of editorial assessment and, if necessary, further peer review. This process continues until the manuscript meets the journal's standards for publication.

6. **Acceptance and copy editing:** Once the manuscript is accepted for publication, the editorial team performs copy editing. This involves checking for grammar, spelling, punctuation, and adherence to the journal's style guidelines.
7. **Proofreading:** Authors receive the proofs of their manuscript for final review before publication. This is the last opportunity to catch any errors or make minor corrections. Authors carefully check the proofs for accuracy and consistency.
8. **Publication:** After author/s approve the proofs, the article is published in the UJIS in both print and online version. The published article becomes publicly available for readers to access, cite, and share.

Article writing guidelines

| | |
|-------------------------------|---|
| Word count | There are no restrictions on word count of article. However, author/s is/are encouraged to write article within the limitations of 5,000 - 8,000 words including illustrations, graphs, and charts. |
| Language | Manuscript must be submitted in English language. |
| File format | Manuscript files should be submitted as Microsoft word documents i.e. DOC format. Microsoft word file should not be locked or protected. |
| Title | The title should be no more than 20 words. |
| Font | Times New Roman, standard font size – 12. Limit manuscript sections and sub-section to 3 heading levels. <ul style="list-style-type: none"> ▪ Heading:14, Alignment: Center; ▪ Sub-heading:13, Alignment: Left; ▪ Body: 12, Alignment: Justification |
| Spacing | The usual recommended spacing for article writing is 1.5. |
| Page number | Font: Arabic Number, Alignment: Bottom center. |
| Table and figure | Captions should be preceded by the appropriate label in Table and Figure, for eg., 'Table 1' and 'Figure 1'. Footnotes can be included below the table. |
| Reference and citation | References and citation (A.P.A. 7 th Ed.) must be followed. |
| Plagiarism check | Author should ensure that information provided by him/her is plagiarism-free, with appropriate citations and references wherever another author's information is used. Manuscript should be tested with validated plagiarism checker software (Preferable - iThenticate). |
| Ethics | Authors should submit only original work that is not plagiarized, and has not been published or being considered elsewhere. |

| Outlines of research article | | |
|---|--|-----------------------|
| Preliminary section | Main text | Supplementary section |
| 1. TITLE 2. Author (s) 3. <i>ABSTRACT</i> 4. Key words | 1. Introduction 2. Literature review 3. Methods 4. Result 5. Discussion 6. Conclusion | 1. References |

PRILIMIARY SECTION

Preliminary section should include the following topics:

Title

- The maximum length should be 100 characters.
- Title of the article should be brief-clear, concise and informative.
- The title of each manuscript should identify the content of the article.

Author (s)

- **First:** Name of author (s)
- **Second:** Designation
- **Third:** Name of Department
- **Fourth:** Name of an organization
- **Fifth:** email ID

Abstract

- Each manuscript must be conveyed by an informative abstract of 120 – 200 words.
- It should provide a brief summary of the research including the background, objective, methods, findings, and recommendation.
- Reference citations are not allowed in the Abstract of a manuscript.
- It should be written in italic.

Key words

- Keywords should contain words that suggest what the topic is about.
- Four to eight key words should be provided at the bottom of the abstract.

MAIN TEXT

Introduction: This section should give the reader about the background that puts the manuscript into context and allows readers outside the field to understand the purpose and significance of the study. It should start with the research background, offering context and highlighting the significance of the topic within the broader field. Next, present the problem statement, clearly articulating the specific issue or gap in knowledge that the research aims to address. Follow this by outlining the research questions, which guide the investigation and help focus the study. Conclude the introduction by stating the research objectives, detailing the goals the study seeks to achieve and how it intends to contribute to the existing body of knowledge.

Literature review: This section should include comprehensive overview of all the knowledge available on a specific topic till date. Review the previous literature related to the research topic. The theoretical framework is then presented, detailing the relevant theories and models that underpin the research. This foundation helps in identifying the research gap, highlighting areas where previous research has been insufficient or inconsistent. The conceptual framework outlines the key concepts and variables of the study and their relationships, providing a visual representation of the research structure. Finally, hypotheses formulation is based on the literature review, developing clear and testable hypotheses directly related to the research questions and objectives, grounded in the theoretical and conceptual frameworks.

Methods: This section details the research approach, research design, sampling design, data collection, and data analysis methods used in the study. The research approach outlines whether the study is qualitative, quantitative, or mixed-methods. The research design describes the overall strategy and structure of the study, including how the research questions are addressed. The sampling design explains the criteria and process for selecting participants or data sources, ensuring representativeness and relevance. Data collection methods are detailed, describing the tools, techniques, and procedures used to gather information. Finally, the data analysis section outlines the techniques and processes used to examine the collected data, ensuring that the analysis aligns with the research objectives and allows for valid and reliable conclusions.

Result: This section should include results with descriptive and inferential statistical tools. Result should address the objectives/ specific objectives systematically. This section should always be written in the past tense.

Discussion: Discussion section should provide: a) interpretation of the results without repeating them, b) comparison of the results with previous research findings presented in LR section.

Conclusion: This section summarizes the main findings of the study, which are justified by the data analysis, ensuring that the results and conclusions are based on evidence rather than preconceived ideas. It highlights the key outcomes and their significance, demonstrating how the research addresses the initial questions and objectives. Additionally, the implications of the study are discussed, explaining how the findings contribute to the existing body of knowledge, potential practical applications, and directions for future research. This ensures a comprehensive understanding of the study's impact and relevance.

SUPPLEMENTARY SECTION

References: References should be arranged first alphabetically and then further sorted chronologically if necessary. In reference list, include only those sources that are cited in the research work. These should be done by following APA, 7th Edition style. Please follow Appendix 1 for APA, 7th Edition

Appendix 1

APA 7th Edition

| | |
|--|---|
| Book | Last name of author, First letter of first name. (Date). <i>Name of book</i> . Name of Publisher Example, Smith, J. A. (2020). <i>Environmental Science</i> . Green Press. |
| Journal article | Surname of author, First alphabet of first name. (Year). Article title. <i>Journal name</i> , Volume (Issue), Page range Example Xyz, C. (2016). Health benefits. <i>Primary Health Care</i> , 26(8), 34-42. |
| Journal article with DOI or URL | Surname of author, First alphabet of first name. (Year). Title of article. <i>Title of the journal</i> , Volume (Issue), Page range. DOI or URL Example, DOI Smith, J. A. (2023). The impact of climate change on biodiversity. <i>Journal of Environmental Studies</i> , 15(2), 45-60. https://doi.org/10.1234/jes.2023.001 Example, Website Smith, J. A. (2023). The impact of climate change on biodiversity. <i>Journal of Environmental Studies</i> , 15(2), 45-60. Retrieved from https://www.journalwebsite.com/full-article-url |
| Webpage | If date is available Title of the Webpage. (Year, if available). Website Name. URL Example, Prabhu Bank, (202). Profile of bank. https://www.prabhubank.com/profile/profile-of-bank If date is not available, Title of the Webpage. (n.d). Website Name. URL Prabhu Bank, (n.d). Profile of bank. https://www.prabhubank.com/profile/profile-of-bank |