

Paper Submission Guidelines

- Deadline for the submission of full-length paper is **24th May 2019**. The mentioned deadline shall not be extended under any circumstances.
- Corresponding author(s) of the paper will be notified the acceptance/revision/rejection of their papers.
- Every contributor will receive an acknowledgement of their submission.
- It is mandatory to mention Paper ID for all future communications.
- Submission of the full manuscript (in MS Word/ PDF) by the corresponding author(s) should only be submitted on EasyChair platform. Authors are advised to use the same submission account to upload their papers. Papers sent by any other mode will not be accepted.
- Before submission, the authors should ensure that “Similarity Index (SI)” of their full paper/manuscript is $\leq 15\%$. In the case of $SI > 15\%$, the manuscript will be rejected.
- The received full-length papers will be subjected to double-blind review process by International Review Committee.
- Reviewers' decision shall be final regarding acceptance/ rejection of the paper.
- All the selected papers after recommendation by the review committee will be routed and submitted to Scopus indexed journals having ISSN and Book having ISBN.
- Please adhere to the specific guidelines presented in **Table 1** with due diligence while preparing your final paper/manuscript. In the case of non-adherence, submissions will not be considered for the peer review process and shall be rejected.
- In case of any clarifications or queries, the authors can contact **infracon@scmhrd.edu**.

Paper Submission Guidelines

Table 1: Guidelines for preparing final manuscript/full paper

1	Document preparation	MS Word/ PDF
2	Word length	3000 to 6000 words (inclusive of tables and graphs) OR Minimum 5 pages to maximum 10 pages
3	Font	Times New Roman
4	Font size	12 point
5	Paper	A4 size (Width 8.27” Height 11.69”)
6	Margins	Left: 1.5” Right: 1” Top: 1” Bottom: 1”
7	Paragraphs	New paragraph should not be indented
8	Line spacing	Single
9	Page numbers	All pages should be numbered serially. Page numbers should be indicated at the bottom right corner of the page.
10	Title of paper	The title of the paper should be in ‘Sentence case’, font size 14 point, bold and centered at the top of the first page.
11	Authors and affiliations	Authors and affiliations should be followed after the title of paper. The author(s) name should be of font size 12 point and bold. Corresponding author should be marked with asterisk (*). Affiliation(s) of the author(s) along with their full address(es) of organization(s) followed with phone and email should be of font size 10 point, centered and single lined-spaced. If there are two or more authors for the same paper but are from different organizations then in this case the authors name and address should be superscripted by numerically 1, 2, etc.
12	Abstract and keywords	Abstract not more than 300 words. The abstract should be followed by 4-5 keywords arranged in alphabetical order. Each keyword should be separated by a comma.
13	Headings	First-level headings should be left aligned, bold-faced and in “Capital Letters”. The font size should be 12 point. Second-level headings should be left aligned, bold-faced and in “Sentence case”. The font size should be 12 point. Third-level headings should be left aligned, bold-faced and in “Italics”. The font size should be 12 pt. font

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14	Body	The body of the paper should follow the abstract. The body of the text should be divided into headings like Introduction, Methodology, Results, Discussion, Conclusion, Acknowledgement (if any) and References or any other suitable headings as per the content blend. The body text should be single lined spaced and justified.
15	Equations	All equations should appear on the separate lines, left aligned and numbered consecutively. Numbers of the equations should be mentioned in the parentheses and be right aligned.
16	Appendices, if any	Appendices should immediately follow the body of the paper and precede the references.
17	References	References in the text matter should be quoted as per the following: In one author: (Granato, 1995) If two authors: (Brown and Warner, 1985) If three or more authors: (Moeller <i>et al.</i> , 2005) If two or more references are to be quoted for a certain concept or text line: (Brown and Warner, 1985; Granato, 1995; Moeller <i>et al.</i> , 2005) Details of the references quoted in the text should appear at the end of the paper in alphabetical order and be written in APA style. For website references, if any, it is mandatory to provide “Accessed on”
18	Foot notes	Footnotes strictly not allowed anywhere in the text. Endnotes, if any, should be placed at the end after references.
19	Exhibits/Tables and Figures/Graphs	Exhibits/tables must be typed using MS Word table format. All graphs should be prepared in MS Excel and then imported to MS Word. Insert the tables and figures as close as possible to the citations within the context. Headings should be aligned left, bold-faced and in sentence case above the exhibit. Size of the headings for each exhibit should be 11 point font.
20	Additional information	It is responsibility of the author(s) to check grammar, spellings, punctuation marks, etc. thoroughly before submission of the paper.
21	Acknowledgements	It is optional for authors to provide a brief “Acknowledgements” section which will appear after ‘body text’ of the manuscript but before the ‘References’ section. In this section, the authors can mention the funding agency involved, collaboration, fellowship, etc.