Instructions to Authors

The instructions to authors is divided in three sections

- Pre Submission information – Authors are advised to read these policies
- How to prepare manuscript – Guidelines to prepare manuscript
- Pre submission Checklist – Make sure to check it for efficient processing

1. Pre Submission Information

Current Research Journal of Social Sciences and Humanities (CRJSSH)is an open access journal. It follows guidelines defined by:

- COPE (Committee on Publication Ethics)
- DOAJ (Directory of Open Access Journals)
- ICMJE (International Committee of Medical Journal Editors)
- WAME (World Association of Medical Editors)

We suggest authors to make themselves aware of policies on ethical publishing practices defined by the above mentioned organizations.

Current Research Journal of Social Sciences and Humanities (CRJSSH)advises the authors to read carefully following policies:

a. Article Processing Charges

For JSS, there is currently no article processing charge (APC) for articles submitted in 2018.

b. Licensing / Copyright Policy:

As open access Current Research Journal of Social Sciences and Humanities (CRJSSH)follows the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License.

c. Statement of Informed Consent

Individual participants in studies have, the right to decide what happens to the (identifiable) personal data gathered, to what they have said during a study or an interview, as well as to any photograph that was taken.

The manuscripts that include details, images, or videos relating to individual participants, written informed consent for the publication of these must be obtained from the participants (or their parent or legal guardian in the case of children under 16) and a statement to this effect should appear in the manuscript. If the participant has died, then consent for publication must be sought from the next of kin

of the participant. Documentation showing consent for publication must be made available to the Editor on request. In cases where images are entirely unidentifiable and there are no details on individuals reported within the manuscript, consent for publication of images may not be required. The final decision on whether consent to publish is required lies with the Editor.

d. Ethics in publishing

Current Research Journal of Social Sciences and Humanities (CRJSSH)Publication Ethics and Publication Malpractice Statement is based, in large part, on the guidelines and standards developed by the Committee on Publication Ethics (COPE). Please see
http://www.journalofsocialsciences.org/page/policies/publication- ethics-and-malpractice-statement/

e. Conflict of interest

All authors are requested to disclose any conflict of interest including any financial, personal or other relationships with other people or organizations that can influence their work.

The conflict of interest is filled in a section in copyright form.

Click here to download Copyright form

f. Declaration of Funding Sources:

Please provide the source of financial support if any in the acknowledgement section.

g. Plagiarism

By submitting articles to Current Research Journal of Social Sciences and Humanities (CRJSSH)the author attested the following:

1. None of the part of manuscript is plagiarized from other sources
2. Proper reference is provided for all contents extracted from other sources

Strong action will be taken against cases of plagiarism. The journal is a member of crossref and uses ithenticate plagiarism detection tool for each article.

Read the Journal's Plagiarism policy by clicking here.

h. Correction and Retraction Policy

1. Corrections

Corrections are published if the publication record is seriously affected with regard to the accuracy of published information. Corrections are published in the subsequent issue under Corrections and addendum.

2. Retractions

Retractions are done when the main conclusion of the paper is seriously undermined.

I. Authorship Policy

Before publishing: Requests to add or remove an author, or to rearrange the author names, must be sent to the Editor from the corresponding author of the accepted manuscript and must include:

1. Reason why the name should be added or removed
2. Emailed confirmation from all authors that they agree with the addition, removal or rearrangement.
3. A corrigendum will be issued if the author names are added, deleted, or rearranged in an article published online in coming issue

A declaration of contributions from individual coauthors in the preparation of the article should be submitted

j. Withdrawal Policy:

Manuscripts may be withdrawn by submitting a letter to the editorial office stating the reasons for manuscript withdrawal and submitting the signed manuscript withdrawal form.

If an author requests a withdrawal within 10 days of submission, the author is allowed to withdraw the manuscript without paying any withdrawal fee, however if authors withdraw manuscripts any time after review and acceptance, a withdrawal fee will have to be paid.

For India Rs. 1000/-

for Other countries $50/-

2. How to Prepare Manuscript

a. General Instructions

Use MS word to prepare manuscript. Other open source word-processing software can also be used. Keep the format as per following instructions:

1. Keep the text in single column, normal font size 12, 1.5 line space.
2. Keep the text left aligned, do not justify the paragraph.
3. Use the spell check and grammar check of your word processor program.
4. Check the quality of scanned figures. The legends should be clearly visible.
5. Place the tables and figures in the appropriate places

b. Title

Title is important as it shows what your work is all about. Title should be:

1. Brief and concise
2. Do not use '&' symbol and avoid using abbreviations

c. Authors Name and affiliations

Authors name should follow the Title. Name should be as:

1. First Name Middle Name Last Name
2. Names should not include titles
3. Full names should be mentioned
4. Mention the ORCID ID for each author
5. Affiliation should be mentioned as superscript numbers
6. Multiple affiliation should be mentioned as superscript multiple numbers corresponding to institutions
7. Corresponding author should be marked as superscript *
8. Email and corresponding authors address should be mentioned following the names

Example for title, names and affiliation

Guidelines to authors for preparing manuscript

Marsha Clark Mellow[1], Minnie Van Ryder[2*] and Ivana Ben Withew[3]

[1]Dept. of Social Science, City1, Country1

[2]Dept. of Public Health, City2, Country1

[3]Dept. of Geography, City2, Country1

Example for multiple affiliations

Marsha Clark Mellow[1], Minnie Van Ryder[2*] and Ivana Ben Withew[1,2]

[1]Dept. of Social Science, City1, Country1

[2]Dept. of Public Health, City2, Country1

[3]Dept. of Geography, City2, Country1

Corresponding Author Email: _____

Corresponding Author Address: _____

d. Abstract

Abstracts should briefly reflect all aspects of the study, as most indexing databases list mainly abstracts. Short Communications as well as Review Articles should have an Abstract.

e. Keywords

1. Provide four to eight appropriate key words after abstract. Each keyword should be separated by " **,** " (Comma) or " **;** " (semicolon)
2. Keywords should be arranged alphabetically with first letter of each word in capital

f. Introduction

Start immediately after the keywords, as the next paragraph.

1. The Introduction should lead the reader to the importance of the study
2. Should tie-up published literature with the aims of the study and clearly states the rationale behind the investigation.

g. Materials and Methods

Start as a continuation to introduction on the same page.

1. All important materials used along with their source shall be mentioned.
2. The main methods used shall be briefly described, citing references. New methods or substantially modified methods may be described in sufficient detail.
3. The statistical method should be clearly stated.
4. Current Research Journal of Social Sciences and Humanities (CRJSSH)prefers to publish work that has been subjected to an appropriate statistical test at one level of significance.

h. Results

All findings presented in tabular or graphical form shall be described in this section.

1. The data should be statistically analyzed and the level of significance stated.
2. Data that is not statistically significant need only to be mentioned in the text – no illustration is necessary.
3. All Tables and figures must have a title or caption and a legend to make them self-explanatory.
4. Results section shall start after materials and methods section on the same page.

i. Discussion

This section should follow results, deal with the interpretation of results and convey how they help increase current understanding of the problem.

1. Unsupported hypothesis should be avoided.
2. The Discussion should state the possibilities the results uncover, that need to be further explored.
3. Results and discussion of results can also be combined under one section, Results and Discussion.

j. Acknowledgement

Acknowledgement should be given before references including the funding sources.
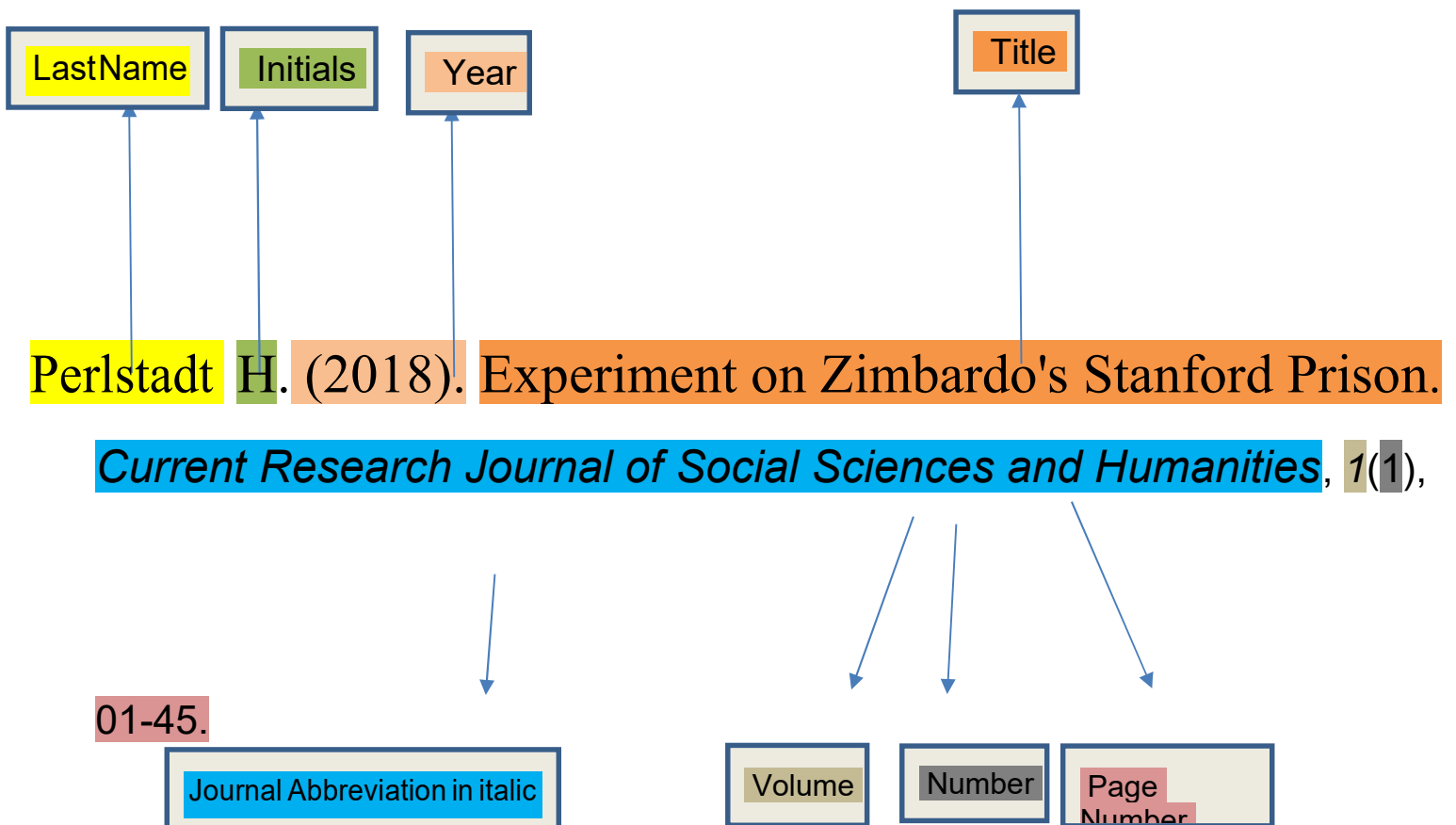
k. References

Reference style: **APA (American Psychological Association)**

1. References should be numbered consecutively in the order in which they are first mentioned in the text (not in alphabetic order).
2. References should be cited in the text in superscripts only

Use the style of the examples below

Example: Journal article (print)

Perlstadt H. Experiment on Zimbardo's Stanford Prison. *Current Research Journal of Social Sciences and Humanities,* 2015; 1(1): 01-45.

LastName Initials Year Title

Perlstadt H. (2018). Experiment on Zimbardo's Stanford Prison.

Current Research Journal of Social Sciences and Humanities, *1*(1),

01-45.

Journal Abbreviation in italic Volume Number Page Number

Reference style for different sources:

Material Type	Reference List/Bibliography
A book in print	Author(s) Name. (Year). *Race equality in public health and education.* Philadelphia: Ballière Tindall.
A book chapter, print version	Author(s) Name. (Year). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford Press.
An eBook	Author(s) Name. (Year). *Show biz training: Fun and effective business training techniques from the worlds of stage, screen, and song*. Retrieved from http://www.amacombooks.org/
An article in a print journal	Author(s) Name. (Year). How children change their minds: Strategy change can be gradual or abrupt. *Developmental Psychology, 35,* 127-145.
An article in a journal without DOI	Author(s) Name. (Year). The converging literacies center: An integrated model for writing programs. *Kairos: A Journal of Rhetoric, Technology, and Pedagogy, 14*(1), 38-48. Retrieved from http://kairos.technorhetoric.net/
An article in a journal with DOI	Author(s) Name. (Year). Spatial cues more salient than color cues in cotton-top tamarins (saguinus oedipus) reversal learning. *Journal of Comparative Psychology, 122,* 441-444. doi: 10.1037/0735-7036.122.4.441
Websites - professional or personal sites	*The World Famous Hot Dog Site.* (Year, date). Retrieved January 5, 2010, from http://www.xroads.com/~tcs/hotdog/hotdog.html
Websites - online government publications	U.S.A Department of Justice. (year, date). Trends in violent victimization by age, 1973-2015. Retrieved from http://www.ojp.usdoj.gov/bjs/glance/vage.htm
Emails (cited in-text only)	According to preservationist J. Mohlhenrich (personal communication, Date, year).
Mailing Lists (listserv)	Author(s) Name. (Year, Date). Chessie rescue - Annapolis, MD [Message posted to Chessie-L electronic mailing list]. Retrieved from http://chessie-l-owner@lists.best.com

Radio and TV episodes - from library databases	Author(s) Name. (Writer). (Year, Date). Beyond Vick: Animal cruelty for sport [Television series episode]. In NPR (Producer), *Morning Edition.* Retrieved from Academic OneFile database.
Film Clips from website	Author(s) Name. (Producer), Lacy, L. (Director), & Hawkey, P. (Writer). (Year). *Mean Joe Greene* [video file]. Retrieved from http://memory.loc.gov/mbrs/ccmp/meanjoe_01g.ram
Photograph (from book, magazine or webpage)	Author(s) Name. (Year). *Ronald.* [photograph]. Museum of Modern Art, New York, NY. Retrieved from http://www.moma.org/collection/object.php?object_id=108890
Artwork - from library database	Author(s) Name. (Year). *Man with Baby.* [photograph]. George Eastman House, Rochester, NY. Retrieved from ARTstor
Artwork - from website	Author(s) Name. (Year). *Ronald.* [photograph]. Museum of Modern Art, New York. Retrieved from http://www.tbc.org/collection/browse_results.php?object_id=108890

i. Tables

1. Only MS word table format should be used for preparing tables.
2. Tables should be numbered consecutively in numerals and bear a brief title.
3. Units of measurement should be abbreviated and placed below the column headings. Column headings or captions shall be in bold face.
4. It is essential that all tables have legends, which explain the contents of the table.
5. Tables should not be very large that they run more than one A4 sized page.

Example for table

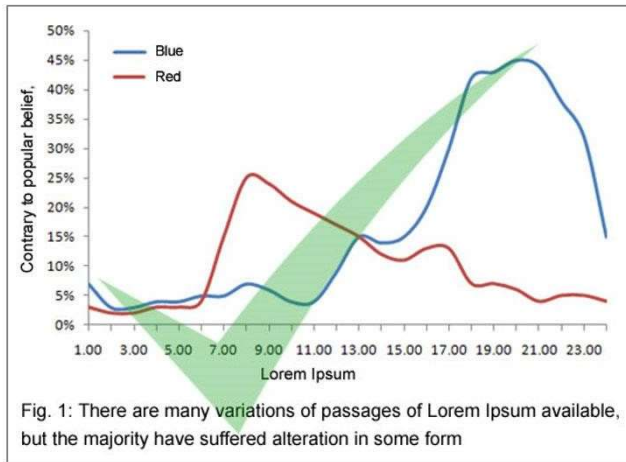**Table 1: Brief title for the table**

Heading 1	Heading 2	Heading 3	Heading 4
data	Data	data	data
data	Data	data	data
data	Data	data	data
data	Data	data	data
data	Data	data	data

m. Figures

Figures and scanned images should be of good quality and placed on appropriate places in the article.
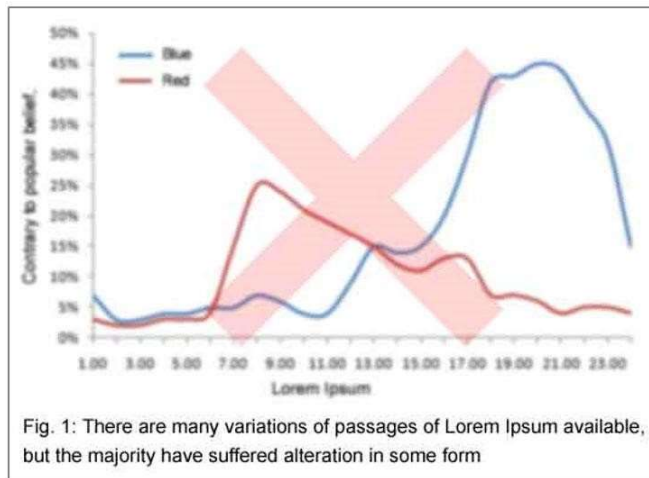
1. Figures should be numbered consecutively in numerals and bear a brief title .
2. Graphs and bar graphs should preferably be prepared using Microsoft Excel and submitted as Excel graph pasted in Word.
3. Mention and properly cite the source of figure, if extracted from other source.

Example for images and illustrations

Fig. 1: There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form

o **Good quality Graph with clear legends**

Good quality Graph with clear legends

Fig. 1: There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form

Bad quality Graph with unreadable data

Bad quality Graph with unreadable data

n. Biological nomenclature

Names of plants, animals and bacteria should be in italics and proper nomenclature format.

o. Proof Correction

Once the article is accepted after successful peer review, the article is published online and a pdf in journal format is prepared.

1. A copy of this PDF file is emailed to corresponding author for proof check.
2. Ensure that all corrections are done in this proof as subsequent changes after this communication cannot be guaranteed.
3. The changes will be incorporated in the final version.

3. Pre submission Checklist

Authors are advised to check the items in following list and complete the manuscript accordingly. Incomplete submission will result in delay in submission process.

- Title doesn't have "&" and other non-standard abbreviations
- Author names confirms to journal requirement
- Corresponding author is marked
- Corresponding authors email and address is included
- Author affiliation are checked
- ORCID Id's is mentioned
- Keywords are added
- Tables are properly numbered and title added
- Figures are properly numbered
- Quality of figure is checked
- Copyright form with conflict of declaration is completely filled and signed by each author
- Acknowledgement and funding sources section is added
- References are in proper format as shown in reference section