

MANUSCRIPT FORMAT FOR SUBMITTING



Contents

FONT PROPERTIES	1
OVERVIEW OF MANUSCRIPT.....	4
STRUCTURE OF MANUSCRIPT	5

Samvakti Journals

FONT PROPERTIES

TITLE

Alignment : Center
Font Size : 18
Line Spacing : Single Line after the line
Font Type : Ariel Black
Color : Black
Style : Title
Spacing : 12 pts after line
: 10 pts before line.

SECTION HEADING

Alignment : Center
Font Size : 14
Line Spacing : Single Line before the line
Font Type : Ariel Black
Color : Black
Style : Heading 1
Spacing : 12 pts after line
: 6 pts before line.

Sub Section Heading

Alignment : Left
Font Size : 12
Line Spacing : Single Line before and After
Font Type : Ariel, Bold
Color : Black
Style : Heading 2
Spacing : 12 pts after line
: 6 pts before line.

Sub Section Heading

Alignment : Left
Font Size : 12
Line Spacing : Single Line before and After
Font Type : Ariel, Bold, Italic
Color : Black
Style : Heading 3
Spacing : 10 pts after line
: 6 pts before line.

Body

Alignment : Justify
Font Size : 12
Line Spacing : 1.25 times single line
Font Type : Ariel
Color : Black
Style : Normal

Body Highlight

Alignment : Justify
Font Size : 12
Line Spacing : 1.25 times single line
Font Type : Ariel, Bold
Color : Black
Style : Normal

Space after the paragraph.

To highlight the text in the body of the text.

Graphs/Pictures/Algorithms/Equations/Table:

- Alignment : Centre
- Caption : At the bottom and properly numbered.
- Line Spacing : Single line

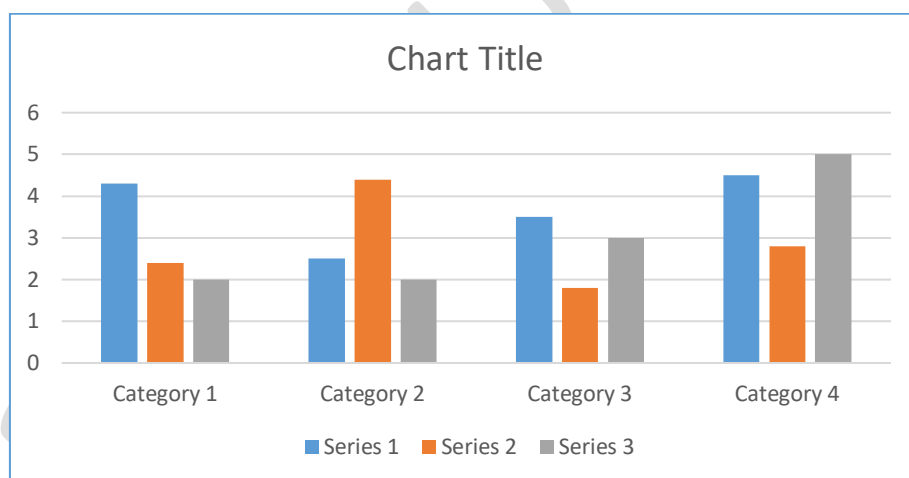
- Border colour : Black
- Caption Font style:
 - Alignment : Center
 - Font Size : 10
 - Line Spacing : 1 times single line
 - Font Type : Ariel
 - Color : Black
 - Style : Italic
 - No space after the paragraph.

$$(a + b)^2 = (a^2 + 2ab + b^2$$

Equation 1 : Enter Equation Name

Heading	Column 1
Row 1 Column 1	Row 1 Column 2
Row 2 Column 1	Row 2 Column 2

Table 1 : Name/Description of table



Graph 1 : Name/Description of Graph

MANUSCRIPT FORMAT FOR SUBMITTING



Figure 1 Enter Name/Description of Picture

STRUCTURE OF MANUSCRIPT

Initial Pages

- Title
- Author information
- Abstract
- Introduction
- Objective
- Hypothesis
- Research Method / tools Used
- Literature Review
- Case Study
- Result
- Discussion
- Inferences and Analysis
- Next Steps
- Suggestion
- Conclusion

Last two pages should individually have

- References
- Appendix
 - Acknowledgement
 - Questionnaire
 - Etc.

OVERVIEW OF MANUSCRIPT

TITLE

SECTION HEADING

Sub Section Heading

Body

Body Highlighted

For example

First Name Last Name¹ and First Name Last Name²
Department of Business Strategies, University of World

- Reason which lead to creation of journal / paper.

1. Result
2. Result discussion.
3. If any further study is required.

Reference Section

- APA style citations referencing with number in Square bracket.(Format Available below)
- Number in superscript like done here.^[1] in the manuscript
- Citations should be sorted in alphabetical order
- Space after the paragraph.

Example is as follows:

- [1] Last Name, First Name. and Rodriguez, Olivia (Year of publication). "Title of the Paper or Chapter of Book", Name of Journal/Book, Volume(Issue) pp starting page No. – Last Page No. Accessed on Feb 2018. (Link to the Paper)