

# NEPALESE JOURNAL OF STATISTICS (NJS)

## Instruction to Authors

### Manuscript section

Manuscripts, mainly full length articles submitted to the journal should be divided into the following sections as far as possible.

- Title
- Title page
- Structured Abstract
- Keywords
- Main Text
- Conflict of interest
- Acknowledgements
- References
- Appendices (if any)
- Supportive/Supplementary Material (if any)

### Manuscript Length

Original research paper: 4000-8000 words

Review article: 8000-20000 words

Short communication: 2000-5000 words.

Comments:

### Copyright letter

It is a mandatory requirement that a signed copyright letter needs to be submitted along with the manuscript by the principal author and corresponding author (both needs to sign if principal author is different from corresponding author) declaring the potential competing interests, acknowledging contributions from authors and certifying that the paper is prepared according to the '*Instructions for Authors*'. All inconsistencies in the text and in the reference section, and any typographical errors must be carefully checked and corrected before the submission of the manuscript. The article contains no such material or information that may be unlawful, defamatory, fabricated or plagiarized. The authors acknowledge that the publishers have the legal right to take appropriate action against the authors for any of such violations.

### Title:

The title should be precise and brief. Authors should avoid the use of non-standard abbreviations. The title must be written in title case except for articles, conjunctions and prepositions in 12 pt Times New Roman font.

## **Title page**

Title page should include paper title, author(s) full name and affiliation, corresponding author(s) names complete affiliation/address, along with phone, fax and email.

## **Structured Abstract**

The abstract of an article should be clear, concise and accurate summary, having no more than 250 words. Use of abbreviations should be avoided and the references should not be cited in the abstract. Ideally, each abstract should include the following sub-headings, but these may vary according to requirements of the article.

- Background
- Objective
- Material and Methods
- Results
- Conclusion

## **Keywords:**

6 to 8 keywords must be provided.

## **Main Text**

The main text should begin on a separate page. The text may be subdivided further according to the areas to be discussed, which should be followed by Conflict of Interest, Acknowledgements and Reference section. For review, the manuscript should be divided into title page, abstract and the main text. The text may be subdivided further according to the areas to be discussed, which should be followed by the Acknowledgements and Reference sections. The main text must be structured into separate sections as **Introduction, Material and Methods, Results, Discussion, Conclusion, Conflict of Interest, Acknowledgements and References**. The Review Article should mention any previous important recent and old reviews in the field and contain a comprehensive discussion starting with the general background of the field. It should then go on to discuss the salient features of recent developments. The authors should avoid presenting material which has already been published in a previous review. The authors are advised to present and discuss their observations in brief. The manuscript style must be uniform throughout the text and 10 pt Times New Roman fonts should be used with 1 inch margin and 1.5 spaced. The full term for an abbreviation should precede its first appearance in the text unless it is a standard unit of measurement.

## **Greek Symbols and Special Characters**

Greek symbols and special characters often undergo formatting changes and get corrupted or lost during preparation of manuscript for publication. To ensure that all special characters used are embedded in the text, these special characters should be inserted as a symbol but should not be a result of any format styling. All kinds of measurements should be reported only in International System of Units (SI).

## Mathematical Material

### Units

The following guidelines for using units should be observed.

1. The number (numeral) should be separated from the unit followed by a full space, *e.g.*, 1.5 gm.
2. The units should have a single form for both singular and plural, *i.e.*, 1.5 cm and 5.2 cm.
3. The symbols for units should be printed in lower-case roman type without periods. Units derived from proper names, however, should be abbreviated with initial capital letters, *i.e.*, coulomb (C), Weber (Wb).
4. The abbreviated form of a unit must be used after a number given in numerals: 1 cm (not 1 centimeter).
5. Decimal multiples of units should be indicated by the use of prefixes. The combination of prefix and unit symbol is treated as a single symbol. For instance, such a combination can be raised to a power, *i.e.*, cm<sup>2</sup>. Compound units should be written as 1 g cm<sup>2</sup> or g cm<sup>2</sup> s<sup>-2</sup>, with a thin space between unit parts. Avoid ambiguous compound units, *e.g.*, 2 J/cm<sup>3</sup>/s. Write instead, for example, 2 J cm<sup>-3</sup> s<sup>-1</sup>.

### Symbols

Mathematical symbols must be defined immediately where they are introduced.

### Characters

Character fonts:

The italic font should be used for mathematical symbols along with variables. However the constants appearing with the symbols or variables should not be italic. For instance,

$$y_i = \theta_1 + \theta_2 \frac{x_i^{\theta_3}}{k^{\theta_3} + x_i^{\theta_3}} + \varepsilon_i$$

### Equation numbering

A principal equation and subordinate equations may be numbered (1), (1a), (1b), etc.

### Bracketing and Grouping sequence

For the purpose of grouping, the sequence of bracketing preferred is {[()]} , working outwards in sets ( ), [ ], and { }.

{[( {[()]} )]}

### Fractions

Fractions can be “built up” with a fraction bar,  $\frac{a+b}{c}$  , “slashed” with a solidus, (a + b)/c, or written with a negative exponent, (a + b)c<sup>-1</sup>. In text all fractions must be either slashed or written with a negative exponent.

## Multiplication signs

The primary use of the multiplication sign is to indicate a vector product of three-vectors (e.g.,  $k \times \mathbf{A}$ ). Do not use it to express a simple product.

The center dot ( $\bullet$ ) should not be used to mean a simple product. Use the dot to represent inner products of vectors ( $k \bullet r$ ).

## Mathematical terms:

The use of the following standard symbols is recommended.

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$\sim$	approximately or varies as
$\simeq$	approximately equal
$\rightarrow$	tends to
$\propto$	proportional to
$\mathcal{O}$	of the order
$A^*$	complex conjugate of A
$A^\dagger$	Hermitian conjugate of A
$A^T$	transpose of A
$\hat{k}$	unit vector $k/k$

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## Conflict of Interest

Any potential conflict of interest must be clearly acknowledged under the heading ‘Conflict of Interest’.

## Acknowledgements

All individuals listed as authors must have contributed substantially to the design, performance, analysis, or reporting of the work. Anyone (individual/company/institution) who has substantially contributed to the study for important intellectual content, or was involved in the in drafting or revising the manuscript must also be acknowledged. Any financial support/funding should be acknowledged. The corresponding author is responsible for obtaining permission from all co-authors for the submission of any version of the manuscript and for any changes in the authorship.

## References

References and citations must be in APA style. Please visit the website for <http://www.apastyle.org/> details.

Common examples:

### **Journal Articles with DOI**

- In text citation
- (Sainaghi, 2008) *or*  
Sainaghi (2008) suggests...
- In reference list
- Sainaghi, R. (2008). Strategic position and performance of winter destinations. *Tourism Review*, 63(4), 40-57. <http://dx.doi.org/10.1108/16605370810912209>

### **Journal Articles without DOI**

In text citation

(Shepherd et al., 2007) *or*  
Shepherd et al. (2007) highlight the...

- If there are six or seven authors, for the first in text citation, cite only the first author followed by et al.

In reference list

Shepherd, R., Barnett, J., Cooper, H., Coyle, A., Moran-Ellis, J., Senior, V., & Walton, C. (2007). Towards an understanding of British public attitudes concerning human cloning. *Social Science & Medicine*, 65(2), 377-392.

### **Book**

In text citation

(King, 2000) *or*  
King (2000) compares Frame with "..." (p. 34).

In reference list

King, M. (2000). *Wrestling with the angel: A life of Janet Frame*. Auckland, New Zealand: Viking.

### **Edited Book:**

In text citation

(Samovar & Porter, 1997) *or*  
Samovar and Porter (1997) conclude by ...

In reference list

Samovar, L. A., & Porter, R. E. (Eds.). (1997). *Intercultural communication: A reader* (8th ed.). Belmont, CA: Wadsworth.

### **Conference Proceedings**

In text citation

(Shobhadevi & Bidarakoppa, 1994) *or*  
Shobhadevi and Bidarakoppa (1994) published their ...

In reference list

Shobhadevi, Y. J., & Bidarakoppa, G. S. (1994). Possession phenomena: As a coping behaviour. In G. Davidson (Ed.), *Applying psychology: Lessons from Asia-Oceania* (pp. 83-95). Carlton, Australia: Australian Psychological Society.

## **Report**

In text citation

(Telecom New Zealand, 2007)

In reference list

Telecom New Zealand. (2007). *Ready to compete, connect, communicate: Annual report 2007*. Retrieved from <http://annualreport07.telecom.co.nz/download/telecom-annual-report-2007.pdf>

## **Webpage**

In text citation

(Statistics New Zealand, 2007)

- Do not write URLs in the text.

In reference list

Statistics New Zealand. (2007). *New Zealand in profile 2007*. Retrieved from <http://www.stats.govt.nz>

## **Appendices**

In case there is a need to present lengthy, but essential methodological details, use appendices, which can be a part of the article. An appendix must not exceed three pages. The information should be provided in a condensed form, ruling out the need of full sentences. A single appendix should be titled APPENDIX, while more than one can be titled APPENDIX A, APPENDIX B, and so on.

## **Tables, Figures/Illustrations, Picture and equations**

Tables, figures, pictures and equations should be numbered. These should be placed at appropriate spaces in the text and should be submitted in separate files along with in the text.

### **Tables**

- Data tables should be submitted in Microsoft Word table format.
- Each table should include a title being explanatory in itself with respect to the details discussed in the table.
- Table number in bold font *i.e.* Table **1**, should follow a title. The title should be in small case with the first letter in caps.

- Tables should be embedded in the text exactly according to their appropriate placement in the submitted manuscript.
- Columns and rows of data should be made visibly distinct by ensuring that the borders of each cell are displayed as black lines.
- Tables should be numbered in Arabic numerals sequentially in order of their citation in the body of the text.

## Figures

- Each figure should include a title being explanatory in itself and should be placed below the figure.
- Figure number in bold font *i.e.* Fig. **1**, should follow a title. The title should be in small case with the first letter in caps.
- Figures should be embedded in the text exactly according to their appropriate placement in the submitted manuscript.
- Figures should be numbered in Arabic numerals sequentially in order of their citation in the body of the text.

## Scaling/Resolution:

Requirement
Width = 8.5 inches OR Width= 7791px
Height = 11 inches OR Height = 4724px
Pixels/Centimeter = 300 (DPI) (minimum)
All figure should be in vector scale

## Formats

For illustrations, the following file formats are acceptable:

- **PDF** (also especially suitable for diagrams)
- **PNG** (preferred format for photos or images)
- **Microsoft Word** (version 5 and above; figures must be a single page)
- **PowerPoint** (figures must be a single page)
- **JPEG** (conversion should be done using the original file)

## Supportive/Supplementary Material

We do encourage to append supportive material, for example a PowerPoint file containing additional screenshots, a Word or PDF document showing the original instrument(s) used, a video, or the original data (STATA/SPSS files, Excel files, Access Db files etc.) provided it is inevitable or endorsed by the journal's Editor.

## **Authors and Institutional Affiliation**

The names of the authors should be provided according to the previous citations or as the authors would want them to be published along with the institutional affiliations, current address, telephone, cell & fax numbers and the email address. Email address must be provided with an asterisk in front of the name of the principal author. The corresponding author(s) should be designated and their complete address, business telephone and fax numbers and e-mail address must be stated to receive correspondence and galley proofs.

## **Reviewing**

All papers submitted for publication are immediately subjected to editorial scrutiny, usually in consultation with members of the journal Advisory Board and Editorial Board and outside independent reviewers. Every effort will be made to peer review submitted papers quickly. Papers which are delayed by authors in revision for more than 30 days will have to be re-submitted as a new submission. Papers accepted for publication are typeset and proofs are dispatched to authors for any corrections prior to final publication.

## **Language**

Manuscripts submitted containing language inconsistencies will not be published. Authors must seek professional assistance for correction of grammatical, scientific and typographical errors.

## **Proof reading**

Authors are required to proofread the PDF versions of their manuscripts before submission. To avoid delays in publication, proofs should be checked immediately for typographical errors and returned within **one week**. Major changes are not acceptable at the proof stage. If unable to send corrections within **one week** due to some reason, the author(s) must at least send an acknowledgement on receiving the galley proofs or the article will be published exactly as received and the publishers will not be responsible for any error occurring in the manuscript in this regard.

The corresponding author will be solely responsible for ensuring that the revised version of the manuscript incorporating all the submitted corrections receives the approval of all the authors of the manuscript.