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A bi-lingual peer-reviewed academic journal

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Volume I, Issue I

Dear Sir / Madam,

It is our great pleasure to inform you that Dr. Meghnad Saha College is stepping forward to publish the Volume I, Issue I of its Official Journal **ENSEMBLE**. The online-first publication date of this issue is 1st March, 2019.

ENSEMBLE has been designed as an online & printed bi-lingual peer reviewed publication which focuses on research in the field of interdisciplinary subject areas worldwide. The journal encourages articles on original research, case studies and reviews on topic of current interests.

The Journal will be published annually adopting the continuous publication model and submission is open to researchers in the field of interdisciplinary subject areas across the globe. All papers are subject to screening by the Editorial Board followed by a double blinded peer-review by experts in the concerned field. All papers will be accepted subject to editorial changes. The articles of journal do not levy any fees and can be accessed on the web free by the global community. The journal does not charge for submission and publication of article.

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We earnestly expect the article / paper from your end for the forthcoming issue by 30th November, 2018.

With best regards,

Managing Editor(s)

ENSEMBLE

Itahar, The October 1st, 2018



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AUTHOR GUIDELINES

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- ❖ **Preparation of the Manuscript:** Manuscript must be written in clear and concise English. Either British or American spelling is acceptable. It must be sent in Microsoft Word format (.doc or .docx). Maximum length of the manuscript is 5000 words including everything. General format of the research papers should be as follows in given template:
 - **Title Page:** The title page should include
 - The title of the article, which should be concise and informative.
 - Name of all the authors, limited to 6 authors (with one forename of each author in full) followed by their affiliations, department, institution, city, PIN code and country. If more than one department or institution is involved, authors name should be linked to appropriate institutions/departments by inserting consecutive numbers in superscript after relevant names to which the work should be attributed.
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 - **Abstract:** The second page should carry an abstract of not more than 250 words. For full research paper, the abstract should be compact and precise which should highlight the entire article effectively.
 - **Key words:** Below the abstract, provide key words (minimum six but not more than ten) in alphabetical orders separated by coma.
 - **Introduction:** Clearly state the purpose of the study. Briefly summarize the rationale of the study and clearly indicate the lacunae or deficiencies in previous studies for which present study has been taken up. Give only pertinent references. Do not review the subject extensively.
 - **Materials & Methods:** The paper must clearly define the research methods or methodologies are used in it (Mandatory for research articles). This section also clearly addresses the data sources used for the study.
 - **Results:** Include number of observation and the statistical significance of the findings appropriately. Detailed statistical analyses, mathematical derivations, and the like may sometimes be suitably presented in the form of one or more appendices. Present your results in logical sequence in the text, tables and illustrations. Do not repeat in the text all the data already given in tables, illustrations or both. Emphasize and summarize only important observations. Each table should be typed continuously with the text. Legends for illustrations/figures should be typed continuously with the text (as shown in the template).
 - **Discussion:** Emphasize the new and important aspects of the study and conclusions derived from them. Do not repeat in details data given in the results section. Include in the discussion the implications of the findings and their limitations and relate the research topics. Link the conclusion with the goals of the study but avoid unqualified statements and conclusions not completely supported by your data. Discussion should be relevant and an unnecessary lengthy presentation should be avoided.
 - **Conclusion:** A very brief summary note of the work with a concluding remark should be given. This should include the novelty and implication of the work and its contribution to the upliftment of the present scientific knowledge in general.
 - **References:** The journal prefers to use APA referencing style. Mention references which are used within the body of the articles. The references must be verified by the author(s) against the original documents. A quick guide to APA referencing style is available below.

Quick Guide APA Referencing Style

THIS IS A QUICK GUIDE TO THE APA REFERENCING STYLE (6TH EDITION)

- The American Psychological Association reference style uses the Author-Date format.
- Refer to the *Publication Manual of the American Psychological Association* (6th ed.) for more information.
- When quoting directly or indirectly from a source, **the source must be acknowledged in the text** by author name and year of publication.

IN-TEXT

To cite information directly or indirectly, there are two ways to acknowledge citations:

- 1) Make it a part of a sentence **or** 2) put it in parentheses at the end of the sentence.

Direct quotation – use quotation marks around the quote and **include page numbers**

- 1) Cohen and Lotan (2014) argue that "many different kinds of abilities are essential for any profession" (p.151).
- 2) "Many different kinds of abilities are essential for any profession" (Cohen & Lotan, 2014, p.151).

N.B. See the Library's APA webpage for a quotation of 40 or more words.

Indirect quotation/paraphrasing/summarising – no quotation marks

- 1) Professional knowledge alone does not make someone a very capable professional (Cohen & Lotan, 2014).
- 2) According to Cohen and Lotan (2014), professional knowledge alone does not make someone a very capable professional.

N.B. Page numbers are optional when paraphrasing, although it is useful to include them (Publication Manual, p. 171).

Citations from a secondary source

- 1) Gould's (1981) research "raises fundamental doubts as to whether we can continue to think of intelligence as unidimensional" (as cited in Cohen & Lotan, 2014, pp. 151-152).
- 2) Intelligence cannot be believed to consist of one single entity any more (Gould, 1981, as cited in Cohen & Lotan, 2014).

N.B. To cite a source you found in another source, you must acknowledge all the authors.

- *The author(s) of the source referred to* *i.e. Gould, 1981*
- *The author(s) of the work which contains the original source* *i.e. Cohen & Lotan, 2014*

In the reference list, only the book by Cohen & Lotan should be acknowledged. Do not list Gould.

- At the end of your assignment, you are required to provide the full bibliographic information for each source. References must be listed in alphabetical order by author.

EXAMPLES OF REFERENCES BY TYPE

In a reference list

In-text citation

1. Book with one author

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

N.B. The first letter of the first word of the main title, subtitle and all proper nouns have capital letters.

(King, 2000) **or**
King (2000) compares Frame ...

2. Book with two authors

Dancey, C. P., & Reidy, J. (2004). *Statistics without maths for psychology: Using SPSS for Windows* (3rd ed.). Harlow, England: Pearson/Prentice Hall.

N.B. Before "&" between authors, do not forget to put a comma.

(Dancey & Reidy, 2004) **or**
Dancey and Reidy (2004) said...
When paraphrasing in text, use and, not &.

3. Book with three to five authors (see Library APA referencing webpage for six or more authors)

Krause, K.-L., Bochner, S., & Duchesne, S. (2006). *Educational psychology for learning and teaching* (2nd ed.). Melbourne, Australia: Thomson.

N.B. Use & between authors' names, except when paraphrasing in text. When a work has three, four or five authors, cite all authors the first time, and in subsequent citations include only the first author followed by et al.

(Krause, Bochner, & Duchesne, 2006)
then
(Krause et al., 2006)

<p>4. Book or report by a corporate author e.g. organisation, association, government department International Labour Organization. (2007). <i>Equality at work: Tackling the challenges</i> (International Labour Conference report). Geneva, Switzerland: Author.</p> <p><i>N.B. When the author and the publisher are the same, use Author in the publisher field. In text, some group authors may be abbreviated in subsequent citations if they are readily recognisable</i></p>	<p>(International Labour Organization, 2007) or (International Labour Organization [ILO], 2007), then (ILO, 2007)</p>
<p>5. Book chapter in edited book Kestly, T. (2010). Group sandplay in elementary schools. In A. A. Drewes & C. E. Shaefer (Eds.), <i>School-based play therapy</i> (2nd ed., pp. 257-282). Hoboken, NJ: John Wileys & Sons.</p> <p><i>N.B. Include the page numbers of the chapter after the book title.</i></p>	<p>(Kestly, 2010) or Kestly (2010) compares educational settings of ...</p>
<p>6. Electronic book (eBook) Nydegger, R. (2018). <i>Clocking in: The psychology of work</i>. Retrieved from https://ebookcentral.proquest.com</p> <p><i>N.B. Use the URL of the eBook's homepage or the DOI (Digital Object Identifier).</i></p>	<p>(Nydegger, 2018) or Nydegger (2018) examines...</p>
<p>7. Course handout/Lecture notes (electronic version) Archard, S., Merry, R., & Nicholson, C. (2011). <i>Karakia and waiata</i> [Powerpoint slides]. Retrieved from TEPS757-11B (NET): Communities of Learners website: http://elearn.waikato.ac.nz/mod/resource/view.php?id=174650</p> <p><i>N.B. Put format in square brackets - e.g. [Lecture notes] [Panopto video]. This referencing format should be used only for your assignments.</i></p>	<p>(Archard, Merry, & Nicholson, 2011) <i>then subsequently, if 3-5 authors</i> (Archard et al., 2011)</p>
<p>8. Video (e.g. YouTube) University of Waikato Library. (2017, September 18). <i>APA referencing</i> [Video file]. Retrieved from https://www.youtube.com/watch?v=8nhWZ_RumSE&list=PLV6rcj47rsw8LfyhAwLw37MQDArYFNw</p> <p><i>N.B. Use the uploader's name as the author.</i></p>	<p>(University of Waikato Library, 2017) or University of Waikato Library (2014) demonstrates...</p>
<p>9. Journal article (academic/scholarly) with DOI Cavenagh, N., & Ramadurai, R. (2017). On the distances between Latin squares and the smallest defining set size. <i>Journal of Combinatorial Designs</i>, 25(4), 147–158. https://doi.org/10.1002/jcd.21529</p> <p><i>N.B. DOI (Digital Object Identifier) is a unique code assigned to a scholarly/academic publication, which links to the article online. Note: Many journals in Psychology and other disciplines use continuous pagination, so the issue number is not required</i></p>	<p>(Cavenagh & Ramadurai, 2017) or Cavenagh and Ramadurai (2017) recommend...</p>
<p>9a. Journal article with no DOI Germann, F., Ebbes, P., & Grewal, R. (2015). The chief marketing officer matters! <i>Journal of Marketing</i>, 79(3), 1-22.</p> <p><i>N.B. Retain original punctuation of titles. A capital letter is used for key words in the journal title. The journal title and volume number are italicised, followed by the issue number in brackets (not italicised).</i></p>	<p>Germann, Ebbes, and Grewal (2015) claim that “there have been ...” (p. 19). <i>then subsequently, if 3-5 authors</i> Germann et al. (2015) argue ...</p>
<p>10. Magazine – popular/trade/general interest Goodwin, D. K. (2002, February 4). How I caused that story. <i>Time</i>, 159(5), 69.</p> <p><i>N.B. Full date is used if published weekly; month and year if monthly.</i></p>	<p>(Goodwin, 2002) or Goodwin (2002) defends ...</p>
<p>11. Newspaper article Coster, D. (2017, June 12). Driver who caused man's death is placed into dementia care. <i>Stuff</i>. Retrieved from http://www.stuff.co.nz/</p> <p><i>N.B Use the URL of the newspaper's homepage, as a direct link to an online article in a newspaper website is not a persistent link.</i></p>	<p>(Coster, 2017) or Coster (2017) reports ...</p>
<p>12. Personal Communication</p> <p><i>N.B. Information such as Letters, telephone conversations, emails, interviews, and private social networking is called “Personal Communication”, and no reference list entry is required</i></p>	<p>(W. Bush, personal communication, March 19, 2017)</p>
<p>13. Reference book – dictionary or encyclopedia entry Cervený, R. S., & Haines-Young, R. (2016). Climate change. In D. S. G. Thomas & A. Goudie (Eds.), <i>The dictionary of physical geography</i> (4th ed.). Oxford, United Kingdom: Blackwell.</p> <p><i>N.B. If no author stated, the entry's title takes the author position. For online dictionaries and encyclopedias, a retrieval statement takes the place of publisher location / name</i></p>	<p>(Cervený & Haines-Young, 2016) or Cervený and Haines-Young (2016) state ...</p>
<p>14. Webpage New Zealand Trade and Enterprise. (n.d.). <i>Agribusiness</i>. Retrieved from https://www.nzte.govt.nz</p> <p><i>N.B. (n.d.) = no date. The basic format is: (1) Author (could be organisation). (2) Date (either date of publication or latest update). (3) Title. (4) URL.</i></p>	<p>(New Zealand Trade and Enterprise, n.d., para. 1) <i>For direct quote, cite the paragraph number in text</i></p>