

## Instructions to Authors

RETELL, a biannually, peer-evaluated publication of the St. Joseph's College, Tiruchirappalli endeavours to bring recent developments in multi-disciplinary subjects to the notice of academicians. It covers original research paper, review articles, and short communications. All papers submitted to SJC are subjected to peer evaluation by eminent peers active in the relevant fields of research. Intending author(s) can submit papers based on the following guidelines.

### Submission of Manuscripts

Research papers (max length 3000 words) containing original research findings in a clear and concise manner. Review articles (max length 5000 words) should survey, integrate and critically examine new information accumulated in recent years in a particular subject field.

Authors should submit the soft copy (MS-Word compatible) along with hard copy typed in double space. The paper should include: (i) title page with a running short title. (ii) abstract, (iii) Keyword (iv) nomenclature of symbols used, (v) tables/figures/illustrations along with their captions in serial order as they appear in text. The reporting in the paper should be generally in third person. (vi) Address, telephone numbers, e-mail ID and good quality passport size photograph of author(s). Author(s) must also submit the following certificate at the time of submission of manuscript.

[This is to certify that the reported work entitled. "..."]

Submitted for publication to SJC is an original work and has not been submitted/published elsewhere. I/We further certify that proper citations to the previous reported work have been given and no data/tables/figures have been quoted verbatim from other publications without giving due acknowledgement and without the permission of the original author(s).

Signature

### Title Page

The title page include: title of the article, name(s) of author(s) and affiliation(s), and the contact person to whom communications should be sent (in the case of a multi-authored paper).

### Abstract

An abstract of above 200 words for research papers and for about 150 words for review articles should be provided along with the paper.

### Keywords

Author(s) should give at least six to seven keywords References & Footnotes

References to already published literature should be numbered consecutively in order of their citation in the text and should be placed at the end of the paper. In the text, they should be indicated by superscripts. References to personal communication and unpublished literature should not be placed under references, but should be cited in the text in parentheses. Explanatory material may be cited in the text in parentheses. Explanatory material may be given as an appendix rather than as footnote. Example of citations to different types of documents are given below:

#### (i) Journal Article.

Moyo, Lesley M. reference any time anywhere: towards virtual reference services at Penn State. *The Electronic Library*, 2002, 20(1), 22-28.

Brwon, S.J. & Duguid, P. Balancing act: How to capture knowledge without killing it. *Harvard Business Review*, 2000, 78(3), 73-80.

Standard abbreviations as per the international standards should be used for the title of periodicals. However, single and double word journal titles should be given in full.

#### (ii) Book/Monograph

Lancaster, F.W.&Warner, Amy, *Intelligent technologies in library and information service applications*. Information Today, Inc, Medford, NJ 2001.

#### (iii) Chapter from a Book

Gupta, Dinesh K. A focus on customers: Imperative for managing quality in library and information service. In *delivering service quality: Managerial challenges for the 21<sup>st</sup> century*, edited by M. Raghavachari & K.V. Ramani, Macmillan, New Delhi, 2000, 40-06.

#### (iv) Conference Paper

Lad, AT. Academic libraries and access to Internet and Intranets. In *CALIBER-99: Academic Libraries in Internet Era*, edited by P.S.G. Kumar & C.P. Vashisht. Paper Presented at the Sixth National Convention for Automation of Libraries in Education and Research. 18-20 February 1999, Nagpur. Information and Library Network Centre, (INFLIBNET), Ahmedabad, 1999. Pp.78-81.

#### (v) Report

Birkler, John; Smith, Giles; Kent, Gleen A. & Johnson, Robert V. An acquisition strategy, process, and organization for innovative systems. National Defence Research Institute, RAND, USA, 2000. RAND-MR 1098-OSD.

Lindsay, R.S. Tests of level B. suits-protection against chemical and biological warfare agents and stimulants: Executive summary. Edgewood Chemical Biological Centre, Aberdeen Proving Ground, MD July 1999. 14p. AD-A368228; ECBC-TR-047.

#### (vi) Patent

Fintel, Robert P; Julian. C.; karlsen, Dag & Osnes, Laila Rabe. Methods for displaying an IT (information Technology) architecture visual model in a symbol-based decision national table. USA patent 5, 903,478. 11 May 1999.47p.

#### (vii) Standard

Bureau of Indian Standards. Quality management and quality assurance standards, Part 3: Guidelines for the application of 180 9001:1994 to the development. Supply, installation and maintenance of computer software. (first revision). BIS, New Delhi, 1997.32 p.18/ISO:9000-3 (Part3)-1997.

#### (viii) Thesis / Disertation

Khandare, Pravin M. Characterisation of mesophase pitch materials from petroleum and coal – derived precursors: Kinetics and rheology at elevated temperatures. The College of Engineering and Mineral Resources, West Virginia University, November 1995. PhD Thesis 235p.

#### Tables

Tables should supplement and should not duplicate the information contained in the text. Each table should be typed on a separate sheet. All the tables should be numbered consecutively in Indo-Arabic numerals (1,2,3 etc). They should be provided with brief titles. Column headings should be brief and the units of measurement should be placed below the headings in parentheses.

#### Illustrations

Illustrations should be numbered in order of their occurrence in the text with Indo – Arabic numerals and with short descriptive captions. Line drawings should be neatly drawn on tracing sheets, preferably with Indian ink and should not exceed 20cm x 25 cm in size. Lettering should be in capital only and large enough to be legible after a reduction of 50-60 per cent. Illustrations taken from other publications must be acknowledged. It is the author's responsibility to obtain permission for reprinting such illustrations in RETELL

#### Abbreviations

Non-Standard abbreviations should be shown in brackets where they are first mentioned, and these abbreviations should be used whenever the same terms appear again in the text. These abbreviations should, however, be kept to a minimum and should not be used in the title and the abstract. Usage of metric units is preferred.