



Author Guidelines

Thesis to eBook

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- The submission has not been previously published, nor is it before another press for consideration (or an explanation has been provided in Comments to the Editor).
- The text is formatted as author guideline; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points with a descriptive title.
- The submission file is in the Microsoft Word file format and the text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines below, which is found in About the Press.
- Valid doi/online link (URLs) for the references have been provided next to each reference in the list.
- I have read and agree to pay required Publishing Fee, which is described in About section.

Author Guidelines

Formatting Requirement

1 Layout and Fonts

1.1 Layout

Single column

Size: Letter (8.5" X 11")

Margin: Top=1.25", Bottom=1.25", Left=1.5", Right=1.5"

1.2 Font

Manuscript Title: Times New Roman, 16 pt, Bold, Centered

Headings: Times New Roman, 11 pt, Bold, Left aligned

Subheadings: Times New Roman, 10 pt, Bold, Left aligned

Text: Garamond, 11 pt, Justified

Reference list: Times New Roman, 8 pt, Justified

1.3 Line Spacing: 1.25

1.4 Page number

Centered bottom

2 General Instructions

2.1 Synopsis

The manuscript should have a self-contained and citation-free synopsis within 500 words. The synopsis should be in the paragraphs with running sentences. Do not use any subheading or point list within the synopsis.

2.2 Manuscript structure

All manuscripts must contain clearly defined chapters and numbered sections within the chapters along with other essential elements of the Book. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (Introductory summary of the chapter may not be included in section numbering). Use this numbering for internal cross-referencing also, do not just refer to 'the text'. Any subsection may be given a brief heading, each heading should appear on its own separate line. We suggest using Heading 1, Heading 2, Heading 3... style tag of Microsoft word for proper continuous numbering. **Each section of the manuscript should be written with the continuous flow of the content; do not use point list, always use continuous sentences.**

2.3 Conclusion/summary

Each chapter should contain the main conclusions at the end by highlighting its importance and relevance. The conclusion should be written in a continuous manner with running sentences which normally includes the main outcome of the chapter, its application, limitation, and recommendation. Do not use any subheading or point list within the conclusion.

2.4 Figures and Tables

Authors are supposed to include all figures and tables at appropriate place in the manuscript. Figures and tables should not be submitted in separate files; however, author may be asked to provide separate files of the figure. Figures should be supplied in bitmap formats (Photoshop, TIFF, GIF, JPEG, etc.) of 300 dpi resolution at least unless the resolution is intentionally set to a lower level for scientific reasons. If a bitmap image has labels, the image and labels should be embedded in separate layers. Table should be prepared using table tool within the Microsoft word and must have a descriptive title and if numerical measurements are given, the units should be included in the column heading.

Figures and Tables should be numbered properly with a descriptive title. Each Figure/Table must be explained within the text by referring to corresponding figure/table number. Any unexplained or unnumbered Figure/Table will be dropped from the publication.

3 References

Author(s) are responsible for ensuring that the information in each reference is complete and accurate. **Do not use grey literature (unauthentic website, news portal, Wikipedia etc) as a reference, only scholarly literature (Journal, online books, proceedings, patents) are acceptable references.** All references must be numbered consecutively and citations of references in the text should be identified using numbers in square brackets (e.g., "as explained by AIJR [1]"; "as discussed in many reports [2]-[6]"). All references should be cited within the text; otherwise, these references will be automatically removed. All cited references should be listed after acknowledgment section in the following style-

[1] W. S. Author, "Title of paper " *Name of Journal in italic*, vol. x, no. x, pp. xx-xx, year. doi or URL (link)

[2] Author 1 *et al.* "Title of the article" *Title of the book/proceedings* Publisher, pp xx-xx, year. doi or link

3.1 Main features of citation style are given as-

- The author name format is, "first name (Initial), middle name (Initial) and last name". This differs from other styles where author's last name is first.
- The title of an article (or chapter, conference paper, patent, etc.) is in quotation marks.
- The title of the book or journal is in italics.
- Online link of the original paper. If any reference is not available online, it should be modified with available online reference.

If you are using any reference manager (e.g. Mendeley, Endnote etc), you may select standard style *IEEE with URL*.

4 Copyright Materials

If any copyright material has been used in the manuscript, the author should make sure that permission of reusing has been obtained and proper attribution has been made according to the copyright policy of source materials.

5 Human and Animal-Related Research Study

If the work involves the use of human/animal subjects, each manuscript should contain the following set of declaration at the end of the manuscript-

Declaration:

Acknowledgments: (If not applicable write, none)

Study Limitations: (If not applicable write, none)

Ethical Approval: (Provide ethical approval authority name with the reference number. If not required, provide an ethical exemption letter of not required). The author should provide scan copy of the ethical approval/exemption letter during manuscript submission.

Informed consent: (Write a statement of informed consent taken from the patient for the study). The editor may ask to provide scan copy if required.

Funding source: (If no funding source exist, write, none)

Competing interests: (Declare any potential conflict of interest exist)

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