

# *Horizons of Holistic Education (HHE)*

## **SUBMISSION GUIDELINES FOR AUTHOR**

### **General**

All submitted manuscripts should contain original work neither published previously nor under consideration for publication elsewhere. Articles shall be accepted from any country provided submitted in English language only. There is no page limitation for articles up to twenty pages; the authors must strive to present their results as clearly and concisely as possible. Authors, in their cover note to Editor, shall have to clearly mention whether the manuscript is to be considered as a Research article, Short communications or a Review article.

### **Peer review policy**

'Horizons of Holistic Education' journals aims at rapid publication of articles while maintaining rigorous peer review process, each article will be subjected to a minimum of two reviews by two individual reviewers. Reviewers will be insisted to review the paper within 15 days time and if he/ she fail to return will be sent to other reviewer for review. All authors are requested to send one copy of manuscript to suggested one reviewer by electronically to review the manuscript not of authors' institution or affiliation and the editorials shall send second copy to enlisted reviewer for reviewing the article. The reviewer shall reviewed the article as per instruction to author, special emphasis on spelling, format of references in text and reference section, methodology, citation of journals cited, and summary and findings.

Manuscripts shall go through a peer review process to adjudge their suitability and authenticity, for publication in the journal. A confirmation about the acceptance of the manuscript will be sent to e-mail address of the corresponding author. Please check your e-mail account frequently, because you will receive all important information about your manuscript through e-mail only.

### **Submission of Manuscript:**

Authors may submit the articles only through the online manuscript submission system. Authors are advised to submit the articles as MS Word 2003 or 2007 format only with the pdf copy of letter for publication and copyright form duly signed by author/(s), scanned.

### **File type**

Authors should submit the articles only in MS-word 2003 or 2007 format, no other format is accepted. If equations were used it should be converted by using MS Office equation editor and pasted as image at proper place. All equations should be grouped or may be prepared using equation editor software.

### **File size**

No article should exceed more than 15 pages unless necessary, authors will be requested to substantiate the need if it exceeds the maximum number of pages. The file size of the MS word format may not exceed 5 MB size for submission through submission form and 10 MB if it is submitted as attachment over Email editorhhecu@gmail.com

### **Language**

Language of the articles should be only in English, we are not processing articles in any other languages

### **Font type**

Articles should be typed in single line spacing with the following font pattern

### **Font type**

**Times new roman**

## **Size**

**For heading or title:** 14 points and Bold (Small Letters, No capitalize, apart from abbreviation)

**Author/ Co-authors name:** 12 points and Bold

**Affiliation/ Institute name:** 12 points

**For subtitles:** 12 points and Bold

**Content of article:** 12 points

**Table title and Content:** 10 points

## **Submission order**

The following order should be strictly followed while submitting the article.

### **Front page**

(Page-1) Title of article, authors' names, authors' institutional affiliations only and leave other spaces empty

### **On second page**

(Page-2) Start with abstract of about 300-500 words exactly conveying the content of the article, Keywords (at least **5 words**)

### **On third page**

(Page-3 onwards) Main content text with all tables and figures aligned in their proper place (do not send tables and figures separately unless requested), List of symbols and Abbreviations, Acknowledgement, References (APA Referencing Style)

## **PREPARATION OF MANUSCRIPTS**

Manuscripts should be submitted as per order: Title Page, name of author (s), Abstract, Key words, Introduction, Material and Methods, Results, Discussion, Acknowledgements (if necessary) and References. If the Result and Discussion sections are combined, then a Conclusion section should be added.

### **Discussion**

This part must be written with reference to the tables and figures and by considering information from the literature. Statements made in the Introduction and Results sections should not be repeated here.

### **Title Page**

The first page should contain a concise and informative title, the names and addresses of the authors and contact details of the corresponding author (postal address, e-mail, and fax and telephone numbers). If necessary, a brief Acknowledgements section may be included.

### **Abstract**

It should be about 300-500 words. Key words: A maximum of 5 key words must be given at the end of the Abstract. In the abstract should not mention any references.

### **Introduction**

This part should define the background and significance of the study by considering the relevant literature, particularly the most recent publications.

### **Material and Methods**

Please provide concise but complete information about the material and the analytical, statistical and experimental procedures used. This part should be as clear as possible to enable other scientists to repeat the research presented.

## **Results**

In this part, the same data/ information given in a table must not be repeated in a figure, or vice versa. It is not acceptable to repeat extensively the numerals from tables into text and give lengthy and unnecessary explanations of the Tables and Figures.

## **Discussion**

This part must be written with reference to the tables and figures and by considering information from the literature. Statements made in the Introduction and Results sections should not be repeated here.

## **Acknowledgements**

If necessary, a brief Acknowledgements section may be included.

## **References**

References should be cited in the text in American Psychological Association (APA) referencing style. The references should be cited at the end of the manuscript in the order of their appearance in the text. For more in depth explanation of formatting and preparing works cited lists, please consult the 6th edition (2009) of the Publication Manual of the American Psychological Association. References to journal articles, books, chapters in books, etc. should be cited, as follows:

### **Journal Articles/ Electronic journal article/ World Wide Web:**

Daniels, E. (2010). Welcome to the classroom: Ten tips for teaching college freshmen. *College & Research Libraries News*, 71(8), 424-425.

Milton, C. L. (2009). Leadership and ethics in nurse-nurse relationships. *Nursing Science Quarterly*, 22(2), 116-119. doi:10.1177/0894318409332569

Takeuchi, H., Osono, E., & Shimizu, N. (2008). The contradictions that drive Toyota's success. *Harvard Business Review*, 86(6), 96-104. Retrieved from <http://www.hbr.org>

### **Book**

Marzano, R. J., & Marzano, J. S. (1988). *A cluster approach to elementary vocabulary instruction*. Newark, DE: International Reading Association.

Sander, M. R., Downer, J. L., Quist, A. L., Platmann, L., Lucas, C. L., Cline, J. K., & Campbell, D. R. (2004). *Doing research in the university library*. Chicago, IL: Corbin Press.

### **Book Chapter**

Hawthorne, J., Kelsch, A., & Steen, T. (2010). Making general education matter: Structures and strategies. In C. M. Wehlburg (Ed.), *Integrated general education* (2nd ed.) pp.23-34. San Francisco, CA: Jossey-Bass.

### **Figures:**

Photos or drawings must have a good contrast of dark and light. Legends of figures should be brief, but complete and self-explanatory so that the reader can easily understand the results presented in the figure. Figure legends should be attached to the figures. All figure number should be arranged orderly, the figures should not be supplied separately but pasted in the proper place. Figure number and title should be given below the figure, the content of the figure should be explained in the title of figure.

### **Tables:**

All tables should be numbered in order with grid lines. The table number should be properly given, large size tables should be split into two or more tables so that it can be accommodated within the page size. Table width and cell sizing should be even and all the content should be left side aligned. Number of the

tables and title should be given above the tables and without any border, shading. Do not give on separate page. The table should with a brief but complete and self-explanatory caption so that the reader can easily understand the results presented in the table. Please do not duplicate material that is already presented in the figures.

### **Ethics and Consent**

When reporting experiments on human subjects, authors should indicate whether the procedure follows were in accordance with the ethical standards of the responsible committee on human experimentation. Do not use patients' names, initials, or hospital numbers, especially in illustrative material. Papers including animal experiments or clinical trials must be conducted with approval by the local animal care or human subject committees, respectively.

### **Paper acceptance**

Final decision on acceptance of the paper is with the editorial team, promotion in any form will disqualify even qualified papers. Selected papers will be put in queue for publication, once the article is published author will get a confirmation mail from the corresponding editor.

### **Publication Charges**

There is no processing fees or publication charges for *Horizons of Holistic Education*.

### **Copyright**

*Horizons of Holistic Education* journal follow creative commons copyright policies, authors are instructed to send a copyright form attached with article while submission. [Click here](#) to download the copyright form, please sign the copyright form and scan it. If the form cannot be scanned, please submit the article through this form by accepting the copyright transfer details.

**Please send your submission to the editor at the address given below :**

**Dr. Jignesh B. Patel**

The Editor in Chief, Horizons of Holistic Education,  
Children's University, Subhash Chandra Bose ShikshanSankul,  
Nr. Chh-5 Children's University Circle, Sector-20,  
Gandhinagar-382021. (Gujarat) India.

Email: editorhhecu@gmail.com, Contact No. 9429429550

Website: hhe.cugujarat.ac.in

\* All correspondence should be addressed to The Editor in Chief, *Horizons of Holistic Education (HHE)*, It is essential to mention the manuscript number specifically given to your research article for further correspondence.