

GUIDELINES FOR CONTRIBUTORS

1. Journal of Extension and Research (JER) invites original articles not exceeding 5000 words / typed on one side of the sheet, double spaced with adequate margins on four sides of the sheet.
2. An abstract, not exceeding 100 words should accompany each article.
3. Research papers/articles must be submitted through Email gridujer@gmail.com processed M.s word for windows.
4. It is not necessary initially to submit hard copies of the research paper/article.
5. In the text, adopt the author- date, method of citation – the comma e.g.(Moorthi 2015). In case more than one work of an author is quoted, differentiate the years of publication with a comma (Julie 2012, 2010).
6. Page Numbers should be separated for the citation by a colon(Srinivas110: 135) and hyphenate in the inclusive numbers (Saleem2008:255-60)
7. If more than one author is cited, entries must be chronological with works of different authors separated by a semicolon (Daniel 1990; Christopher 1980; Prabhu 1995).
8. In the case of Co-authored works cite both names (Gilbert and Martin 2005); and works authored by more than three authors adopt **et al** after the first name (Mukherjee et al. 2015).
9. If a citation is repeated in a paragraph without intervening citations, use *ibid* instead of repeating the author's name once again and cite the relevant page number(s) (*ibid*:65).
10. When Government records are cited, mention the name of organization/Institution sponsored the publication in the citation, fully spelt out first instant (Government of India 2010), and adopts its abbreviation/ acronym in further citations (GOI 2010).
11. Provide separately the Bibliographic particulars of all works cited in the article under **References** as follows: a) **Article**: the name(s) of the author(s); the year of publication; Title of article; the name of journal(Italicised) ; and the volume number, the issue number, and the beginning and ending page number. **Book**: the listing of References should follow the alphabetical order of the last name (first) of author.

12. Tables, figures, maps, charts etc. should be presented at the appropriate place in the page.
13. Adopt British rather than American, spellings (programme instead of Program, colour instead of color, organisation instead of organization).
14. Contributors must provide on a separate page their name, designation, address, E-Mail ID, Contact Numbers and also a declaration by the author(s) stating that this paper/article is not submitted / being considered for publication elsewhere.

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