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 works should accompany each article

3. Research papers / articles must be submitted through **Email:** **gridtbujer@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 (Srinivas 100: 135) and hyphenate in the inclusive numbers (Salem 2008: 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 (Muckherjee et al. 2015).

9. If a citation is repeated in a paragraph without intervening citations, use ibid instead of repeated 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 organisation/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 Bibliography 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 organisation).

14. Contributions must provide on the 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.

The address for Editorial correspondence: Dr.G.Baskaran, Executive Editor, Journal of Extension and Research (JER), Professor & Dean, School of English and Foreign Language, Gandhigram Rural Institute – Deemed to be University, Gandhigram, Dindigul District, Tamil Nadu – 624 302, India **Mob: +91- 9487777839, E-Mail: gridtbujer@gmail.com, Website: www.ruraluniv.ac.in**

*****