
Journal of Agriculture and Forestry University

Guide to Authors

The Journal of the Agriculture and Forestry University publishes original research findings in the field of agriculture, livestock, forestry and social sciences. Manuscripts from both within and outside the university/country will be considered for publication in the journal. Only original, unpublished manuscripts, not under consideration for publication elsewhere may be submitted. Articles may be original research papers, short communications, or invited reviews. Papers submitted for publication in the journal are not returned.

- Research papers must not exceed 16 manuscript pages including tables, graphs and literature citation.
- Short communications are results of brief, but significant work. Manuscripts must not exceed 6 pages, must have an abstract, but may omit the usual major headings of full papers.
- Invited reviews will be solicited by the Chief Editor and the Editorial Board. Manuscripts must have an abstract and must not exceed 30 pages.

Manuscript format: All contents in the manuscript must be written in **English**. Manuscripts should be typed in Times New Roman font with font size of 12pt, double-spaced (including tables and references), with a 4 cm margins all around. The manuscript should be arranged in the following sequence: Title, Authors, Abstract, Keywords, Introduction, Materials and Methods, Results, Discussion (Results and Discussion), Conclusion, Acknowledgments, References, Tables, Figures, and Figure captions. Number all pages consecutively in the paper right hand corner, including Title, Tables and Figures.

Title: The title should be concise, clear and informative and should reflect the content of the paper. Avoid abbreviations and formulae where possible.

Author names and affiliations: Present the authors' name/s and affiliation, addresses where the actual work was done below the title. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, and e-mail address of each of the author.

Corresponding author: Clearly indicate the corresponding author using symbol (*), who will handle correspondence at all stages of refereeing and publication, also post-publication.

Abstract: The abstract should be a concise (usually not exceeding 200 words) and contain a brief account of the introductory words, objectives, materials and methods, results, and main conclusions. The name of any plant or animal appearing for the first time in the abstract should be given its scientific name in the brackets. It should not have any references, tables, etc.

Key words: A list of 3 to 5 words for additional index words follows the abstract. It includes species (common and scientific name), chemicals, and physiological and pathological terms. Words appearing the title should not be repeated in the key words. These keywords will be used for indexing purposes.

Introduction: In this section, background information, problem addressed, justification of the research including knowledge gap, relevant review of literature (if any), and the objective of the research should be described. Statements must be supported by citations whenever possible.

Materials and Methods: Detail information on relevant materials and methods used including sampling methods, experimental design, treatments, plot size and any other techniques used in research as well as the year and place of conducting the research should be provided. Where methods used are already well known and the references are available within the country, the citation of a reference or the name of the method is sufficient. The statistical methods used should be clearly mentioned. Social science related study should provide detail of survey methods, data collection and analysis.

Results and Discussion: The results and discussion may be presented separately or combined. The results should be supported by a brief but adequate data in the form of either tables, or graphic or pictorial materials but not in a repeated manner. Thus, the same data should not be presented in more than one form. All weights and measures should be in metric system. The discussion should be related to the research findings supported by similar work, or with the information used in the results.

Conclusion: Although no separate heading of 'conclusion' is needed, the subject should form a separate paragraph at the end of discussion. Conclusion should provide concrete statement based on study findings.

Acknowledgements: Acknowledgements, if any, be given to institutions, funding agencies, and the key person(s).

References: APA style guidelines should be followed as per following description.

-
1. **Book with single author:** Last name, Initial (s). (Year). Title, Place: Publisher. For eg. Pant, P. R. (1975). *Social science research and dissertation writing*. Kathmandu: Buddha Academic Enterprises.
 2. **Book with two authors or more:** Last name, Initial (s), & Last name, initial (s). (Year). Title, Place: Publisher. For eg. Phillips, J., Ajrouch, K., & Hillcoat-Nalletamby, S. (2010). *Key concepts in social gerontology*. London: Sage
 3. **Edited book:** Last name, Initial (s). (Ed.). (Year). Title (ed.), Place: Publisher. For eg. Cash, T. F., & Smolak, L. (Eds.). (2011). *Body image: A handbook of science, practice, and prevention (2nd ed.)*. New York: Guilford Press.
 4. **Use (Ed.) if one editor and (Eds.) if two or more editors:** Kozier, B., Erb, G., Berman, A., Snyder, S., Harvey, S., & Morgan-Samuel, H. (Eds.). (2012). *Fundamentals of nursing: Concepts, process and practice (2nd ed.)*. Harlow: Pearson. Woodhead, S. (Ed.). (2013). *A core care pathway children with life-limiting and life threatening conditions (3rd ed.)*. Bristol: Together for Short Lives.
 5. **Chapter in edited book:** Last name, Initial (s). (Year). Chapter title. In initial. Last name (eds.), Book title (pages of chapter). Place: Publisher. For eg. Benton, D. (2011). Diet, behaviour and cognition in children. In D. Kilcast & F. Angus (Eds.), *Developing children's food products* (pp. 62-81). Cambridge: Woodhead.
 6. **E-book:** Last name, Initial (s). (Year). Title (ed.), Retrieved from URL. For eg. Ogden, J. (2007). *Health psychology: A textbook* (4th ed.). Retrieved from <http://www.dawsonera.com>.
 7. **Thesis:** Author, A. A. (year). Title of doctoral dissertation or master's thesis (Unpublished doctoral dissertation or master's thesis). Name of institution, Location. For eg. Pokhrel, N. (2014). Effects of different fertilization and feeding systems on water quality and growth performance in Nile tilapia (Unpublished master thesis). Agriculture and Forestry University, Chitwan, Nepal).
 8. **Journal article:** Last name, Initial (s), & Last name, initial (s). (Year). Article title, Volume number (issue or part number if needed), page numbers. For eg. Blann, A. (2014). Why do we test for urea and electrolytes? *Nursing Times*, 110(5), 19-21. Tapper, K., Shaw, C., Ilsley, J., Hill, A. J., Bond, F. W., & Moore, L. (2009). Exploratory randomized controlled trial of a mindfulness-based weight loss intervention for women. *Appetite*, 52, 396-404.
 9. **Online journal article:** Last name, Initial (s), & Last name, initial (s). (Year). Article title, Volume, Page numbers. DOI or journal homepage URL. For eg. Allen, S. J., Jordan, S., Storey, M., Thornton, C. A., Gravenor, M., Garaiova, I., ...Morgan, G. (2010). Dietary supplementation with lactobacilli and bifidobacteria is well tolerated and not associated with adverse events during late pregnancy and early infancy. *The Journal of Nutrition*, 140, 483-488. doi:10.3945/jn.109.117093
 10. **Newspaper article:** Ruddick, G. (2013, October 3). Tesco suffers sales slump in all global businesses; UK rivals gain ground but boss Clarke confident turnaround plan is working. *Daily Telegraph*, Business News, p. 1 online
 11. **Magazine:** Allen, L. (2004, August). Will Tuvalu disappear beneath the sea? Global warming threatens to swamp a small island nation, *Smithsonian*, 35 (5), 44-52. Begley, S., & Murr, A. (2007m July 2). Which of these is not causing global warming? A. Sport utility vehicles; B. Rice fields; C. Increased solar output. *Newsweek*, 150 (2), 48-50.
 12. **Book review in a journal:** Nagorski, A. (2013). The totalitarian temptation [Review of the book *The devil in history: communism, fascism and some lessons of the 20th century*, by V.Tismaneanu]. *Foreign Affairs*, 92, 172-176.
 13. **Website:** Author. (Year). Title, Retrieved month day, year, from URL. For eg. American Psychological Association. (2015). *APA style blog*. Retrieved September 25, 2015, from <http://blog.apastyle.org/>
 14. **Personal communication:** G. P. Mooney (personal communication, June 6, 2013) Use your judgment in citing other electronic forms of personal communication. What you cite should have scholarly relevance.
 15. **Code of Practice:** Author. (Year). Title. Place: Publisher. For eg. Welsh Assembly Government. (2008). *Mental Health Act 1983: Code of practice for Wales*. Cardiff: Welsh Assembly Government. Great Britain. Department for Constitutional Affairs. (2007). *Mental Capacity Act 2005: Code of Practice*. London: TSO.

In text citations: APA style guidelines should be followed, as shown below, for text citations.

1. **One author:** The last name of the author and the year of publication be inserted into the text as, Marks (2011) states that, or, (Marks, 2011).
2. **Two authors:** Both authors should be cited as, Bee and Boyd (2010) state that, or, (Bee & Boyd, 2010).

-
3. **Three or more authors:** If there are three or more authors, citation should be as, Rolfe et al. (2010) state that, or (Rolfe et al., 2010).
 4. **More than one work citation:** If cited two or more works within the same parentheses, they should be in alphabetical order of authors as, (Phillips et al., 2010; Rolfe et al., 2010).
 5. **Citation for two or more works by the same authors but in separate years:** Give the authors' last name followed subsequently by the years as (Davies, 2008, 2010, 2012).
 6. **Citation for two or more works by the same author in a single year:** Use lower case letters (a, b etc.) to distinguish between works published in the same year by the same author (s) as, Hewitt (2010a) states that, and/or, this was supported by Hewitt (2010b), or (Hewitt 2010 a, b). The suffixes are assigned in the reference list, where these kinds of references are ordered alphabetically by title (of the article, chapter, or complete work).
 7. **Websites:** It can be difficult to identify the author of a webpage, so decide who is responsible for the page and that person or corporate body can be referenced as the author. Searching the 'About Us' or 'Contact Us' will help to identify the author. If no author can be found, use the webpage title as, American Psychological Association (2012). If no title, use URL.
 8. **Works with no identified author or with an anonymous author:** Be cited as, Anonymous (2012) state that, or, (Anonymous, 2012).

Nomenclature and units

1. Give the Latin name and family of the species at first mention in the manuscript. Subsequent references may use the common name. Italicize Latin names. Example: Common carp (*Cyprinus carpio*).
2. Place a (leading) zero before the decimal in numbers less than 1. Give dates as the DDMMYY form, e.g. 10 January 1994. Spell out numbers less than 10 unless they stand beside standard units of measure (e.g. eight fish and 8 kg). Do not spell out numbers larger than 10 unless they are used to start a sentence.
3. Use metric units or the International System of Units (with base units meter, gram, second, liter, mole, joule, etc.). Common units such as day, tons, hectare, watts, horsepower, °C and ppt salinity may be acceptable. Always use abbreviations for standard units such as gram (g), kilogram (kg) metric ton (t), milliliter (mL), liter (L), centimeter (cm), meter (m), and kilometer (km). Do not use plural forms or periods for abbreviations of units. Use the bar (/) for compound units; for example, 2 t/ha/y; 10 g/m² or 2 t ha⁻¹ year⁻¹; 10 g m⁻².

Tables: Keep the number of table to a minimum. Type each table, double-spaced, on a separate page after the reference citation. Number each table with Arabic numbers (e.g., Table 1,2,3) and also indicate the place to be positioned in the main text too. The title, column and row headings, and footnotes of each table should be self-explanatory. Use a single asterisk (*) for 5% level and a double asterisk (**) for 1% level of significance.

Figures and Photographs: The figures and photographs including legends should be supplied on separate page after tables. Identify all graphs and photographs with Arabic numerals (e.g. Fig.1, Fig.2 etc. in order of appearance) and also indicate the place to be positioned in the main text. Send electronic images (.jpeg or .tif format) at first submission and the originals if necessary. Figure/picture should be black and white. Provide figure both in word and excel format.

Type setting of the manuscript

Heading: Headings should be bold. Use capital and lower case letters, never all capitals. Subheads should be on a separate line and capitalize the first letter of the first word.

Trade or brand names: Capitalize the first letter of trade or brand names.

Periods: Do not put periods after the title and key words. Periods are necessary at the end of table and figure heading.

Reprints: The final copy of the manuscript in PDF format will be sent to the corresponding author via email.

Submission: Submit electronic copies of manuscript, including Tables and Figures to the Chief Editor at this email address: jafu@afu.edu.np. After the review, submit electronic copies of the revision via email at the same address. The Editors may return (without reviewing) any manuscript that falls outside the journal's policy or scope. All other manuscripts will be peerreviewed by at least two referees.

Privacy Statement: The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.