

DEESHA Bi-annual Journal of Social Work

GUIDELINES FOR SUBMISSION OF MANUSCRIPT

- DEEKSHA is a medium for publication of empirical research articles, topical articles on theorization & social issues, case studies, review articles, profiles on leading social work organization and such.
- A declaration that the articles have not been published earlier or submitted for publication elsewhere and that it is original work of the author(s) should be sent along with article.
- The editorial board reserves the right to accept, reject, and ask for modification and to make revisions to the text.
- Every author will receive one complimentary copy of the issue in which one's paper appears.
- The journal is open to anyone in the teaching and research community.

A. COVERING LETTER FOR SUBMISSION:

Dated: _____

The Editor
Explorations

Subject: **Submission of Manuscript in the Area of** (*e.g. Social Work*), *please specify*.

Dear Sir,

Please find my submission of manuscript titled
' _____'
_____ ' for possible publication in Deeksha.

I hereby affirm that the contents of this manuscript are original. Furthermore it has neither been published elsewhere in any language fully or partly, nor is it under review for publication anywhere.

I affirm that all authors have seen and agreed to the submitted version of the manuscript and their inclusion of name (s) as coauthor (s).

Also, if our/my manuscript is accepted, I/We agree to comply with the formalities as given in the guidelines.

Name of Corresponding Author:

Designation:

Department:

Mailing address:

Mobile & Landline Number (s):

E-mail Address (s):

B. INTRODUCTION:

Manuscript must be in British English prepared on a standard A4 size paper setting. It must be prepared on a 1.5 spaces and single column with 1” margin set for top, bottom, left and right. It should be typed in 12 point Times New Roman with page numbers at the bottom of the every page.

1. **MANUSCRIPT TITLE:** The title of the paper should be in a 14 point Times New Roman. It should be bold typed, centered and fully capitalized.
2. **AUTHOR NAME(S) & AFFILIATIONS:** The author (s) full name, designation, affiliation (s), address, mobile/landline numbers, and Email/alternate email address should be in 12-point Times New Roman Font. It must be centered underneath the title.
3. **ABSTRACT:** Abstract should be in fully italicized text, not exceeding 250 words. The abstract must be informative and explain background, aims, methods, results and conclusion.
4. **KEYWORDS:** Abstract must be followed by list of keywords, subject to the maximum of five. These should be arranged in alphabetic order separated by commas and full stops at the end.
5. **HEADINGS:** All the headings should be in a 12 point Times New Roman Font. These must be bold-faced, aligned left and fully capitalized. Leave a blank line before each heading.
6. **SUB-HEADINGS:** All the sub-headings should be in a 12 point Times New Roman. These must be bold-faced, aligned left and fully capitalized.
7. **MAIN TEXT:** The main text should be in a 12 point Times New Roman Font, single spaced and justified. Do not underline anything, you may use italics
8. **FIGURES & TABLES:** These should be simple, centered, separately numbered & self explained, and titles must be above the Tables/figures. Note if any must be

provide below the table before the source of data. Sources of data should be mentioned below the table/figure. It should be ensured that the tables/figures are referred to from the main text.

9. **EQUATIONS:** These should be consecutively numbered in parentheses, horizontally centered with equation number placed at the right.
10. **REFERENCES:** The list of all references should be alphabetically arranged. It must be single spaced, and at the end of the manuscript. The author (s) should mention only the actually utilized references in the preparation of manuscript and they are supposed to follow

❖ **Please use the following for style and punctuation in references:**

Books

- Pandey S., (2008), “Psycho-Social Aspects of Domestic Violence”, Concept Publishing Company, New Delhi
- Mishra, R and Chandra Pal, S., (1992), “Indian Women: Challenges and Changes”, New Delhi: Commonwealth Publications.

Contributions to books environment

- Sharma T., Kwatra, G. (2008) Effectiveness of Social Advertising: A Study of Selected Campaigns, Corporate Social Responsibility, Edited by David Crowther & Nicholas Capaldi, Ashgate Research Companion to Corporate Social Responsibility, Chapter 15, pp 287- 303.

Journal and other articles

- Ghosh T.K., (1986), ‘AIDS: a serious challenge to public health’, Journal of the Indian Medical Association, January;84(1):29-30

Conference papers

- Ajoy Kerketta (2012): "Social Work practice in Multicultural Context of North East India." Paper presented at the International Conference on Social Work Practices in Multicultural Contexts, Tumkur University, Tumkur, India, 16-17 Sept.

Unpublished dissertations and theses

- Prashanth S. (2006): "Customer Value: A Comparative Study of Rural and Urban Customers," Thesis, Mangalore University, Mangalagangothri.

Online resources

- Always indicate the date that the source was accessed, as online resources are frequently updated or removed.

Website

- NACO., (2013), “HIV & AIDS in India- Annual Report 2012-13”,
<http://www.avert.org/hiv-aids-india.htm#sthash.TzblzcDN.dpuf>

Note: Kindly submit a soft copy and a hard copy of the paper. Soft copy may be mailed to and hard copy to the editor by hand delivery)

All correspondents to be sent:

Mr Roshan Monteiro
PG Department of Social Work
St Aloysius College (Autonomous)
Mangalore-575003
Tel.No: 0824-2449709 (MSW Dept.)
Mob: 8123770694
Email: rosmonteiro.is@gmail.com

Subscription Rates:

Annual Subscription Rs. 100.00(2 issues)

For two years Rs. 175.00

All subscriptions are to be paid through cheques/D.D. in favor of Principle, St Aloysius College (Autonomous), Mangalore-03