

GUIDELINES FOR AUTHORS

Papers, both scholarly and of popular interest, are invited for the next issue of *Conscientia* which will shortly be published by the college. The following guidelines may be kindly taken note of.

Conscientia, the academic journal of the college, is a multidisciplinary journal. We invite academic and research papers of merit that investigate aspects of contemporary scholarship in the Sciences, Social Sciences and the Humanities. Papers dealing with innovative and creative procedures for teaching will also be welcome.

A reviewing editorial board will assess all the papers. The papers found unsuitable in terms of the overall requirements of the journal will be returned to the authors for necessary modifications. The submitted articles should not have appeared elsewhere.

Preparation of Manuscripts: General Guidelines

1. The manuscript should be written either in English or in Bengali. The articles in the language group may be submitted in the respective languages.
2. Two hard copies along with an electronic version (in MS word) have to be submitted to the Editor-in-Chief of the journal.
3. The length of the original articles and review articles should not exceed 4000 words and 6000 words respectively.
4. The manuscript should be typed in double-space on one side of A4 sheets. The pages should be numbered consecutively, starting with the title page through the abstract, text, reference list and tables/figures (if any). Authors should leave a margin of 1 inch on each side of the paper.

Style of Manuscripts for Science

Title and Authors: The title and authors should be on a separate page. The title should describe the contents fully but concisely, followed by the name(s) of the author(s). The full names of institutions and subsidiary laboratories should be given, along with a useful address (including postal addresses). The author to whom proofs and correspondences are to be sent should be indicated.

Abstract: The abstract, detailing, in one paragraph, with the problem, experimental approach, major findings, and conclusions, should appear on the second page. It should be double-spaced and should not exceed 200 words for full papers or 50 words for short communications.

Keywords: The abstract is to be followed by 4-6 keywords, each of which is to be followed by a comma(,).

Introduction: This should state the reasons for undertaking the investigation and a summary of the experimental plan. Exhaustive literature should be avoided and current literature should be included relating the manuscript to similar researches.

Materials and Methods: The presentation of specific details about instruments used, sources of specialized chemicals, and related experimental details and protocol should be incorporated to enable readers to reproduce the work, if necessary. Statistical tests used should be indicated. The scientific name (genus, species, authority citation, and family) should be presented when first mentioned in the body of the manuscript. Metric equivalents should be used. The editors will not accept manuscripts which violate this principle.

Results: The original and important findings should be presented with clarity and precision without duplication in text, tables and figures.

Discussion: The discussion should interpret the results and not repeat them. It should relate the results to existing knowledge in the field and be as concise as possible.

Acknowledgments: The acknowledgment section should include credits for assistance, financial support and other appropriate recognition, if any.

References: The references should include only works that are cited in the text and have been published or accepted for publication. Personal communications should be mentioned in the text only. References in the text should be serially numbered in parentheses – such as (2) or (3, 4) – in the order of their citation in the text. The list of references should be printed at the end of the paper in numerical order as follows:

Journals. Ripl, W. and Lindmark, G. 1979. The impact of algae and nutrient composition on sediment exchange dynamics. *Archiv für Hydrobiologia* 86: 46–65.

Books. Rand, M. G. 2003. *Aquatic Toxicology*. 2nd Edition, Taylor and Francis, London.

Chapters in Books. Ghosh, A., and G.Chandra. 2005. "Chemical analysis of leaves of *Cestrum diurnum* (L.) (Solanales: Solanaceae) and seasonal variation of some primary and secondary biochemicals". In: C.Chakraborty, (Eds), *Advances in Biochemistry and Biotechnology*. Daya Publishing House, New Delhi, India, (1): pp. 81-94.

Tables and Figures. Tables and Figures must be referred to in the text by Arabic numerals. The position of each table or figure should be indicated in the manuscript. The Word Table or Figure, followed by Arabic number, and a short descriptive title should be provided.

Style of Manuscript for Humanities

Title and Authors - The title of an article and the names of the author(s) should be on a separate page. The title should describe the contents fully but concisely, followed by the name(s) of the author(s). The full name(s) of institution(s) and subsidiary laboratories should be given, along with a useful address (including postal addresses). The author to whom proofs and correspondences are to be sent should be indicated.

Articles submitted for publication should be in English, types with double space on one side of the paper. Articles in English literature and language should be in accordance with the *MLA Handbook* (7th Edition). End notes and Works Cited should be used instead of footnotes. All the references should be incorporated within the body of the text. Two hard copies and a soft copy of the article should be submitted. In respect of articles/papers or any subject coming under humanities section the same should be submitted as per the latest style format in respective subject. No deviation from this would be allowed. All other instructions for the accepted manuscript will be given to the related author(s).