# INSTRUCTIONS TO AUTHORS

(Manuscript Preparation & Submission Guide)

Revised: April 2022

Please read the guidelines below and follow the instructions carefully. **Manuscripts that do not adhere to the Journal's guidelines will not be put into the peer-review process until requirements are met**.

## MANUSCRIPT PREPARATION

A well-formatted manuscript follows all journal instruction. All elements of the manuscript are printed in English with 1-inch margins at top, bottom, and sides. Right margins are unjustified. Horizon journals accept manuscript submissions which uses any consistent text— Format-free Submission! This saves you time and ensures you can focus on your priority: the research.

*However, citations/ references must be formatted by you as per APA format.*

**Submission Preparation Checklist**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- ✓ The submission represents an original work that has not been published elsewhere nor submitted to another journal in any language for publication;
- ✓ The submission cites current theoretical and empirically-based literature, including relevant articles published in the Horizon Journal of Humanities and Social Sciences Research;
- ✓ The submission is written in language that is engaging, lively, and direct, using active voice whenever possible;
- ✓ The submission includes a maximum of four tables and figures uploaded as separate files, if applicable;
- ✓ The submission adheres to word count and APA 7 stylistic and bibliographic requirements; and
- ✓ All identifying information has been removed from all documents and file names.

**Checklist for Manuscript Submission**
- Cover letter
- Declaration form
- Referral form
- Manuscript structure

(Title, Author details and affiliation, Abstract, Keywords, etc. using the **IMRAD** style). See below explanation.

## Manuscript Types

*Horizon* accepts submission of mainly **four** types of manuscripts for peer-review.

### 1. RESEARCH ARTICLE

Regular articles are full-length original empirical investigations, consisting of introduction, materials and methods, results and discussion, conclusions. Original work must provide references and an explanation on research findings that contain new and significant findings.

*Size:* Generally, these are expected to be **around 6,000** words (excluding the abstract, references, tables and/or figures), a maximum of 80 references, and an abstract of 100–150 words.

### 2. REVIEW ARTICLE

These report critical evaluation of materials about current research that has already been published by organizing, integrating, and evaluating previously published materials. It summarizes the status of knowledge and outline future directions of research within the journal scope. Review articles should aim to provide systemic overviews, evaluations and interpretations of research in a given field. Re-analyses as meta-analysis and systemic reviews are encouraged. The manuscript title must start with "Review Article".

*Size:* These articles do not have an expected page limit or maximum number of references, should include appropriate figures and/or tables, and an abstract of 100–150 words. Ideally, a review article should be **around 3,000 words**.

### 3. SHORT COMMUNICATIONS

They are timely, peer-reviewed and brief. These are suitable for the publication of significant technical advances and may be used to:

(a) Report new developments, significant advances and novel aspects of experimental and theoretical methods and techniques which are relevant for scientific investigations within the journal scope;

(b) Report/discuss on significant matters of policy and perspective related to the science of the journal, including 'personal' commentary;

(c) Disseminate information and data on topical events of significant scientific and/or social interest within the scope of the journal.

The manuscript title must start with "*Brief Communication*".

*Size:* These are usually **between 800 to 1,500 words** and have a maximum of three figures and/or tables, from 8 to 20 references, and an abstract length not exceeding 150 words. Information must be in short but complete form and it is not intended to publish preliminary results or to be a reduced version of Regular or Rapid Papers.

### 4. OTHERS

Book reviews, Brief reports, case studies, comments, concept papers, Letters to the Editor, and replies on previously published articles may be considered subject to the discretion of the journal editors.

**PLEASE NOTE: NO EXCEPTIONS WILL BE MADE FOR PAGE LENGTH.**

## Manuscript Format

Horizon emphasizes on the linguistic accuracy of every manuscript published. Articles must be in English and they must be competently written and argued in clear and concise grammatical English. Contributors are strongly advised to have the manuscript checked by a colleague with ample experience in writing English manuscripts or a competent English language editor.

- **FILE TYPE**: MS WORD; Font-type: Times New Roman, Size 12 pts and 1.5 line-spaced.
- **WORD COUNT**: Adhere to the stipulated word-count. Regular articles: not more than 6,000 words, and Review articles: 3,000 words max. Headings: Ensure that they are clearly formatted throughout.
- **MANUSCRIPT STRUCTURE**: The journal uses **IMRAD** style.
- **TITLE**: Should be attractive and indicative. No more than 30 words.
- **RUNNING-HEAD**: No more than 40 character spaces.
- **ABSTRACT**: Should describe your entire study at a glance. No more than 150 words (maximum).
- **KEYWORDS**: Must provide as many as 8.
- **INTRODUCTION**: It should provide sufficient background about the work carried out.
- **METHODOLOGY**: This should include details of any experiments conducted or data collected.
- **RESULTS AND DISCUSSION**: This section should answer the question you raised in the introduction.
- **CONCLUSION**: Here you should include your findings.

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- **CONCLUSION**: Here you should include your findings.
- **COMPETING INTERESTS STATEMENT**: e.g. The authors have declared that no competing interest exists.
- **ACKNOWLEDGEMENTS**: This usually follows the Discussion and Conclusions sections. Its purpose is to thank all of the people who helped with the research but did not qualify for authorship.

  This could be someone from a sponsoring institution, a funding body, other researchers, or even family, friends or colleagues who have helped in the preparation. Individuals and entities that have provided essential support such as research grants and fellowships and other sources of funding should be acknowledged. Contributions that do not involve researching (clerical assistance or personal acknowledgements) should not appear in acknowledgements.

- **REFERENCES**: Lists every source (no limitation) but list those that may be of interest to readers and are current. "**Each reference cited in text must appear in the reference list**, and each entry in the reference list must be cited in text". There is no reason to include uncited sources in the reference list. **Cite what you use**, use what you cite. The references are to be alphabetized by the fist author's last name, or (if no author is listed) list by the organization or title. Ensure that in-text citations and references are complete and consistently styled and formatted as per the journal's in-house style (APA Edn. 6 or 7) failing which your article will **not be accepted for peer-review**. You may refer to the Publication Manual of the American Psychological Association for further details (http://www.apastyle.org/ ). See video on Referencing at https://vimeo.com/191910171

  Horizon takes unethical publishing strictly and reports each case of "ghost referencing" or "phantom referencing" to the Committee on Publication Ethics or COPE.

- **BIOGRAPHICAL STATEMENT OF AUTHORS**: Authors should submit a biographical statement to be included in the manuscript to be published by JHSSR. The biographical statement should include the author(s) full name, affiliation, email. In addition, it is also appropriate to discuss your personal history, academic program and/or field placement, and interest in the article's subject. The biographical statement may **not exceed 75 words**. The author biography should be **separately** accompanied with a **high-resolution picture** *(in JPEG file format)* of each author listed in this manuscript as this would be published along with the article *(not pasted in a word file)*.
- **APPENDIX**: Includes additional data.
- **FOOTNOTES**: Include necessary additional information.
- **TABLES, FIGURES, GRAPHS**: Are complete, clear, attractive and of high-resolution. Avoid too long tables. Do not forget Table titles, figure and graph legends, and image captions. All Figures/ photographs to have a reference to the original source, unless created by the author.

## Manuscript Structure

Most scientific papers are prepared according to a format called **IMRAD**. The term represents the first letters of the words **I**ntroduction, **M**aterials and Methods, **R**esults, **A**nd, **D**iscussion. IMRAD is simply a more 'defined' version of the "IBC" [Introduction, Body, Conclusion] format used for all academic writing. IMRAD indicates a pattern or format rather than a complete list of headings or components of research papers; the missing parts of a paper are: *Title, Authors, Keywords, Abstract, Results & Discussion, Conclusions, Competing interests statement, Acknowledgement, References* and *Biographical Statement of Author(s)*. Additionally, some papers include Appendices or Supplementary data.

The *Introduction* explains the scope and objective of the study in the light of current knowledge on the subject; the *Materials and Methods* describes how the study was conducted; the *Results* section reports what was found in the study; and the *Discussion* section explains meaning and significance of the results and provides suggestions for future directions of research. The manuscript must be prepared according to the Journal's style.

## Manuscript Organisation

Manuscripts for submission to Horizon should be organised in the following order:

### Page 1:

**Running head or title** (No more than 40 character spaces).

The running title is an abbreviated title used as the running head on every page of the manuscript. The running title should **not exceed 60 characters**, counting letters and spaces.

**Full Title:** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible. Titles should be **catchy and must not exceed 30 words**.

**Author(s) and Corresponding author information.**

Provide full name(s) of all the authors, their institutions and full addresses, and corresponding author's name, institution and full address of each affiliation including the country name (Street address, telephone number (including extension), hand phone number, and e-mail address) for editorial correspondence. **First** and **corresponding authors** must be clearly indicated. **Corresponding author** must be willing to handle correspondence at all stages of refereeing, publication and also post-publication.

The names of the authors stated must be **in full** (no initials).

e.g. Victor Terence King, Brij Mohan, James William Chapman, Neelambar Hatti and Nayan Kanwal.

**Co-Authors**: The commonly accepted guideline for authorship is that one must have substantially contributed to the development of the paper and share accountability for the results. Researchers should decide who will be an author and what order they will be listed depending upon their order of importance to the study. Other contributions should be cited in the manuscript's Acknowledgements.

**Authors' Affiliation**: The primary affiliation for each author should be the institution where the majority of their work was done. If an author has subsequently moved to another institution, the current address may also be stated in the footer.

**Authors' addresses.** Multiple authors with different addresses must indicate their respective addresses separately by superscript numbers:

Aimee Henderson[1] and Nayan Kanwal[2]

[1]Department of English Studies, Texas University, Dallas, USA., [2]Department of the Vice Chancellor, Texas University, Dallas, USA.

**Abstract:** The abstract should be around 150 words for a Regular Paper and up to 100 words for a Short Communication.
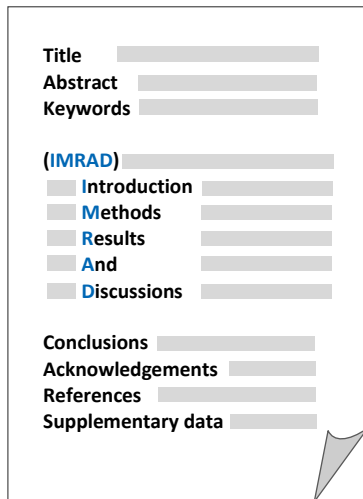
**Keywords:** Not more than eight keywords in alphabetical order must be provided to describe the contents of the manuscript.

### Page 2 Onwards:

**Introduction** followed by rest of your paper using IMRAD style. *(See next page).*

## Manuscript Style

The manuscript should be written using the **IMRAD** style of writing. Regular Papers should be prepared with the headings Introduction, Materials and Methods, Results and Discussion, Conclusions, Acknowledgements, References, and Supplementary data (if available) in this order.

Title
Abstract
Keywords

**(IMRAD)**
**I**ntroduction
**M**ethods
**R**esults
**A**nd
**D**iscussions

Conclusions
Acknowledgements
References
Supplementary data

### MAKE YOUR ARTICLES AS CONCISE AS POSSIBLE

Most scientific papers are prepared according to a format called IMRAD. The term represents the first letters of the words Introduction, Materials and Methods, Results, And, Discussion. It indicates a pattern or format rather than a complete list of headings or components of research papers; the missing parts of a paper are: Title, Authors, Keywords, Abstract, Conclusions, and References. Additionally, some papers include Acknowledgments and Appendices.

The Introduction explains the scope and objective of the study in the light of current knowledge on the subject; the Materials and Methods describes how the study was conducted; the Results section reports what was found in the study; and the Discussion section explains meaning and significance of the results and provides suggestions for future directions of research. The manuscript must be prepared according to the Journal's instructions to authors.

## Equations and Formulae

These must be set up clearly and should be typed double spaced. Numbers identifying equations should be in square brackets and placed on the right margin of the text.

## Tables

All tables should be prepared in a form consistent with recent issues of Horizon and should be numbered consecutively with Roman numerals. Explanatory material should be given in the table legends and footnotes.

When a manuscript is submitted for publication, tables must also be submitted separately as data - .doc, .rtf, Excel or PowerPoint files- because tables submitted as image data cannot be edited for publication and are usually in low-resolution.

## Figures & Photographs

Submit an **original** figure or photograph. **All Figures and/or photographs must include a reference to the original source**, unless you have created it yourself. Line drawings must be clear, with high black and white contrast. Each figure or photograph should be prepared on a new page, embedded in the manuscript for reviewing to keep the file of the manuscript under 5 MB. These should be numbered consecutively with Roman numerals.

Figures or photographs must also be submitted separately as TIFF, JPEG, or Excel files- because figures or photographs submitted in low-resolution embedded in the manuscript cannot be accepted for publication. For electronic figures, create your figures using applications that are capable of preparing high resolution TIFF files. In general, we require **300 dpi or higher resolution** for coloured and half-tone artwork, and **1200 dpi or higher for line drawings** are required.

Failure to comply with these specifications will require new figures and delay in publication.

<u>NOTE</u>: Illustrations may be produced in colour at no extra cost at the discretion of the Publisher; the author could be charged USD 50 for each colour page.

### General rules on Figures and Tables
- All Figures and Tables should be numbered sequentially (e.g. Table 1, Table 2 etc.) and cite each one in your writing as Table 1 or Figure 1.
- All tables should be referenced in the text of the paper and in the reference list.
- Each table should have an individual title. Each word in the title should be italicized and capitalized except with, of, in, and, etc.
- **Figure captions must be placed at the bottom of each figure**.
- **Captions for tables must be placed at the top of each table**.
- All Figures/ photographs **must include a reference to the original source**, unless you have created it yourself.

## General Guidelines

<u>Abbreviations</u>: Define alphabetically, other than abbreviations that can be used without definition. Words or phrases that are abbreviated in the introduction and following text should be written out in **full the first time** that they appear in the text, with each abbreviated form in parenthesis. Include the common name or scientific name, or both, of animal and plant materials.

<u>Authors' Affiliation</u>: The primary affiliation for each author should be the institution where the majority of their work was done. If an author has subsequently moved to another institution, the current address may also be stated in the footer.

**Co-Authors**: The commonly accepted guideline for authorship is that one must have substantially contributed to the development of the paper and share accountability for the results. Researchers should decide who will be an author and what order they will be listed depending upon their order of importance to the study. Other contributions should be cited in the manuscript's Acknowledgements.

**Originality**: The author must ensure that when a manuscript is submitted to Horizon, the manuscript is an original work. The author should check the manuscript for any possible plagiarism using any software such as **TurnItIn**, **iThenticate** or any other similar program before submitting the manuscripts to the Horizon journal.

All submitted manuscripts must be in the Journal's acceptable **similarity index range**:

**< 25%**– PASS; **30-40%**– RESUBMIT MS; **> 40%**– REJECT.

**Copyright:** Authors publishing the Journal will be asked to sign a copyright form after acceptance of their article. In signing the form, it is assumed that authors have obtained permission to use any copyrighted or previously published material. All authors must read and agree to the conditions outlined in the form, and must sign the form or agree that the corresponding author can sign on their behalf.

Articles cannot be published until a signed form *(original pen-to-paper signature)* has been received.

**Copyright Permissions**: Authors should seek necessary permissions for quotations, artwork, boxes or tables taken from other publications or from other freely available sources on the Internet before submission to Horizon. Acknowledgement must be given to the original source in the illustration legend, in a table footnote, or at the end of the quotation.

**Footnotes**: Current addresses of authors if different from heading may be inserted here.

**Page Numbering**: Every page of the manuscript, including the title page, references, tables, etc. should be numbered.

**Spelling**: The journal uses **American** or **British** spelling and authors may follow the latest edition of the Oxford Advanced Learner's Dictionary for British spellings. **However, the spellings must be consistent with the same style throughout the manuscript**.

## SUBMISSION OF MANUSCRIPTS

Owing to the volume of manuscripts we receive, we must insist that all submissions be made electronically using the **online submission system™**, a web-based portal. For more information, go to our web page and <u>click</u> "**Online Submission**".

Please do **not** submit manuscripts to the Editor-in-Chief or to any other office directly. All submissions or queries must be directed to the **Chief Executive Editor** via email to CEE.horizon@gmail.com

Visit our Journal's website for more information at https://horizon-jhssr.com/index.php | DOI: https://doi.org/10.37534

## *Journal at a glance*

Horizon Journal of Humanities and Social Sciences Research (JHSSR), Online ISSN 2682-9096 is aimed at those in the academic world who are dedicated to advancing the field of social science education through their research. JHSSR provides a range of articles that speak to the major issues in social sciences across all content areas and disciplines. The Journal is peer edited through a blind review process that utilizes a national and international editorial board and peer reviewers, comprising of renowned scholars from various disciplines of research with diverse geographical backgrounds engaged with universities in 35 countries across the world.

JHSSR aspires to advance research in the field of social sciences through a collection of quality, relevant, and advanced interdisciplinary articles in the fields associated with the scope of the journal.

Published bi-annually, the journal encourages submission of manuscripts by lecturers, post-doctorates and scholars that use quantitative or qualitative methods. Articles combine disciplinary methods with critical insights to investigate major issues shaping national, state, and institutional contexts.

Check our **Editorial Board**

### *Indexing*

The journal is listed/indexed with: **MCC, ProQuest**, **Google Scholar**, **EBSCOHost,** *and* **ISC** amongst others.