

Guidelines for Authors

Format of the Paper/Article/Researches

Before submitting the manuscript, the author has to ensure that the paper is not published or under any consideration for publication by any other journal. The submitting author is responsible for ensuring that all other co-authors have given their approval for the paper to be published.

It is also the authors' responsibility to ensure that articles from a certain university are submitted with the necessary institution's approval.

It is preferred to submit a manuscript as a single file, Word document, containing high quality figures if at all. Tables and figures must be presented with captions within the main body of the manuscript only.

Abstract

The manuscript must contain an abstract. The abstract should be self-contained and citation-free and should not exceed 200 words. The manuscript should contain five keywords at most.

Length

Research Paper/Article : 3500-5000 words

Research Review: 1000-2000 words

Book Review: 500-1500 words

Articles/Papers in Open and Distance Learning (ODL) should include

- a. Title
- b. Author's Name, Address in the footnote of the first page.
- c. Abstract, Keywords in not more than 200 words in a separate page (A-4 size).
- d. Introduction/Context
- e. Sub-items with headings relating to:
 - ◆ Field Situations/Scenario
 - ◆ Emerging issues, sub issues
- f. Critical analysis
- g. Innovative initiatives to address the problems, implications for ODL in the country's context/ context of other countries, action points (if any)
- h. Conclusion
- i. Acknowledgments (if any).
- j. References in single space in APA format.

Manuscripts: Title and Authorship Information

There has to be a separate page as a Title page before the text. The title page should include the following information.

- ◆ Paper title
- ◆ Author's names and Affiliations
- ◆ Full institutional mailing address
- ◆ Email address

Language

The paper submitted has to be in the English language. (Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors are asked to use any English language editing service).

Reviewing

All manuscripts are subject to a double-blind review process. All the contributions will initially be assessed by the editor. Thereafter, the papers deemed suitable would be sent to a minimum of two independent expert reviewers to assess the quality of the paper. The final decision regarding acceptance or rejection of articles/paper reses with Editorial Board of IJOF.

Publishing Ethics

The publication of an article in a peer-reviewed journal is a critical component in the formation of a cohesive and well-respected knowledge network. It is a direct reflection of the writers' and institutions' ability to generate quality work. Peer-reviewed articles support and embody the scientific method. As a result, it's critical to agree on norms of expected ethical behavior for all the stakeholders of the journal: the author, the journal editor, the peer reviewer, the publisher etc.

Plagiarism

The authors must submit the plagiarism report along with their manuscript. Authors to ensure that plagiarised content is within the permissible limits i.e. 10 percent.

Appendices

If there is more than one appendix, they should be identified as A, B, etc. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

Reference

Authors are responsible for ensuring that the information in each reference is complete and accurate. Reference style = 'APA' (American Psychological Association).

Text: Citations in the text should follow the referencing style used by the American Psychological Association, Fifth Edition,

Checklist for submission

Before submitting the manuscript, author(s) should check the following list:

1. The submission has not been previously published, nor is it before another journal for consideration
2. The submission file is in Microsoft Word file
3. Manuscript has been made in the light of Journal's author guidelines.
4. Author(s) has mention his or her name and affiliation in the main text
5. Author(s) has gone through the guideline of the journal.

Send your manuscript to the editor at:

All communications related to publications should be addressed to: ijosnios@gmail.com