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There should not be endnotes and footnotes.

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Manuscripts should be submitted as Word documents.

Bibliographical references should be arranged alphabetically and should be given at the end of the text in the following format.

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Mukherjee, J. K. (2005) *Principles and Goals of Integral Education*. Sri Aurobindo Ashram, Pondicherry.

Book with Two or Three Authors

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Book with More than Three Authors:

Bransford, J. D., et al. (2000) *How People Learn: Brain, Mind, Experience and School (Expanded Edition)*. National Academic Press, New York.

A Commission Report:

Delors, J. (1996) (Chairman) *Report of the International Commission on Education for the Twenty First Century*. UNESCO, Paris.

Edited Book

Cochran-Smith, M. & Zeichner, K. M. (Eds.) (2005) *Studying Teacher Education*. Lawrence Erlbaum Associates, Mahwah, New Jersey.

A Chapter in an Edited Book:

Jayaswal, S. R. (1974) Integral child education. In Dowestt, N. C. & Jayaswal, S. R. (Eds.), *Education of the Child*, 39-42. Sri Aurobindo Society, Pondicherry.

Articles:

Lomax, P. (1993) Management of training for education: An action research. *Journal of All India Association for Educational Research* 5, 2, 1-7, June.

(Titles of the journals should not be abbreviated)

Newspaper Article (Author an individual)

Mohanty, S. B. (1982, February 21) Is teacher training a farce ? *The Hindu*, p.14.

Newspaper Article (No individual as author)

New Puducherry Times (2009, May 22) Workshop on research paper writing at St. Christopher's College of Education, Chennai. p. 10.

Work by an Organisation

United Nations (1998) *The United Nations Decade for Human Rights Education, 1995-2004* (UN Document HR/PUB/DECADE/1997/1). Author, New York.

Conference Paper

Petegem, P.V. (2009) *Internal and external evaluation of schools: two sides of the coin called 'quality assurance of education*. Key note address delivered at the Annual Conference of the All India Association for Educational Research, Lucknow, India, December 28-30.

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In-text references should be mentioned in the in the text as: author, year of publication and page. Different categories are as follows:

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(Chaturvedi 2006, p.67)

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While citing first time: (Miyan, Fernandes, Passi, Malhotra, Patnaik & Mohanty2009, p.54)

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Authors with the same last name

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- Inadequate review of recent literature
- Mention of wrong facts and figures (For instance, elementary education is now fundamental right, manuscript mentions it as found in article 45 of Directive Principles)
- Inadequate discussion giving comparison of findings of the study conducted by the author(s) with the findings of other studies
- Reference mentioned in the text does not appear in the reference list at the end of the article.
- Reference in the text, let us say, “Hussain, 1997”, whereas the reference list at the end gives “Hussain, 1987”, for the same source.
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