

Manuscript Submission Guidelines of Panjab University Research Journal Social Sciences (PURJSS)

1. Editorial Correspondence

- Address all manuscripts and editorial correspondence to:
Chief Editor: Professor Deepak K. Singh
Department of Political Science, Panjab University, Chandigarh
Email: socialsciencejournal@pu.ac.in
- For editorial assistance, contact:
Editor: Professor Manvinder Kaur
Department cum Centre for Women's Studies and Development, Panjab University, Chandigarh
Email: manvinder@pu.ac.in

2. Editorial Policy

- Authors remain solely responsible for the views expressed in their contributions.
- The Editors or the Editorial Board are not responsible for any views expressed in the papers.

3. Submission Requirements

- Manuscripts must be original, unpublished, and not under review elsewhere.
- Manuscripts must be submitted electronically by email to socialsciencejournal@pu.ac.in.
- Manuscripts should not exceed 9,000 words, inclusive of all notes, references, tables, annexures, and appendices.
- Include an abstract of 150-200 words summarizing the research.
- Submissions should include the author's full name, affiliation, mobile number, postal and email addresses.

4. Copyright and Permissions

- Copyright for published articles will be held by PURJSS. Any reproduction requires written permission.
- Contributors are responsible for securing permissions for any third-party content (maps, images, software, etc.) used in the manuscript. PURJSS is not liable for copyright infringements.

5. General Guidelines

- Use A4 format, typed in Times New Roman, 12 pt font, with 1.5 line spacing.
- Text should be left-aligned with a 1.5-inch margin on the right.
- Minimize the use of italics and diacritical marks, but use them consistently.
- Use single quotation marks throughout and double quotes only within single quotes. Do not alter spelling in quotations.
- Quotations of 45 words or more should be set off from the main text, indented, and separated by a blank line above and below.

- Spell out numbers from one to ninety-nine; use figures for 100 and above. Use figures for exact measurements (e.g., 3 km, 9 per cent-not %).
- Use thousands and millions, not lakhs or crores.

6. Style Guideline

- Use terms like “twentieth century” and “1990s” (not 20th century or ’90s).
- Notes should be serially numbered footnotes, providing substantive information beyond mere references (except for website citations).
- The journal reserves the right to make stylistic and editorial changes in accepted manuscripts.

7. Figures, Tables, and Illustrations

- Prepare graphs, tables, and charts in MS Word or Excel (or equivalent formats).
- Label all tables and figures with a number and title (e.g., Table 1: Student Performance).
- Submit each table/figure on a separate sheet at the end of the manuscript.
- Cite all figures and tables sequentially in the text.

8. Footnotes and Endnotes

- Use footnotes numbered consecutively throughout the article.
- Notes should provide substantive information, not just references.
- Website sources may be included as brief notes.

9. Reproduction of Copyright material

- Contributors must comply with all copyright laws regarding third-party materials (maps, images, software).
- Authors are responsible for obtaining necessary permissions.
- Authors retain the right to use their work for non-commercial purposes, including in teaching and further research.
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10. References and Citation Style (APA 7th Edition)

- PURJSS follows the **APA 7th edition** referencing style strictly.
- **In-text citations** should include the author’s surname and year of publication, for example:
 - Single author: (Sarkar, 1987)
 - Two authors: (Ahmed & Gupta, 2010)
 - Three or more authors: (Sharma et al., 2021)
- For direct quotations, include the page number: (Sarkar, 1987, p. 145).
- For multiple citations within parentheses, separate by semicolons and arrange alphabetically by author surname:
 - (Ahmed, 1987; New York Times, 2005; Sarkar, 1987)

- The **References list** should be alphabetized by the surname of the first author and double-spaced with a hanging indent.
- Examples for common source types:

Book:

Author, A. A. (Year). *Title of book: Subtitle if any* (Edition if any). Publisher.

Example:

Sarkar, R. (1987). *Social change in India*. Oxford University Press.

Journal Article:

Author, A. A., & Author, B. B. (Year). Title of the article. *Title of Journal, Volume*(Issue), page range. <https://doi.org/xxxx>

Example:

Ahmed, S., & Gupta, R. (2010). Education and social change in rural India. *Journal of Social Sciences*, 15(2), 123–145. <https://doi.org/10.1234/jss.v15i2.5678>

Newspaper Article:

Author, A. A. (Year, Month Day). Title of the article. *Title of Newspaper*. URL

Example:

New York Times. (2005, March 15). Changing trends in urban development. *New York Times*. <https://www.nytimes.com/2005/03/15>

Website:

Author, A. A. (Year, Month Day). Title of webpage. Site Name. URL

Example:

World Health Organization. (2020, June 25). Mental health and COVID-19. WHO. <https://www.who.int/news-room>

11. Ethical Considerations

- Authors must ensure that their research adheres to ethical standards, including informed consent and confidentiality where applicable.
- All research involving human or animal subjects must have relevant ethical approvals.
- Disclose any conflicts of interest or funding sources.

12. Peer Review Process

- PURJSS operates a double-blind peer review system.
- Reviewers' comments will be shared with authors for revisions.
- Final decision rests with the editorial board.

13. Plagiarism Policy

- Manuscripts must be original and free from plagiarism.
- Submitted articles will be screened using plagiarism detection software.
- Any form of plagiarism will lead to rejection or retraction.

- Authors must avoid the use of AI in writing the paper and submit a certificate to the effect.

14. Contact for Support

For queries regarding submissions, please contact the editorial office:

Email: socialsciencejournal@pu.ac.in