

Guidelines to the Authors

The Public Administration Association of Nepal (PAAN) intends to invite all who wishes to submit articles for publication in PAAN Journal. Author shall send their article in an email to: paanjournal4@gmail.com. Following are the general guidelines to be provided for the information of authors:

- a) Article shall be either be a research/scholarly article, review article, report or viewpoint article. The content of the article shall be related to the Public Administration, Public Policy, Governance, Federalism, Management, Development etc. in National or International context.
- b) Articles should be original in nature, and it shall not have been published or submitted for publication elsewhere either in print or electronic media. Author should avoid Plagiarism of all kinds in their article. Author shall maintain at least 85% originality in their article. In case any article with more than the specified level of plagiarism is submitted for publication then, the author shall be blacklisted for next two years for the purpose of publishing the article submitted by him/her
- c) Article should be grammatically and technically corrected and shall be written in simple and concise manner which is understandable to the readers.
- d) The author shall be responsible for the accuracy of the information provided in the article.
- e) Abbreviation must be defined with the full form at the first instance of the text. When using abbreviation first, it must be written in complete equivalent and then in bracket, the term is used in the rest of the document.
- f) Article shall be written in following format:
 - **Language:** Article should be in English language only unless in some exceptional cases approved by the Editorial Board.
 - **Font:** Article should be in Times New Roman font style and 12 font size.
 - **Margin:** Page margin should be 1-inch on top, bottom and both sides of page.
 - **Spacing:** The line spacing should be set at 1.5 spacing and the space between two paragraphs must be 6 points before and after.
 - **Title:** The title should be self-explanatory and capture the essence of the text and should be few words as much as possible.
 - **Word Limit:** The article should be within 2,500 to 3,500 words excluding reference.
 - **Executive Summary:** A executive summary of the article with 100 to 150 words besides the main article shall be provided separately which shall be published as highlight in the article.
 - **Tables and Figures:** Generally, there should not be more than 5 table/figures in the article.
 - **Image:** Based on the content of article the maximum one image shall be used.
- g) Along with the article, author shall provide his/her brief profile (Full name of the author, academic and professional qualification, designation, and associated organization), and recent Passport size photograph.

- h) Article shall be written in following layout:
- **Title**
 - **Abstract/ Key Words**
 - **Introduction**
 - **Main Body** (Sub-Heading: Method, Result, Discussion, Table, Figures, Other Information)
 - **Conclusion**
 - **Reference**
- i) In case of use of Secondary data, tables and figures the source should be adequately disclosed. Only that data/information available in public domain which are reliable shall be used in the article. Source of content and data in article shall not have reference to the personal names of individuals or private organization which may dilute their image.
- j) Author should appropriately cite and give adequate referencing and footnote to any other author's work. Citation should be in any acceptable International Format but preferably the APA format (American Psychological Association) shall be followed for citation and referencing.
- k) After the article is received, preliminary review of the article will be conducted by Editorial Board. Thereafter, the article shall be sent for double blinded peer review process to Peer Review Committee (PRC). Author is required to make necessary changes and update their article as suggested by PRC within the specified time. PRC reserves the right to make further changes necessary to make the article suitable for publication.
- l) Maximum two article from the same author are permitted to be published in one Volume Year.
- m) Even after peer review, the Editorial Board reserves the right to publish or not to publish the Article in PAAN Journal.
- n) After the article is accepted for publishing in Journal, the author shall fill up the specified form "Declaration of Originality and Surrender of Copyright to The PAAN and Self Declaration on Conflict of Interest" in the format provided by the Editorial Board. The scanned copy of the same shall be sent to the Editorial Board via email to: paanjourn4@gmail.com. After publishing the article, it shall be property of PAAN and written approval from PAAN shall be obtained to reproduce the Article or any part of it.