Guidelines for Authors

1. Introduction

The Journal of Humanities and Social Sciences (JHS) publishes both theoretical and applied research articles and review articles mainly written by postgraduate research students of the PGIHS in the fields of Humanities and Social Sciences. The PGIHS encourages its research students and other researchers attached to universities and research institutes in Sri Lanka and abroad to use the JHS as an outlet for their research work. The Editorial Board of the JHS evaluates the general significance of research papers considering theoretical and practical applications where it is relevant in the selection of articles for publication.

2. Ethics:

Articles submitted to the journal should not have been published before in their current or substantially similar form, or be under consideration for publication in another journal. Authors of papers should obtain permission to reproduce a part of a paper, book and all matter such as maps, diagrams, figures and photographs if they are not their own original productions. Such letters of permission should be submitted to the Editor of the Journal before publication.

3. Copyright:

The copyright of articles and papers published in the journal is reserved for the JHS. Authors should obtain the permission, in advance, from the Editor of the Journal to reprint/reproduce whole or a part of the paper published in the journal.

4. Review Process:

Each paper is reviewed initially by the Editorial Board for the suitability of publication in the Journal. If judged suitable for publication, the paper will be sent to two reviewers for double blind peer review. On the recommendations of the reviewers, the Editorial Board of the journal decides whether the paper be accepted as it is, revised or rejected. The Editorial Board of the Journal has also reserved the right to copy editing papers accepted for publication.

5. Structure of Papers:

Research Articles may include the following sections:
Introduction, Literature Review, Methodology, Analysis / Discussion, Conclusions and References.

Review Articles may include the following sections:
Introduction and Background, the Body of the Paper, Conclusions and Future Direction and Literature Cited.

6. General Format

Title	Not more than 10 words
Abstract	Up to 100 words
Keywords	Up to 5-6 keywords given below the abstract
Type setting:	MS Word, Times New Roman,12 size, double-spaced, aligned left and unjustified, margins top and bottom 1" and left and right 1.25".
Headings and sub-headings:	Headings and sub-headings should be numbered using Arabic numerals and subheadings should be separated using bold and italic letters.
Paragraphs:	Paragraphs should be separated from headings /sub-headings by two carriage returns and should not extend to more than 100-150 words.
Units of measurements	Standard international units of measurement wherever it applies
Numbers:	All numbers under 10 should be spelt out in letters and all numbers of 10 or more should be rendered in digits; If a number is used at the beginning of a sentence, it should be spelt-out in letters;
Figures:	Charts, diagrams, drawings and photographic images, tables, etc. should be clear in quality, in black and white, numbered consecutively with Arabic numerals, and provided with the source
Abbreviations:	The details of the abbreviation should be given when it appears first.
Notes:	Notes should be kept minimum and given as Footnotes
Referencing	Referencing in the text should follow the Harvard style.

Reference list	All references should be listed at the end of the article single-spaced, in alphabetical order first and then chronological order and in the following form (examples):	
	Books	Babbie, E. (2004), *The Practice of Social Research*, CA: Thomson.
	Book Chapters	Baker, C.J. (1975), "Temples and Political Change" in Baker, C.J. and Washbrook, D.A. (Eds.), *South India: Political Institutions and Political Change 1880-1940*, India: Macmillan, pp.69-97.
	Journal articles	Kawamura, S. (2016), "The Politics of Studying Religion in Modern Japan- Review of the Intervention of Religion in Japan" *Religious Studies Review*, Vol. 42 No 4, pp 233-315.
	Working papers	Gallego, A.J. and Ott, D. (2015), "50 Years of Later: Reflections on Chomsky's Aspects", MIT Working Papers in Linguistics, No. 77. MIT.
	Published conference proceedings:	Jakkilink, R. (2007), "Information and Communication Technologies in Tourism" 2007 Proceedings of International Conference in Ljubljana, Sloveniya 2007, Vienna, Springer-Verlag, pp. 12-32.
	Unpublished conference proceedings	Aumueller, D. (2005), "Semantic authoring and retrieval with wiki", a paper presented at the European Semantic Web Conference, Heraklion Crete, 29 May-1 June, available at : http://dbs.unileipzig.de/ file/aumueller 05wiksar.pdf (accessed 20 February 2007).
	Encyclopedia entries (un authored)	Encyclopedia Britannica (1926), "Psychology of culture contact", Vol 1, 13th ed., London and New York, Encyclopedia Britannica, pp. 765-771. [for authored entries, please refer to book chapter guidelines above].
	Newspaper articles	Smith, A. (2008), "Money for old rope", Daily News, 21 January, pp.1, 3-4. If unauthored; Daily News (2010), "Small change", 20 April, p. 2.
	Electronic sources	Castle, B. (2005), "Introduction to web services for remote portlets", available at: www.128.ibm.com/ developerworks/ library/ws-wsrp (accessed 12 November 2007).

Length of Papers	Papers/articles should not normally be less than 4000 words and not more than 10,000 words inclusive of footnotes but excluding references.

7. First Submission:

- <u>Three copies</u> of article/paper should be sent to Editor, The Journal of Humanities and Social Sciences (JHS), PO Box 71, Peradeniya 20400, Sri Lanka or handover to AR/PGIHS. A softcopy of the paper (MS Word) could be sent to the Editor through <u>info@pgihs.lk</u>.

- Authors should provide the following information in a separate sheet**:**
  <u>Title</u>, A brief autobiographical note of each author including <u>full name</u>, <u>affiliations</u>, <u>address for all correspondence</u>, <u>telephone and fax numbers, e-mail addresses, and Acknowledgement</u> (if any). In the case of multiple authors, one author should be identified as the corresponding author.

- The article/paper, which will be sent to reviewers, should include the following: <u>Title</u>, <u>Abstract</u>, <u>Keywords</u>, <u>Text</u>, and complete list of <u>References</u>. The author(s) should not be identified anywhere in the text.

8. Final Submission:

Once accepted for publication, the authors are required to send the final version of articles/papers in both MS Word and PDF formats as attachments to an e-mail or to be supplied on a CD-ROM. Final submission guidelines will be provided when an article/a paper is accepted for publication. The manuscript will be considered to be the definitive version of the article. The corresponding author must ensure that it is complete, grammatically correct and free from spelling or typographical errors.