



INSTRUCTION TO AUTHORS

Journal of Institute of Science and Technology (JIST)
Institute of Science and Technology (IOST)
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SCOPE

Journal of Institute of Science and Technology (JIST) is a peer-reviewed multidisciplinary science journal published by Institute of Science and Technology (IOST), Tribhuvan University (T.U.), Kathmandu, Nepal. It is published in two issues a year (the first issue: January-June and the second issue: July-December). JIST publishes original research papers, review articles, short communications/reports/notes/comments and letters to the editor on all topics of different subjects of Science and Technology viz. botany, chemistry, computer, environment, geology, hydrology/meteorology, mathematics, microbiology, physics, statistics, zoology and allied fields. JIST is indexed in NepJOL (<https://www.nepjol.info/index.php/JIST>) and is ranked as TWO STARS by INASP Journal Publishing Practices and Standards (JPPS).

Authors are kindly requested to check final paper thoroughly before submitting – that you have fulfilled all requirements stated in the instructions.

Specific points to note:

- *The manuscript should be in grammatically correct English language (preferably British). Text title (12 pt. Uppercase) and subtitles (10 pt. Sentence case) and text 10 pt., table and figure captions 9.5 pt. (Bold) in Times New Roman. Do not give numbers for title and subtitle.*
- *The length of the paper including tables and figures should preferably not exceeding 5-10 typed pages for original article and 3-4 pages for short communications.*
- *The manuscript in word file with table(s) and figure(s) inserted in the main text in appropriate position but high quality JPEG or TIFF files should be sent separately.*
- *The text should be double spaced with margin at least 3 cm in A4.*
- *Paragraphs should be separated by a blank space.*
- *Enter the page number on every page.*
- *Language should be precise, clear without redundant words.*
- *Binomial names of organisms should be spelled full in the first use.*

Instructions for preparing manuscripts

Manuscripts

A full-length paper should normally be divided into the following parts: Title, Authors' names and corresponding address with email, ABSTRACT, **Keywords** (5 words), INTRODUCTION, MATERIALS AND METHODS (or MODELS AND DATA), RESULTS, DISCUSSION (or RESULTS AND DISCUSSION or APPLICATIONS), CONCLUSION, ACKNOWLEDGEMENTS, REFERENCES and ANNEXURES if any

Title: Titles should indicate the content of the manuscript, serve as a guide to reference librarians, and facilitate communication. It should be concise, meaningful, and clear. Subtitles may be used whenever needed.

Author(s): The full name of the author(s) should be written centre aligned, below the title. Authors' list should include only those who have made a substantial contribution to design and execution of the work and the writing of the manuscript. Authors should identify the name and address of the author to whom correspondence should be sent.

ABSTRACT: Abstract should be understandable by itself, and briefly explain the main messages of the paper. It must contain experimental question, method, major findings and conclusions not exceeding 250 words.

INTRODUCTION: The purpose of your research should appear in the Introduction. State the questions you sought to answer, and provide pertinent information of previous findings for those questions.

MATERIALS AND METHODS: Provide sufficient information clearly to allow someone to repeat your work. A clear description of your experimental design, sampling procedures, and statistical procedures should be described. Give the model number for equipment used (if any).

RESULTS: Results should be stated concisely, do not interpret your findings.

DISCUSSION: Differentiate the results of your study from data obtained from other secondary sources. Interpret your results, relate them to the results of previous research, and discuss the implications of your results.

CONCLUSION: State clearly the main conclusions of the research and give a clear explanation of the importance and relevance.

ACKNOWLEDGEMENTS: Acknowledge only those who have made an important contribution to the study. Many contributions justify acknowledgement such as technical help, financial support, sources of materials, and persons who have contributed intellectually to the development of the manuscript. Do not acknowledge anyone who has no contribution.

REFERENCES: List all cited References alphabetically. A blank line should be inserted between two references.

Tables, figures, Pictures, Equations

The tables and figures should be clearly marked with self-explanatory notes and figure legends. Figure and table captions should be given below and above respectively. Figures and illustrations should be in JPEG/TIFF (at least 300 dpi resolution) format. Each figure and table should be linked with the text. Figure and Table number should be in sequence, using Arabic numerals – i.e. Fig. 1. 2., 3., etc., Table 1., 2., 3., etc.). Equations should be written in Equation Editor/Math Type. They should be clearly numbered. All the new symbols must be clearly explained.

Metric units: for all kind of measurements would be preferred.

Biological taxonomic treatments: Scientific names and taxonomic treatments by the concerned author should follow International Code of Nomenclature for algae, fungi, and plants (CN), International Code of Zoological Nomenclature (ICZN), International Code of Nomenclature of Bacteria (ICNB), International Code of Nomenclature for Cultivated Plants (ICNCP) and International Committee on Taxonomy of Viruses (ICTV).

Citation

Before submitting the manuscript, please check each citation in the text against the References and vice-versa to ensure that they match exactly. Citations in the text should be formatted as follows (APA, 6th edition referring style): Aryal (2014), Gotelli and Ellison (2004), Ghale *et al.* (2019) and when used in parenthesis (Bhattarai, 2019, 1998; Bottino & Sharma, 1983).

References

Journal

Surname, Given Name Initial. Second Name Initial (if any). Published Year in bracket. Paper Title (sentence case). *Full Journal Name (italics)*, Volume No.(Issue No.), (blank space) xx-xx (page ranges without spacing).

Aryal, T. R. (2014). Population projection under changing fertility conditions. *Journal of Institute of Science and Technology*, 19(2), 86-88.

Ghale, D. B., Bohara, N. B., Duwal, N., & Bhattarai, J. (2019). Investigation on the mineralogical phase of ancient brick samples of Kathmandu valley (Nepal) using XRD and FTIR analysis. *Rasayan Journal of Chemistry*, 12(2), 402-408.

Book

Gotelli, N. J., & Ellison, A. M. (2004). *A primer of ecological statistics*. Sunderland, Massachusetts, USA: Sinauer Associates, Inc.

Edited Book

Sutherland, W. J. (Ed). (2006). *Ecological census techniques: A handbook* (2nd ed.). Cambridge, United Kingdom: Cambridge University Press.

Book Chapter

Ohtsuka, T. (2007). Introduction to Corrosion Engineering. In T. Akiyama, M. Iguchi, K. Kurokawa, K. Matsuura, T. Mohri, S. Ohnuki, ...S. Ukai (Eds.), *Frontiers of materials science* (pp. 129-150). Tokyo, Japan: Ohmsha, Ltd.

Report

Bhattarai, J. (2019). *Investigation on physico-chemical and sintering properties of ceramic tiles and bricks available in local market of Kathmandu Valley*. The University Grants Commission-Nepal, Sanothimi, Bhaktapur, Nepal. p. 121.

Conference paper

Swar, D. B. (2008). History of rainbow trout (*Oncorhynchus mykiss*) introduction in Nepal. In T. B. Gurung (Ed.), *Proceedings of 1st national workshop on scaling up rainbow trout (Oncorhynchus mykiss) farming strategies in Nepal* (pp. 21-24), Kathmandu, Nepal. Retrieved from www.researchgate.net/publication/233733112.

Thesis/Dissertation

Bhattarai, J. (1998). *Tailoring of corrosion-resistant tungsten alloys by sputtering* (PhD Thesis). Department of Materials Science, Faculty of Engineering, Tohoku University, Japan.

The manuscript should be sent to the following address (most preferably by e-mail):

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Submission Preparation Checklist

As a part of the submission process, authors are required to check off their submission's compliance with all of the following items, and [submissions](#) may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file is in Open Office, Microsoft Word, RTF, or WordPerfect document file format.
3. Where available, URLs for the references have been provided.
4. The text is double-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
5. The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
6. If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

Peer Review Process

Following the submission of manuscript to the journal, the editorial board will check whether the submitted manuscript is appropriate for journal or not. The chief editor will assign the article to reviewer corresponding to the expertise of the reviewer. Generally the article is sent to two reviewers; however in the situation where it is deemed necessary, third reviewer will also be assigned. The reviewers are given two weeks period for reviewing the article. Double blind peer review is applied for the article submitted by the author within the country while as single blind peer review is applied for the submitted article by the author outside the country. Once the author submits the corrected paper addressing the reviewers comment, it will be sent to the corresponding reviewers again to decide whether the manuscript has potential for acceptance. Authors should incorporate all questions or should defend (clarify) reviewers' comments. However the final decision to accept paper for publication is taken by the chief editor.

Guideline to Reviewers

Reviewers are requested to evaluate manuscript into worth-publishing with or without minor or need major revision based on the following broad criteria:

- The manuscript makes compelling arguments/presents interesting and innovative findings or proposes ideas or views based on a thorough research and substantive analysis of data/primary sources/secondary sources, etc.
- The argument/ finding/ proposition is interesting, worth considering and has promise to contribute to the scholarship in the field of research.
- The manuscript is based on research and uses credible scholarly sources; if based on primary research, it has adapted the reliable methods of sampling, selection and interpretation of the data presented.
- The manuscript has a broader range and scope enough to interest those readers who may not have specialized knowledge or interest in the area/subject/issue discussed.
- The writing is effective, interesting and good enough to merit publication in an academic research journal.
- The manuscript incorporates current and reliable sources and engages with the current scholarly debates in the field.
- The manuscript promises to contribute to the existing knowledge and scholarship in the field.