

# **Mangal Research Journal Guidelines**

## **Call for Paper (2025)**

Mangal Research Journal (MRJ) is a peer reviewed journal of Mangal Multiple Campus (MMC) aims at enhancing the capability of teachers to write research papers in several fields. MRJ, a multidisciplinary journal with readership comprised of both teachers and researchers who work in schools, colleges and universities, publishes research articles in the subject of education, sports, health and physical education, psychology, English and Nepali language teaching, business and management, economics, and media studies. The Research Management Cell (RMC) invites researchers, scholars and authors from home and abroad to submit their original and professionally relevant papers to publish in the forthcoming issue of MRJ.

There will be a roster of experts for peer review which will be kept confidential. The RMC will screen all the submitted manuscripts and correspond directly with authors on the acceptance of their papers. Authors shall not submit manuscripts that are under consideration for publication elsewhere. Authors are asked to send their finalized hard copy and/or mail soft copy as an email attachment in a MS word file to [rmc@mangalcampus.edu.np](mailto:rmc@mangalcampus.edu.np) by 30<sup>th</sup> August, 2025 (2082, Bhadra 14 ).

**Article Processing Charge (APC):** No

**License :** CC-BY

**Copyright**

© Mangal Research Journal

**Manuscript Layout and Submission**

**Guidelines to Authors**

As a peer reviewed journal, Mangal Research Journal requires the contributors to follow the guidelines given below during their submissions. Please note that Mangal Research Journal is a double blind peer-reviewed journal. You are obliged to upload an anonymized version of your manuscript.

- Do not write author's name in the manuscript until the RMC selects the article for consideration.
- Typewrite the manuscript in Times New Roman font size 12, double-spaced, leaving 1-inch margins on all sides, either printed or printable in A4 size paper. Use Preeti font size 16 for Nepali version.
- The appropriate length for the main body of text should be 3000 to 4000 words, excluding abstract, references, tables and figures and keep in notice to professionally editing your manuscript before making your submission.
- Follow the recommendations of APA, seventh edition (2019).
- More than 30 per cent plagiarism will not be accepted for publication.
- Two anonymous reviewers will peer-review the manuscript. The editorial board will notify the author about the review processes.
- The editorial board keeps authority to either publish the accepted article or reject it upon not meeting the requirements of publishable article.
- The final decision on whether to accept or reject the article is taken by the RMC based on the editorial board and peer reviewers.

### **Format of the Empirical Study**

The manuscript sections should be organized in the following order:

- A. Title page
- B. Abstract
- C. Keywords
- D. Text Outline

#### **A. Title Page**

Prepare a title page that contains the following information:

1. The title should be concise, informative and simple.
2. Author(s)' name(s); please indicate the corresponding author.
3. Full affiliation(s); please indicate the mailing address, work telephone and fax number, and e-mail address of the corresponding author.

## **B. Abstract**

The abstract needs to provide a brief but comprehensive summary of the contents of your paper. It provides an overview of the paper and helps readers decide whether to read the full text. The abstract should be concise and complete in itself without reference to the body of the paper. The abstract should be a single paragraph, double-spaced. It should contain a brief description of study objective, method, results and conclusion. Limit your abstract to 250 words.

Few authors worry about using in-text citation in abstract section. There are some circumstances where you might need to mention other sources in an abstract: for example, if your research responds directly to another study or focuses on the work of a single theorist. In general, though, don't include citations unless absolutely necessary. (See for details <https://www.scribbr.com/frequently-asked-questions/citing-sources-in-an-abstract/>)

## **C. Keywords**

Keywords are words or phrases that you feel capture the most important aspects of your paper. Keep your key words in line with your abstract APA 7<sup>th</sup> edition. You may also want to write keywords from your paper in your abstract. For this, indent as you would to write a new paragraph. Type your Keywords in italics, followed by the keywords in lowercase (capitalize proper nouns), separated by commas. Second line (if needed) is not indented. Following APA 7th edition guidelines, the phrase Keywords is to be in italics with a colon, followed by the keywords or phrases separated by commas. After the last keyword, no punctuation is used. List around 3-6 key words.

Example:

*Keywords:* library research guides, LibGuides, APA 7th edition, citation styles

## D. Text Outline

Text of a paper must include headings and, if necessary, subheadings to organize the content.

1. Introduction
2. Method

The APA methods section is a very important part of your academic paper since it shows the methods and procedures you used for the study. Other researchers will use the methods section to see exactly how you conducted your experiments.

The APA methods section covers the **participants, materials, and procedures**. By participants is meant study participants, sampling methods and sample size clearly and in detail.

In this part of the method section, you should describe the participants in your experiment, including who they were, how many there were, and how they were selected. Under the 'Participants' heading of the APA methods section, you should state the relevant demographic characteristics of your participants (such as sex, age, ethnicity, or religion). If you utilized random selection to choose your participants, it should be noted here.

For example: "We randomly selected 100 children from elementary schools near the University of Arizona."

(See for details <https://www.verywellmind.com/how-to-write-a-method-section-2795726>)

Under the Materials heading, readers also need to know the materials you used for the study. This part of the APA methods section will give other researchers a good picture of the methods used to conduct the study. Here, you should indicate the instruments used in the study, as well as the constructs they were meant to measure. Some of these are inventories, scales, tests, software, and hardware. Make sure you cover the aspects- validity and reliability.

The Procedure heading should indicate the methods you used to carry out the research, process the data, and analyze the results. When reporting the research design, you should mention the **framework** of the study. This could be **experimental, longitudinal, correlational, or descriptive**.

Likewise, data collection is the systematic gathering of observations and measurements; hence you have to describe all procedures used in this process.

### 3. Results and Discussion

The **Results** chapter or section simply and objectively reports what you found, without speculating on why you found these results. The **Discussion** interprets the meaning of the results, puts them in context, and explains why they matter.

RESULTS are the presentation of data and hence findings or investigations. DISCUSSION provides the explanation and interpretation of results or findings by comparing with the findings in prior studies.

The results section is a section containing a description about the main findings of a research, whereas the discussion section interprets the results for readers and provides the significance of the findings.

The **Results** (or **Findings**) section is where the authors provide the data collected during their study. The **Discussion** section is where the authors indicate the significance of their results. They answer the question, “Why did we get the results we did?” This section provides logical explanations for the results from the study.

For better results, you should write figures and tables clearly so that your readers understand the message. Outline, in the discussion section, your thoughts to defend your research and to emphasize the significance of your research. Always manage good writing, clear argumentations, and logical explanations to support your conclusion.

Guidelines may differ across journals. Some journals may require the results and discussion to be a combined section whereas others may require them to be separate sections.

Keep in mind the following points when you want to separate the Results and Discussion in your manuscript:

1. Stick to presenting your data in the results section.
2. Explain your results in the discussion section.
3. Information given in the results section should not be repeated in the discussion section.

Your **Results** should include:

1. Key outcomes of your study.
2. Statistical analyses that represent the significance.
3. A visual representation of your data using figures, tables and graphs whenever possible. Do not represent the same data twice. Choose between a table or a figure to represent your data. Avoid using both.

Include in **Discussion** the following:

1. Explain any surprising, unexpected, or inconclusive result(s).
2. List all major findings of your study.
3. Interpret and explain the findings effectively.
4. Relate to what others have done.

In **qualitative research**, results and discussion are sometimes combined. The combined approach discusses results immediately after presenting them, thus saving readers the time they would have otherwise spent on switching between sections. But in quantitative research, it's considered important to separate the objective results from your interpretation of them.

#### **4. Conclusion and Recommendations**

In this section, you are required to help the reader understand why your research should matter to them after they have finished reading your paper. Keep in mind that conclusion is a summary of your points or a re-statement of your research problem and a synthesis of key point both. Moreover, one well-developed paragraph is sufficient for a conclusion, although in some cases, a two-or-three paragraph conclusion may be required.

A recommendation is a specific action or set of actions proposed based on the findings and conclusions of the evaluation. Recommendations should be practical, feasible, and tailored to the needs of the stakeholders who will be implementing them. They should be supported by evidence and aligned with the goals of the program, project, or intervention being evaluated.

Recommendations often provide guidance on how to improve the effectiveness or efficiency of the program, project, or intervention, and they can help to inform decision-making and resource allocation. Recommendations can also serve as a roadmap for future planning and implementation and can help to ensure that the program or initiative continues to achieve its intended outcomes over time.

You are suggested to read the following before writing recommendations in a research paper:

Many students put in a lot of effort and write a good report however they are not able to give proper recommendations. Recommendations in the research paper should be included in your research. As a researcher, consider the following:

**Recommendations in the research paper** should be the objective of the research. Therefore at least one of your objectives of the paper is to provide recommendations to the parties associated or the parties that will benefit from your research. For example, to encourage higher employee engagement HR department should make strategies that invest in the well-being of employees. Additionally, the HR department should also collect regular feedback through online surveys.

**Recommendations in the research paper** should come from your review and analysis. For example, it was observed that coaches interviewed were associated with the club were working with the club from the past 2-3 years only. This shows that the attrition rate of coaches is high and therefore clubs should work on reducing the turnover of coaches.

**Recommendations in the research paper** should also come from the data you have analysed. For example, the research found that people over 65 years of age are at greater risk of social isolation. Therefore, it is recommended that policies that are made for combating social isolation should target this specific group.

**Recommendations in the research paper** should also come from observation. For example, it is observed that Lenovo's income is stable and gross revenue has displayed a negative turn. Therefore, the company should analyse its marketing and branding strategy.

**Recommendations in the research paper** should be written in the order of priority. The most important recommendations for decision-makers should come first. However, if the recommendations are of equal importance then it should come in the sequence in which the topic is approached in the research.

**Recommendations in a research paper** if associated with different categories then you should categorize them. For example, you have separate recommendations for policymakers, educators, and administrators then you can categorize the recommendations.

**Recommendations in the research paper** should come purely from your research. For example, you have written research on the impact on HR strategies on motivation. However, nowhere you have discussed Reward and recognition. Then you should not give recommendations for using rewards and recognition measures to boost employee motivation.

The use of bullet points offers better clarity rather than using long paragraphs. For example this paragraph “It is recommended that Britannia Biscuit should launch and promote sugar-free options apart from the existing product range. Promotion efforts should be directed at creating a fresh and healthy image. A campaign that conveys a sense of health and vitality to the consumer while enjoying biscuit is recommended” can be written as:

- The company should launch and promote sugar-free options.
- The company should work towards creating a fresh and healthy image.
- The company should run a campaign to convey its healthy image.

The inclusion of an action plan along with recommendation adds more weightage to your recommendation. Recommendations should be clear and concise and written using actionable words. Recommendations should display a solution-oriented approach and in some cases should highlight the scope for further research.

(See for details <https://edblogs.olemiss.edu/msevans3/how-to-write-recommendations-in-a-research-paper/>)

## **5. Acknowledgments**

The Acknowledgements section is an important part of a research paper. By acknowledging people for their efforts and contributions, you demonstrate your integrity as an academic researcher. In addition, crediting other people for their help can also increase their presence in the academic world. If you need help with your submissions then please contact any of the editorial board members of MRJ. There is no requirement to acknowledge our editorial support for your paper but if you would like to please include the following sentence in the Acknowledgments section: “English Language editing and review services supplied by Mangal Editorial Board”. Moreover, keep in notice; the Acknowledgments section for papers is usually presented at the back, most probably before References section.



## 6. References

Apply American Psychological Association (APA) style and formatting guidelines for a References section.

### Formatting the References Section: APA General Guidelines

1. Include the heading 'References', centered at the top of the page. The heading should not be boldfaced, italicized, or underlined.
2. Use double-spaced type throughout the References section, as in the body of your paper.
3. Use hanging indentation for each entry. The first line should be flush with the left margin, while any lines that follow should be indented five spaces. Note that hanging indentation is the opposite of normal indenting rules for paragraphs.
4. List entries in alphabetical order by the author's last name. For a work with multiple authors, use the last name of the first author listed.
5. List authors' names using this format: Smith, J. C.
6. For a work with no individual author(s), use the name of the organization that published the work or, if this is unavailable, the title of the work in place of the author's name.
7. For works with multiple authors, follow these guidelines:
  - For works with up to seven authors, list the last name and initials for each author.
  - For works with more than seven authors, list the first six names, followed by ellipses, and then the name of the last author listed.
  - Use an ampersand before the name of the last author listed.
8. Use title case for journal titles. Capitalize all important words in the title.
9. Use sentence case for all other titles—books, articles, web pages, and other source titles. Capitalize the first word of the title. Do not capitalize any other words in the title except for the following:
  - Proper nouns
  - First word of a subtitle
  - First word after a colon or dash
10. Use italics for book and journal titles. Do not use italics, underlining, or quotation marks for titles of shorter works, such as articles.

(See for detailed guidelines <https://open.lib.umn.edu/writingforsuccess/chapter/13-3-creating-a-references-section/>)

11. For citation and referencing in Nepali, please visit

<file:///C:/Users/PC/Downloads/citationandreferencing-210310101328.pdf>

### **In-text Citation**

A key expectation of academic work is that what you submit is your own, and that you appropriately source words and ideas that are not your own. In addition, any time you use someone else's words or ideas (which you do in most academic papers), you need to be careful to track them through your research and drafting phases, attribute them in your writing phases, and ensure they are correctly cited during your final polishing phases.

(See for details <https://www.antioch.edu/departments/writing-centers/virtual-writing-center/using-sources-avoiding-plagiarism-academic-honesty/>)

## **APA Quick Citation Guide**

Include an in-text citation when you refer to, summarize, paraphrase, or quote from another source. For every in-text citation in your paper, there must be a corresponding entry in your reference list.

Here are a few examples.

APA in-text citation style uses the author's last name and the year of publication, for example: (Field, 2005).

**For direct quotations**, include the page number as well, for example: (Field, 2005, p. 14).

**For sources such as websites and e-books that have no page numbers**, use a paragraph number, for example: (Field, 2005, para. 1).

**For sources with no date use n.d.** (for no date) in place of the year: (Smith, n.d.).

**Web page with author:**

**In-text citation**

Heavy social media use can be linked to depression and other mental disorders in teens (Asmelash, 2019).

### **Reference entry**

Asmelash, L. (2019, August 14). *Social media use may harm teens' mental health by disrupting positive activities, study says*. CNN. <https://www.cnn.com/2019/08/13/health/social-media-mental-health-trnd/index.html>

### **Web page with organizational author:**

More than 300 million people worldwide are affected by depression (World Health Organization, 2018).

### **Reference entry**

World Health Organization. (2018, March 22). *Depression*. <https://www.who.int/en/news-room/fact-sheets/detail/depression>

**One author:** (Field, 2005)

**Two authors:** (Gass & Varonis, 1984)

**Three or more authors:** (Tremblay et al., 2010)

(See for details <https://guides.libraries.psu.edu/apaquickguide/intext>)

**Tables and Figures:** Up to 5 tables, figures, graphs, and illustrations are allowed. Refer to all tables, figures, graphs, and illustrations by number within the text and include them at the end of the article, after the list of references, in the order in which they were cited in the text.

Tables should supplement, not duplicate, the text. Prepare table files in Word format. Number tables in the order in which they are mentioned in the text. Place each table on a separate page. Save large tables in separate files. Explain in footnotes all non-standard abbreviations used in each table. When p values are reported, use the asterisk (\*) for the p values.

Prepare figures in PDF format. Save each figure in a separate file (i.e., if there are 5 figures in the manuscript, 5 figure files should be submitted along with the text file). Place figure legends, double-spaced, at the end of the text file, after the tables; if there are no tables, the figure legends should follow the list of references.

For your convenience, please verify your Nepali in-text citations and references with the ones in Mangal Research Journal, Vol.1- 3.

## **Copyright**

© Mangal Research Journal [rmc@mangalcampus.edu.np](mailto:rmc@mangalcampus.edu.np)

Please, upon acceptance of your paper, you are required to transfer your copyright to Mangal Research Journal (MRJ). You will be asked to complete the Copyright Transfer Agreement (Mangal Research Journal will send you one) if your paper is accepted for publication. This is notified that publication cannot proceed without a signed copy of Agreement.

If you have any questions, please email us at [rmc@mangalcampus.edu.np](mailto:rmc@mangalcampus.edu.np)

**Research Management Cell**  
**Mangal Multiple Campus**