

The Journal of Humanities and Social Sciences (JHS)
Postgraduate Institute of Humanities and Social Sciences (PGIHS)
University of Peradeniya

Guidelines for Authors

1. Introduction

The Journal of Humanities and Social Sciences (JHS) publishes previously unpublished high-quality research in the humanities, the social sciences and allied fields. While its primary objective is to serve as the publication platform for research work of the Postgraduate Institute of Humanities and Social Sciences, it also encourages 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 takes into account the theoretical contribution and, where relevant, applicability of the findings when considering articles for publication.

2. Publication 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 a journal/book or any other form. Authors of papers should properly acknowledge the original source information.

3. Copyright

The copyrights of articles and papers published in the journal are reserved by the JHS. Authors should obtain permission, in advance, from the Editor of the Journal to reprint/reproduce a whole or a part of a paper published in the journal. Publication of the main chapters of an MPhil or a PhD thesis/dissertation in internationally accepted journals/ edited volumes must be done as a joint publication. In the event the supervisor's name is not included in the article written concurrence must be provided by the primary author.

4. Review Process

Each paper is evaluated initially by the Editorial Board for suitability for publication in the Journal. If judged suitable for publication, the paper will be sent to two

reviewers for double 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 reserves the right to copy editing papers accepted for publication. When there is a significant discrepancy in the recommendations of the two reviewers, the article shall be sent to a third reviewer. In such a case, the decision shall be made based on the two closest review reports.

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 references.

6. General Format

Title	Less than 10 words
Abstract	Less than 300 words
Keywords	Up to 4-6 keywords given below the abstract
Type setting:	MS Word, Times New Roman, 12 size, single-spaced/ 1.15, aligned left and unjustified, margins top and bottom 1" and left and right 1.25".
Headings and sub-headings:	Headings and sub-headings no need to be numbered.
Length of Papers	Papers/articles should not normally be less than 3,000 words and more than 6,000 words This word limit includes words in the title, names of authors, affiliations, and references.
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.
Referencing	Referencing in the text should follow the Harvard style

Example reference list

Book with one author

Adair, J. (1988) *Effective time management: How to save time and spend it wisely*, London: Pan Books.

Book with two authors

McCarthy, P. and Hatcher, C. (1996) *Speaking persuasively: Making the most of your presentations*, Sydney: Allen and Unwin.

Book with three or more authors

Fisher, R., Ury, W. and Patton, B. (1991) *Getting to yes: Negotiating an agreement without giving in*, 2nd edition, London: Century Business.

Book – second or later edition

Barnes, R. (1995) *Successful study for degrees*, 2nd edition, London: Routledge.

Book by same author in the same year

Napier, A. (1993a) *Fatal storm*, Sydney: Allen and Unwin.

Book with an editor

Danaher, P. (ed.) (1998) *Beyond the ferris wheel*, Rockhampton: CQU Press.

If you have used a chapter in a book written by someone other than the editor

Byrne, J. (1995) 'Disabilities in tertiary education', in Rowan, L. and McNamee, J. (ed.) *Voices of a Margin*, Rockhampton: CQU Press.

Books with an anonymous or unknown author

The University Encyclopedia (1985) London: Roydon.

Written course material, for example distance learning unit material

Dhann, S. (2001) CAE0001LWR Unit 5: Note taking skills from lectures and readings, Exeter: Department of Lifelong Learning.

OR, IF THE AUTHOR IS UNKNOWN

Department of Lifelong Learning (2001), CAE0001LWR Unit 5: Note taking skills from lectures and readings, Exeter: Author.

(NB – 'Author' at the end means that the publisher is the same as the author)

Government publications

Department for Education and Employment (DfEE), (2001) *Skills for life: The national strategy for improving adult literacy and numeracy skills*, Nottingham: DfEE Publications.

Conference papers

Hart, G., Albrecht, M., Bull, R. and Marshall, L. (1992) 'Peer consultation: A professional development opportunity for nurses employed in rural settings', *Infront Outback – Conference Proceedings, Australian Rural Health Conference, Toowoomba*, pp. 143 – 148.

Newspaper articles

Cumming, F. (1999) 'Tax-free savings push', *Sunday Mail*, 4 April, p. 1.

OR, IF THE AUTHOR IS UNKNOWN

'Tax-free savings push', *Sunday Mail* (4 April 1999), p. 3.

Journal article

Muller, V. (1994) 'Trapped in the body: Transsexualism, the law, sexual identity', *The Australian Feminist Law Journal*, vol. 3, August, pp. 103-107.

Journal article with both volume and issue number

Muller, V. (1994) 'Trapped in the body: Transsexualism, the law, sexual identity', *The Australian Feminist Law Journal*, vol. 3, no. 2, August, pp. 103-107.

Journal article from CD-ROM, electronic database, or journal

Skargren, E.I. & Oberg, B. (1998) 'Predictive factors for 1-year outcome of lowback and neck pain in patients treated in primary care: Comparison between the treatment strategies chiropractic and physiotherapy', *Pain [Electronic]*, vol. 77, no. 2, pp. 201-208, Available: Elsevier/ScienceDirect/ O304-3959(98)00101-8, [8 Feb 1999].

7. First Submission

- A softcopy of the paper (MS Word) should be sent to the JHS by email at jhs@pgihs.ac.lk
 - **Authors should provide the following information in a separate sheet:**
Title a brief biographical note of each author including full name affiliations address for all correspondence, telephone and e-mail addresses and Acknowledgement (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: Title Abstract Keywords, Text and a complete list of References. The author(s) should not be identified anywhere in the text.
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8. Final Submission

Once accepted for publication, the authors are required to send the final version of articles/papers in both MS Word. The manuscript submitted shall be the definitive version of the article. The author/s must ensure that it is complete, grammatically correct and free from spelling or typographical errors. Authors are also responsible for responding to subsequent editorial comments in a timely manner.