

Submission Criteria

The journal accepts and publishes the academic papers that meet the following criteria:

- The paper contains hitherto unpublished original material of sufficient value and interest to the practitioners and researchers of the relevant field.
- The paper is concise with clear account of the research work.
- The paper includes detail of the work and reference to source of information sufficient to permit the reader to reproduce the work or verify the accuracy of the information given in the paper.
- Manuscript submitted should not be copyrighted nor being submitted or accepted anywhere else.
- Plagiarism in any form is not allowed and the authors should be responsible for their papers themselves seriously.

Preparation of Manuscript

- The manuscript will follow the format described below in Manuscript Format Guidelines.
- The manuscript should have a short and succinct title, a concise abstract with keywords.
- The main body of the text will have a good introduction of the paper at the beginning. Simple language, short sentences and good use of section headings help to communicate information more effectively. Figures are important in aiding the clarity of the paper.

Manuscript Format Guidelines

- **Type area:** The manuscript should be in A4 size paper with 25 mm margin on top and bottom and 20 mm on right and left.
- **Script:** The manuscript must use Times New Roman of 10.5 font size in English. Adjust line spacing to accommodate 50 lines in the page. Hand written manuscripts will not be accepted.
- **Page Number:** Number all pages starting with the title page.
- **Length:** Papers should not exceed 8-page length including figures, tables, endnotes and references. Provide justifications in the cover letter if your manuscript is longer.

- **Title Page:** The first page must contain the title of the paper, authors' full name/s, affiliation/s, position/s and corresponding author's name, position, affiliation, mailing address, and email.
- **Format:** Authors are encouraged to refer the JScE manuscript template for manuscript preparation. Authors well versed in LaTeX format can request link to online text editor.
- **Abstract and Keywords:** An abstract and keywords should be included in the title page. The abstract should not exceed 200 words and must précis the paper giving clear conclusion. Keywords of up to five words must be carefully selected to facilitate reader's search.
- **Major sections and Headings:** The section headings will indicate hierarchy levels such as 2, 2.1, 2.1.1. Hierarchy of more than three is not preferred. The paper should include the following major sections in addition to the main body of the text:
 - *Introduction:* Describe the motivation and purpose of the research.
 - *Methodology:* Provide sufficient information to allow readers to repeat the work.
 - *Conclusions:* State conclusions precisely without elaboration.
 - *Acknowledgements:* Recognize any advisory and financial help, and major assisting works in the paper.
 - *Authors' Contribution:* It is considered prudent to mention each authors' contribution to the work being published.
- **References:** References in the text should be quoted in the following manner: Darnal (2008) or (Hoppe & Tardos, 1994), or if there are more than two authors, (Okazaki et al., 1993). All the references should be listed at the end of the paper in alphabetical order by the first author's surname. The style should follow the examples below:
 - Darnal, P. (2008). Reconnaissance of Caves in Upper Lo Mustang. *Ancient Nepal*, 166, 1-31.
 - Okazaki S., Kogoma M., Uehara M. & Kimura Y., 1993. *J. Phys. D: Appl. Phys.*, 26, 889-92.
 - Hoppe, B. & Tardos, E. (1994). Polynomial Time Algorithms for Some Evacuation Problems. *Procc. of 5th Ann. ACM-SIAM Symp. on Discrete Algorithms*, (pp. 433-441).
 - Ford, L.R. & Fulkerson, D.R. (1962). *Flows in Networks*. Princeton University Press.
- **Endnotes:** A limited number of explanatory notes are permissible. These should be numbered 1, 2, 3 consecutively in the text and denoted by superscripts. Endnotes should be listed at the end of the paper with numbers linked to those in the text.

- **Measurements:** International system of units (SI) should be used. If other units are used, equivalents should be given in parenthesis.
- **Tables:** Insert tables in the text and number them consecutively in Arabic numerals, e.g., Table 1, Table 2.
- **Figures:** Insert the figures in the text and arrange them consecutively in Arabic numerals, e.g., Fig. 1, Fig. 2. Original figures should be included in the final submission. Make sure all type face in the figure is legible when reduced to the size for publication.

Reviewing Procedure

The Chief Editor assigns the manuscript to one of the editors relevant to the field. When judging it qualified for refereeing process, the editor identifies referees who are acknowledged expert in the concerned subject matter. JScE uses a double-blind referee process- the referees' and authors' names will remain anonymous to each other. The editor will then report referees' evaluation to the Chief Editor which will be taken in the Editorial Board. Only the papers that receive favourable evaluation from the referees will be accepted for publication. Nevertheless, the final decision rests with the Editorial Board. To safeguard the authors' work, the editorial board and referees will keep all information contained in the manuscript confidential until it is published.

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Acceptance Criteria

The paper accepted after peer-review process will be sent for publication. JScE has an online-first policy and the accepted papers will appear online in journal website (jsce.com.np) immediately after acceptance. All accepted papers will then be compiled in the print format.

Submission of accepted manuscript

For final publication, the corresponding author should submit following materials:

- An electronic copy of final manuscript in LaTeX or MS Word format (*.docx). The figures/graphics should be submitted separately.
- The photographs included should be of good resolution and at least two times the size of the final publication.
- For each accepted paper, the authors will sign an author consent form also mentioning the copyright transfer to publishers.
- Proofs will be sent to corresponding author for correction. This should be checked and returned as soon as possible. No alteration in the content to the original text is accepted.

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Our aim is rapid publication. The authors are requested to follow the above instructions to expedite the journal publication process.

(Updated: 2023 October)