CPPIS Manual for Contributors and Reviewers

Editor: Dr. Desh Raj Sirswal

Centre for Positive Philosophy and Interdisciplinary Studies (CPPIS), Pehowa (Kurukshtra)
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Centre for Positive Philosophy and Interdisciplinary Studies (CPPIS) Pehowa is a joint academic venture of Milestone Education Society (Regd.) Pehowa and Society for Positive Philosophy and Interdisciplinary Studies (SPPIS), Haryana (online) to do fundamental research in the field of Humanities and Social Sciences. It published several books, e-books and journals since 2011. The major problem we faced from the side of contributors of papers/chapters/essays is of the citation style. Citing sources is not only a professional courtesy and a sign of a mature author but also legally required in many instances to avoid legitimate questions of plagiarism. Different types of sources should be cited different and sometimes in different order depending specifically what sort of works cited page or bibliography one uses. In general, a works cited page indicates the work used, where the information from the source occurs in one's own work, and the source's author and publication information. This will help a reader to verify the source and possibly read further. Knowing how and when to properly cite sources can help to reduce legitimate mistakes in terms of failing to cite works as well as avoiding plagiarism. There are several style of referencing available, and every institution or organization use it according to its requirements. These are mentioned below:

- APA: psychology, education, and other social sciences.
- MLA: literature, arts, and humanities.
- AMA: medicine, health, and biological sciences.
- Turabian: designed for college students to use with all subjects.
- Chicago: used with all subjects in the "real world" by books, magazines, newspapers, and other non-scholarly publications.
- MHRA: is intended primarily for use in connection with the Modern Humanities Research Association's own books and periodicals but it is widely used by students and other authors, editors, and publishers of texts written mainly in English.
Since we are working in the field of humanities and social sciences, we need a citation style which satisfies our needs. We generally refer APA style for reference since 2011 but it is basically a referencing style for social sciences. From this year we are going to use Chicago Style for referencing as it is very flexible and easy to use.

This manual prepared for the contributors & reviewers for the publications of the Centre. We hope that our future contributors will be comfortable to use it. It will also help us to maintain consistency and originality of our published work. It is a revised version of our manual published in 2014. We are thankful to all sources; we have used to prepare this and suggestions and comments are invited to improve this volume.

(Dr Desh Raj Sirswal)
Instructions to the Contributors

Centre for Positive Philosophy and Interdisciplinary Studies (CPPIS) Pehowa
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references, citations and finally they comment on suitability of the article for the particular
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Author/s: The paper contains author(s)/contributor’s name and his/her institutional
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/summary of the paper on a separate page.

Abstract/summary: The abstract/summary should be short not more than 150-200
words, mention essential facts only and submitted on a separate paper. The formatting of
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Title of the paper=(14"point bold), Abstract title =12" point bold), Text=12" point , Name
and Address: 12" point .

Introduction: Introduction should not be a long review of the subject area and details of
history, it should pertain to specific area of study and should cover only relevant
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Explanation: Explanation is an important aspect of the paper and it should be drafted
carefully and should be with a concluding remark.
Acknowledgements: Acknowledgements may be given at the end of the paper by the author.

Format of Submission: The paper should be typewritten preferably in Times New Roman with 12 font size (English) and Kruti Dev (10) with 14 font size (Hindi) in MS-Word 2003 to 2010 and between 2500 to 3000 words. They should be typed on one side of the paper, double spaced with ample margins. The authors should submit the hard copy along with a CD and a copyright form to be sent to the editorial address.

Originality of Work: Only papers which have not been published elsewhere will be considered. Proofs will be sent to the authors if there is sufficient time to do so. An undertaking via a “Forwarding Letter” be submitted along with the paper.

Time Line: The last dates of submission of the manuscript will be given in every advertisement of the proposed publication.

Reference Style:
Notes and references should appear at the end of the research paper/chapter. Citations in the text and references must correspond to each other; do not over reference by giving the obvious/old classic studies or the irrelevant. CPPIS follows The Chicago Manual of Style, 16th Edition. The Chicago Manual of Style presents two basic documentation systems: (1) notes and bibliography and (2) author-date. Choosing between the two often depends on subject matter and the nature of sources cited, as each system is favored by different groups of scholars. The notes and bibliography style is preferred by many in the humanities. The author-date system has long been used by those in the physical, natural, and social sciences. CPPIS follows the first system i.e. Notes and Bibliography. The following style of reference may be strictly followed in the manuscript submitted for publication:

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For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by et al. (“and others”): . Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s* .


Book published electronically:


**Journal article:**


**Article in a newspaper or popular magazine**


**Thesis or dissertation:** Mihwa Choi, “Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty” (PhD diss., University of Chicago, 2008).

**Paper presented at a meeting or conference:** Rachel Adelman, “‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition” (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009).

**Websites:**


**E-mail or text message:** John Doe, e-mail message to author, February 28, 2010.

**Note:** For the bibliography citation and other details of *The Chicago Manual of Style* visit the following link:

**Chicago-Style Citation Quick Guide**

http://www.chicagomanualofstyle.org/tools_citationguide.html
Sample: Forwarding Letter

To

The Programme Co-ordinator,

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Pehowa (Kurukshetra)

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</tr>
<tr>
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<td>Add/Affiliation: ________</td>
</tr>
<tr>
<td>Near Guga Maidi, House No.255/6,</td>
<td>__________________</td>
</tr>
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Sample: Evaluation-Sheet

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Reviewer’s comments

PART A: Editorial office only

SECTION I

<table>
<thead>
<tr>
<th>Reviewer’s name: with academic affiliation details</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of manuscripts</td>
</tr>
<tr>
<td>Date of dispatch to reviewer:</td>
</tr>
<tr>
<td>Expected date of report from reviewer:</td>
</tr>
</tbody>
</table>
PART B: Reviewer only

SECTION II: Comments on the manuscript

| General comment: |  |
| Bibliography/References: |  |
| Others: |  |
| Decision: |  |

SECTION III - Please rate the following: (1 = Excellent) (2 = Good) (3 = Average) (4 = Poor)

| Originality: |  |
| Contribution to the field: |  |
| Technical quality: |  |
| Clarity of presentation: |  |
| Depth of research: |  |

SECTION IV - Recommendation:

| Accept as it is: |  |
| Requires minor corrections: |  |
| Requires moderate revision: |  |
| Requires major revision: |  |
| Submit for some other publication such as: |  |
| To be rejected on ground(s) of (please be specific): |  |

SECTION V: Additional comments:

(Signature of the Reviewer)
Sources


“Guidelines for Contributors (Revised in July 2007),” Yoga Mimansa. Lonavla: Kaivalyadham.


Journal of Indian Council of Philosophical Research (JICPR) . New Delhi: ICPR.


Our Regular Research Publications

Lokāyata: Journal of Positive Philosophy (ISSN 2249-8389)

Lokāyata: Journal of Positive Philosophy is an online bi-annual interdisciplinary journal of the Center for Positive Philosophy and Interdisciplinary Studies (CPPIS). The name Lokāyata can be traced to Kautilya's Arthashastra, which refers to three ānvikṣikīs (logical philosophies), Yoga, Samkhya and Lokāyata. Lokāyata here still refers to logical debate (disputatio, "criticism") in general and not to a materialist doctrine in particular. The objectives of the journal are to encourage new thinking on concepts and theoretical frameworks in the disciplines of humanities and social sciences to disseminate such new ideas and research papers (with strong emphasis on modern implications of philosophy) which have broad relevance in society in general and man’s life in particular. The Centre publishes two issues of the journal every year. Each regular issue of the journal contains full-length papers, discussions and comments, book reviews, information on new books and other relevant academic information. Each issue contains about 100 Pages.

Link: http://lokayatajournal.webs.com

Milestone Education Review (2278-2168)

Milestone Education Review (The Journal of Ideas on Educational & Social Transformation) is an online peer-reviewed bi-annual journal of Milestone Education Society (Regd.) Pehowa (Kurukshetra). For us education refers to any act or experience that has a formative effect on the mind, character, or physical ability of an individual. The role of education must be as an instrument of social change and social transformation. Social transformation refers to large scale of social change as in cultural reforms and transformations. The first occurs with the individual, the second with the social system. This journal offers an opportunity to all academicians including educationist, social-scientists, philosophers and social activities to share their views. Each issue contains about 100 pages.

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