INSTRUCTIONS FOR AUTHORS

Journal of Advances in Management, Engineering, Science & Humanities (AMESH)

The **Journal of Advances in Management, Engineering, Science & Humanities (AMESH)** welcomes original and high-quality scholarly contributions covering a broad range of disciplines in management, engineering, science, humanities, and related interdisciplinary areas.

Authors are requested to carefully follow the instructions below while preparing and submitting their manuscripts. Submission of a manuscript implies that the work is original, has not been published previously, and is not under consideration for publication elsewhere.

1. Types of Manuscripts

AMESH considers the following categories of scholarly contributions:

- Original Research Articles
- Review Articles
- Short Communications
- Case Studies
- Technical/Conceptual Papers
- Interdisciplinary Research Articles

The manuscript should present clear objectives, appropriate methodology, reliable findings, and meaningful conclusions relevant to the scope of the journal.

2. Manuscript Preparation

Manuscripts should be prepared in **English** using **Microsoft Word (.doc/.docx)** format.

Authors should follow these general formatting requirements:

- Font: Times New Roman
- Font size: 12 pt
- Line spacing: 1.5
- Text alignment: Justified
- Page size: A4
- Margins: 1 inch on all sides
- Pages should be numbered consecutively.
- Use clear headings and subheadings throughout the manuscript.
- SI units and internationally accepted scientific terminology should be used wherever applicable.

Authors should ensure that the manuscript has been carefully checked for language, grammar, spelling, formatting, and typographical errors before submission.

3. Recommended Manuscript Structure

A research article should generally be arranged in the following order:

1. Title
2. Author Information
3. Abstract
4. Keywords
5. Introduction
6. Materials and Methods / Methodology
7. Results
8. Discussion
9. Conclusion
10. Acknowledgements
11. Conflict of Interest
12. Funding Information
13. Data Availability Statement
14. References
15. Tables and Figures, where applicable

Depending on the nature of the manuscript, **Results and Discussion** may be presented separately or as a combined section.

4. Title

The title should be:

- Concise and informative.
- Specific to the subject of the manuscript.
- Reflective of the principal research question or contribution.
- Free from unnecessary abbreviations and technical jargon.

The title should be followed by the names of all authors and their institutional affiliations.

Use superscript numbers to associate authors with their respective affiliations.

The corresponding author should be identified with an asterisk (*). The corresponding author's institutional address and email address should be provided.

The corresponding author is responsible for communicating with the journal and confirming that all listed authors have reviewed and approved the submitted manuscript.

5. Abstract

The abstract should provide a concise overview of the entire study and should enable readers to understand the purpose, approach, principal findings, and significance of the work.

For a research article, the abstract should preferably cover:

- Background or research problem
- Objective
- Methodology
- Major findings
- Principal conclusion

The abstract should normally be presented as **one coherent paragraph** and should not exceed **250–300 words** for a full research article.

The abstract should not contain:

- References
- Citations
- Tables or figures
- Unnecessary abbreviations
- Detailed experimental procedures

6. Keywords

Provide **4–6 keywords or key phrases** immediately below the abstract.

Keywords should represent the principal concepts, methods, disciplines, or subjects addressed in the manuscript.

Avoid using words that are already unnecessarily repeated in the title.

7. Introduction

The Introduction should establish the context and significance of the research.

It should:

- Introduce the relevant background.
- Identify the research problem or knowledge gap.
- Briefly discuss important previous studies.
- Explain the rationale for undertaking the study.
- Clearly state the objective or research question.
- Where appropriate, state the hypothesis or expected contribution.

Only information directly relevant to the research should be included. An extensive literature review should be avoided in this section unless the manuscript is specifically a review article.

8. Materials and Methods / Methodology

This section should provide sufficient information to enable qualified researchers to understand and, where appropriate, reproduce the study.

Authors should clearly describe:

- Materials, samples, datasets, or study population
- Study design and experimental framework
- Instruments, equipment, software, or analytical tools
- Sources and specifications of important materials or chemicals
- Experimental or analytical procedures
- Sampling procedures
- Data collection methods
- Statistical methods and software used
- Relevant inclusion/exclusion criteria

- Ethical approvals, where applicable

For established methods, appropriate references may be cited. Any significant modification to a published method should be clearly described.

The methodology should contain sufficient technical detail to support transparency and reproducibility without unnecessary repetition.

9. Results

The Results section should present the findings of the study in a clear and logical sequence.

Results should be reported objectively and should be supported, where appropriate, by:

- Tables
- Graphs
- Charts
- Photographs
- Diagrams
- Statistical analyses

The same information should not unnecessarily be repeated in both the text and tables/figures.

Numerical results should be presented with appropriate units and, where applicable, measures of variability and statistical significance.

10. Discussion

The Discussion should explain the meaning and significance of the findings rather than simply repeating the Results.

Authors should:

- Interpret the principal findings.
- Relate the findings to previous research.
- Explain similarities or differences with published studies.
- Discuss possible implications of the findings.
- Identify important limitations.
- Explain the contribution of the study to the relevant field.

Claims should remain consistent with the evidence generated by the study.

For manuscripts where appropriate, Results and Discussion may be combined into a single section.

11. Conclusion

The Conclusion should briefly summarize the principal outcomes of the study.

It should clearly indicate how the research addresses the stated objective or research question.

Where appropriate, authors may mention practical implications, recommendations, or potential areas for future research.

The conclusion should not introduce substantial information that has not been presented and discussed in the manuscript.

12. Tables

Tables should be used to present data in a clear and organized manner.

Each table should:

- Be numbered consecutively (Table 1, Table 2, etc.).
- Have a concise and descriptive title.
- Be referred to in the main text.
- Be placed close to its first citation in the manuscript.
- Include appropriate headings and units.
- Define abbreviations and symbols in a footnote where necessary.

Tables should be editable and preferably created using the table function in Microsoft Word rather than inserted as images.

If a table has been reproduced, adapted, or substantially modified from another source, the appropriate permission and source acknowledgement must be provided.

13. Figures, Graphs and Illustrations

Figures and illustrations should be of suitable quality for publication.

Each figure should:

- Be numbered consecutively (Figure 1, Figure 2, etc.).
- Have a clear and informative caption.
- Be cited in the text.
- Be placed near the point where it is first discussed.
- Use clearly readable labels, symbols, legends, and scales.

Textual labels should remain editable wherever possible and should not be incorporated into an image in a manner that compromises readability.

Photographs, micrographs, diagrams, charts, and other illustrations should be sufficiently clear and suitable for reproduction.

Authors are responsible for obtaining permission to reproduce copyrighted material.

14. Units, Symbols and Abbreviations

Internationally recognized units and symbols should be used consistently throughout the manuscript.

Abbreviations should be avoided in the title and abstract unless they are universally recognized.

Any abbreviation used in the main text should be defined at its first occurrence and used consistently thereafter.

15. References and Citations

References should be numbered according to the order in which they first appear in the manuscript.

Reference numbers should be cited in the text using superscript Arabic numerals.

Authors should ensure that every reference cited in the text appears in the reference list and that every reference listed has been cited in the manuscript.

Journal Article

Author(s) surname followed by initials. Article title. Abbreviated Journal Name Year; Volume(Issue): Page numbers.

Example:

Sharma R, Kumar A, Singh P, Verma S, Gupta N, Mehta R, et al. Digital transformation and innovation in higher education: emerging trends and future perspectives. Int J Educ Technol 2024; 12(2): 115-128.

For articles with more than six authors, list the first six authors followed by et al.

Book

Author(s). Title of Book. Edition. Volume, Publisher, Place of publication, Year, page numbers.

Example:

Kotler P, Keller KL. Marketing Management. 15th ed, Vol. 2, Pearson Education, Harlow, 2016, 755-816.

Patent

Inventor(s). Title of patent. Country Patent Number; Year.

Example:

Sharma K, Gupta D, Dubey P. Nano emulsions as novel drug delivery system. U.S. Patent US 5367891; 1998.

Website

Title of webpage. Website name/URL. Accessed/visited date.

Authors should preferably cite stable and authoritative online sources. Website references should be used only when appropriate and necessary.

16. Ethical Requirements

Research involving human participants, human data, animals, or other ethically regulated subjects must comply with applicable ethical standards and institutional/national requirements.

Where applicable, manuscripts must include:

- Name of the approving Ethics Committee/Institutional Review Board.
- Approval/reference number.
- Date of approval, where appropriate.
- Statement regarding informed consent.
- Relevant animal welfare compliance statement.

For research involving human participants, authors should confirm that informed consent was obtained where required.

For animal studies, authors should state that the work was conducted in accordance with applicable institutional and recognized animal welfare guidelines.

The journal may request documentary evidence of ethical approval during editorial or peer-review procedures.

17. Originality and Plagiarism

Manuscripts submitted to AMESH must represent original work.

Authors must not submit:

- Previously published work.
- Manuscripts simultaneously under consideration by another journal.
- Substantially duplicated or recycled content without appropriate disclosure.

All manuscripts may be subjected to plagiarism/similarity screening.

Authors are responsible for appropriately citing all sources and obtaining permission for copyrighted material where required.

18. Authorship

Authorship should be limited to individuals who have made a substantial contribution to the conception, design, execution, analysis, interpretation, or preparation of the manuscript.

All authors should:

- Approve the final version of the manuscript.
- Agree to its submission to AMESH.
- Take responsibility for their contribution to the work.
- Disclose relevant conflicts of interest.

Changes to the author list after submission should be supported by an appropriate explanation and approval from all affected authors.

19. Conflict of Interest

Authors should disclose any financial, professional, personal, or institutional relationships that could reasonably be perceived as influencing the research or its interpretation.

If no conflict exists, authors may state:

"The authors declare that there are no conflicts of interest associated with this work."

20. Funding

All sources of financial support should be disclosed.

Where applicable, authors should provide:

- Name of the funding organization.
- Grant/project number.
- Any relevant funding details.

If the research received no specific external funding, an appropriate statement may be included.

21. Data Availability

Authors are encouraged to provide information regarding the availability of datasets, software, research materials, or other resources necessary to understand or reproduce the reported findings.

Where data cannot be publicly shared because of ethical, legal, privacy, or institutional restrictions, the authors should clearly state the reason and indicate how the data may be accessed, where permissible.

22. Acknowledgements

The Acknowledgements section may be used to recognize individuals or organizations that contributed to the work but do not meet the criteria for authorship.

This section may also acknowledge:

- Technical assistance
- Institutional support
- Funding support
- Donated materials or resources
- Specialized facilities or equipment

All individuals acknowledged should, where appropriate, be aware that they are being acknowledged.

23. Manuscript Quality and Language

Authors should ensure that manuscripts are written in clear and grammatically correct English.

Before submission, authors are encouraged to carefully check:

- Grammar and spelling
- Scientific terminology
- Numerical data
- References
- Table and figure numbering
- In-text citations
- Units and symbols
- Author names and affiliations

The editorial office may return manuscripts requiring substantial language or formatting correction before initiating peer review.

24. Submission of Manuscripts

The completed manuscript should be submitted in **Microsoft Word format** through the submission channel specified by the journal.

The submission should normally include:

1. Complete manuscript
2. Author and affiliation details
3. Corresponding author's contact information
4. Ethical approval statement, where applicable
5. Conflict of interest declaration
6. Funding information, where applicable
7. Any required permissions for reproduced material

Manuscript Submission Email:
[Official AMESH Editorial Email]

Authors should use a clear subject line such as:

"Manuscript Submission – [Short Title of Manuscript]"

25. Editorial and Peer-Review Process

All submitted manuscripts are subject to an initial editorial assessment to determine their suitability for the scope and basic requirements of the journal.

Manuscripts considered suitable may be sent for **peer review** by appropriate experts.

The editorial decision may include:

- Accept
- Minor Revision
- Major Revision
- Reject

Authors may be requested to revise their manuscripts in response to reviewer and editorial comments.

The final publication decision rests with the editorial team of AMESH.

26. Article Processing / Publication Charges

AMESH may levy an **Article Processing or Publication Charge** to support editorial processing, peer review administration, formatting, website maintenance, digital publication, indexing-related activities, and other publishing services.

Details of applicable charges, waivers, discounts, and payment procedures should be verified from the journal's official website before submission.

Authors should not make any payment unless instructed through the journal's official communication channel.

27. Copyright and Publishing Rights

Upon acceptance, authors may be required to complete the journal's copyright or publishing agreement.

Authors should ensure that:

- The manuscript is their original work.
- They have obtained permission for copyrighted third-party material.
- All co-authors have approved the manuscript.
- The work has not been published elsewhere in substantially the same form.

The specific copyright and licensing terms applicable to accepted articles will be communicated by the journal.

28. Pre-Submission Checklist

Before submitting the manuscript, authors should confirm that:

☐ The manuscript falls within the scope of AMESH.
☐ The manuscript is prepared in Microsoft Word format.
☐ Times New Roman font has been used consistently.
☐ The title, author names, affiliations, and corresponding author details are complete.
☐ The abstract meets the prescribed word limit.
☐ 4–6 keywords have been provided.
☐ All required sections are included.
☐ Tables and figures are numbered and cited in the text.
☐ References are numbered in order of appearance.
☐ Ethical approval has been obtained where applicable.
☐ Informed consent has been addressed where applicable.
☐ Conflict of interest has been declared.
☐ Funding information has been provided, where applicable.
☐ Copyright permissions have been obtained where necessary.
☐ The manuscript is original and is not under consideration elsewhere.
☐ All authors have approved the final manuscript and its submission.

Important Note to Authors

AMESH encourages original, transparent, reproducible, and interdisciplinary research. Authors should ensure that their submissions accurately represent the research performed and that all scientific, ethical, authorship, and publication-related information is reported honestly and transparently.

The Editorial Board reserves the right to update these guidelines periodically to reflect developments in scholarly publishing, research ethics, indexing requirements, and best publication practices.

Editor in Chief

Advances in Management, Engineering,

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