



**Research Centre for
Social Sciences
(RCSS)**

Instructions to Authors and Guidelines for Manuscript Submissions

Email - rcss@kln.ac.lk

Contact No - 0112986121

Research Centre

Faculty of Social Sciences

University of Kelaniya

Sri Lanka

DR K R N Harshani

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Getting Started

Before you begin writing your article, it is always best to review the submission criteria for your desired journal(s). It is also helpful to review recent articles published by the journal(s) so you can become familiar with the preferred writing mechanics and style of the publisher.

The author guidelines for the Research Centre for Social Sciences (RCSS) are as follows. Please read the following guidelines carefully before you prepare a manuscript for this journal.

Aim and Scope

The journal aims to originate, develop and to disseminate high quality research and other advanced academic contributions in the diverse fields of Social Sciences.

The journal aims to disseminate quality research in the selected fields of social sciences. The journal seeks to address multidisciplinary research.

The journal adheres to the acceptance of research which is related to diverse fields of social sciences and humanities, including anthropology, communication studies, economics, education, geography, history, international relations, law, linguistics, library and information science, management studies, political science, psychology, social work, sociology, special education, and women and gender studies.

A manuscript that demonstrates a scientific accuracy and valuable contribution to any of the described fields of social sciences and humanities and meets the acceptable standards of research ethics and scientific rigor will be considered for the possible publication.

Journal publishes original papers, review papers, conceptual framework, analytical and simulation models, case studies, empirical research, technical notes, and book

reviews. Special Issues devoted to important topics in humanities and social science will occasionally be published.

Any submission reporting scientifically accurate and valuable research will be considered for publication.

Publication Charges: There are no submission fees or publication fees.

Manuscript preparation: Manuscripts should be prepared in accordance with the guidelines of journal articles already published, which can be downloaded from the journal's website. The manuscript should be double-spaced, with a font size of 12 and one-inch margins.

Submission: Manuscripts should be submitted online through the journal's website.

Originality: Manuscripts should be original and should not have been published previously or be under consideration for publication elsewhere.

Title of the Manuscript: The Title should be Concise and Informative. Titles should be descriptive of the main findings, ideas or arguments presented, giving the reader a clear sense of the paper's content.

Author Details: List with Institutional Affiliations: Each author should give his/her full name, name of the academic department/institute and name of the city and country where it is located. One of the authors should be nominated as the corresponding author who should give his/her email address at the end of the above-mentioned details. Please ensure that one author has been designated as the corresponding author with the following contact details:

*Name

*Email address

*Full postal address

* ORCID IDc

Abstract: The abstract should range between 200-250 words and be structured in a single paragraph following keywords in a separate line. The abstract should represent the main part of the research manuscript. It should reflect a brief and comprehensive background following the aim of the study (main questions to be addressed), methods used for investigating the problem, a summary of significant findings, main conclusion, and implications of the results. If the article is in Sinhala or Tamil, English translation of the abstracts with keywords including all bibliographic details should be provided below the Abstract in Sinhala.

Keywords: It should come immediately after the abstract and contain five (5) specific and relevant keywords. They should reflect the research study and the relevant field of research.

Introduction: This section introduces the topic to the reader. It should clearly state a research problem that is theoretical and/or practical in nature as well as a purpose as to how your research will contribute to the existing knowledge base. This could take on many forms such as contributing to an existing theory or research study; developing a new theory or line of empirical research; providing pragmatic applications to the community or filling a gap in the existing literature.

Literature Review/Background: In some journals, the introduction and literature review are combined into one section. Your review of literature should provide a brief overview of the pertinent scholarship on your topic of study. It should include criteria as to why these articles are relevant and how your study will extend or build upon the current knowledge base. Your writing should start broad and then narrow

down to your unique area of inquiry (think of an inverted triangle). In addition to providing a rationale for your study, this section should also include the conceptual or theoretical framework for your research.

Methods: This gives a full range of descriptions on how the research problem was investigated and which procedures were used for selecting respondents, collecting and analysing data. Each of the procedures should be described and justified with appropriate citations from the literature. It is argued why a specific method, approach, or design is used and how it is consistent with the purpose of the research and stated questions and/or hypotheses. Data analysis software should be described with their specific version and brief description.

Findings/Analysis/Results: This section should highlight the significant outcomes of the research. The findings should be clearly stated, articulate the processes and assumptions for each analysis method utilized, and should relate back to the research questions of the study. For quantitative studies, this would include reporting statistical procedures and providing relevant descriptive and inferential statistics for the data. For qualitative studies, a description of the evidence and support of the claim(s) must be provided; this is achieved by detailing the organization of the data, explaining coding procedures, and identifying the process by which patterns emerged.

Conclusions:

The conclusion is often the first section people read in an article; therefore, think of this section as your “elevator pitch”. It should be a space where you concisely highlight the study’s most pertinent findings. Include outcomes that are most critical to your study’s design, of interest to the research community, and/or useful for professional practice.

References: This is an integral part of all types of manuscripts. A complete list of references corresponding to the citations given in the text is produced at the end of the manuscript. The sources are given alphabetically, with the last name of the authors appearing in the beginning. Specific software's for managing references such as Citavi, Zotero, or EndNote may be used. The authors must follow the citation and reference management format given in the 7th Edition of Publication Manual of APA.

Citation of authors If there are two authors, cited paper should be written in this way (Hartmann & James, 2001).

Cite papers with one author and two authors in this manner (Atkins, 1996; Leech & Nesi, 1999).

Follow this format if you cite a secondary source (Lemmens & Wekker, 1990 as cited in de Schryver, 2003).

Examples:

Reference to a Journal Publication:

Author, A. A. (Year of publication). Title of article. *Title of Journal*, volume number(issue number), page range.

Example: Johnson, M. B. (2015). The impact of technology on education. *Journal of Educational Technology*, 28(4), 451-465.

Reference to a Book:

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher.

Example: Smith, J. A. (2001). *The Art of Fiction: A Guide for Writers and Readers*. Random House.

Online Book:

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher. URL

Example: Doe, J. (2018). *Digital Marketing Strategies*. ABC Publications.
<https://www.example.com/digital-marketing-strategies>

Newspaper Article:

Author, A. A. (Year, Month Day of publication). Title of article. *Title of Newspaper*.
Page range.

Example: Brown, S. (2022, January 5). Climate change and its impact on agriculture.
The New York Times, A3.

Government Report:

Author, A. A. (Year of publication). *Title of report*. (Report No. xxx). Publisher.

Example: United States Department of Health and Human Services. (2019).
National Health Statistics Report. (Report No. 123). Government Printing Office.

Reference to a Chapter in an Edited Book:

Mettam, G. R., & Adams, L. B. (1994). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), *Introduction to the electronic age* (pp.281-304). New York: E-Publishing Inc.

Book chapter Example

Baker, F. M., & Lightfoot, O. B. (1993). Psychiatric care of ethnic elders. In A. C. Gaw (Ed.), *Culture, ethnicity, and mental illness* (pp. 517-552). Washington, DC: American Psychiatric Press.

Monograph or Book in a Series

Schnepf E, (1993). The alveolar macrophage. In *Cultured Human Cells and Tissues*. Edited by Harris TJR. New York: Academic Press, 54-56.

PhD Thesis

Kohavi R, (1995). Wrappers for performance enhancement and oblivious decision graphs. PhD thesis. Stanford University, Computer Science Department.

Video or Conference Presentation:

United Nations (2016, May 16). *United Nations Global Student Videoconference to celebrate heritage, culture, roots of African Diaspora at Headquarters on 13 May*.

United Nations Organization.

[Video]. <http://www.un.org/press/en/2016/note6480.doc.htm>

Film:

Unkrich, L. & Molina, A. (Co-directors). (2017). *Coco* [Film]. Walt Disney Pictures/Pixar Animation Studios.

Online Newspaper Article:

Emigh, R.J. (2021, August 10). A historical sociology of the authentication of news. *Items*. <https://items.ssrc.org/beyond-disinformation/a-historical-sociology-of-the-authentication-of-news/>

Printed Newspaper Article:

Ongcal, A. (2021, October 8) ‘We just need food’: Manila’s newly homeless tell stories of survival in lockdown – photo essay. *The Guardian*.

Blog Post:

Peterson, A. (2021, July 1). Social capital, active community, and educational disadvantage. *Social Sciences Birmingham*. <https://blog.bham.ac.uk/socialsciencesbirmingham/2021/07/01/social-capital-active-community-and-educational-disadvantage/>

Acknowledgments: This section is for the researchers who were funded for the research projects, and it should enclose all sources of financial support. A brief acknowledgment is given by the doctoral students who receive a scholarship from a university or another funding agency.

Length: Manuscripts should be between 2500-3000 words, including references and appendices. Make sure the Total No. of pages does not exceed 10 pages. Articles should be typed in double space (including footnotes and references) on one side of the paper only (preferably A4) with wide margins.

Margins: 2.5 cm margin on left and right sides, 2 cm margins for top and bottom

Pictures/ Images: Only JPEG (JPG) or TIFF (TIF) file format for illustrations and figures is accepted.

File format: Microsoft Word file format is only acceptable for the main manuscript document. All text in manuscripts should be in 12-point Times New Roman font, 1.5 spaced, justified-alignment only.

Language: The language of the manuscript must be in English (either American or British standard, but not the mixture of both).

Sections and subsections: Each manuscript should be divided into clearly defined sections with a number assigned to each major section as 1.0, 2.0 etc. The subsections should be numbered as 1.01, 1.02 etc. Any further subsection is discouraged, however, if required should follow italic title and numbered as 1.1.1, 1.1.2 etc.

Abbreviations: If abbreviations are used in the text, please defined it in the text where first used.

Figures and Tables: Figures and tables should be included in the manuscript and should be numbered and labelled appropriately. They should be placed within the text at the appropriate locations.

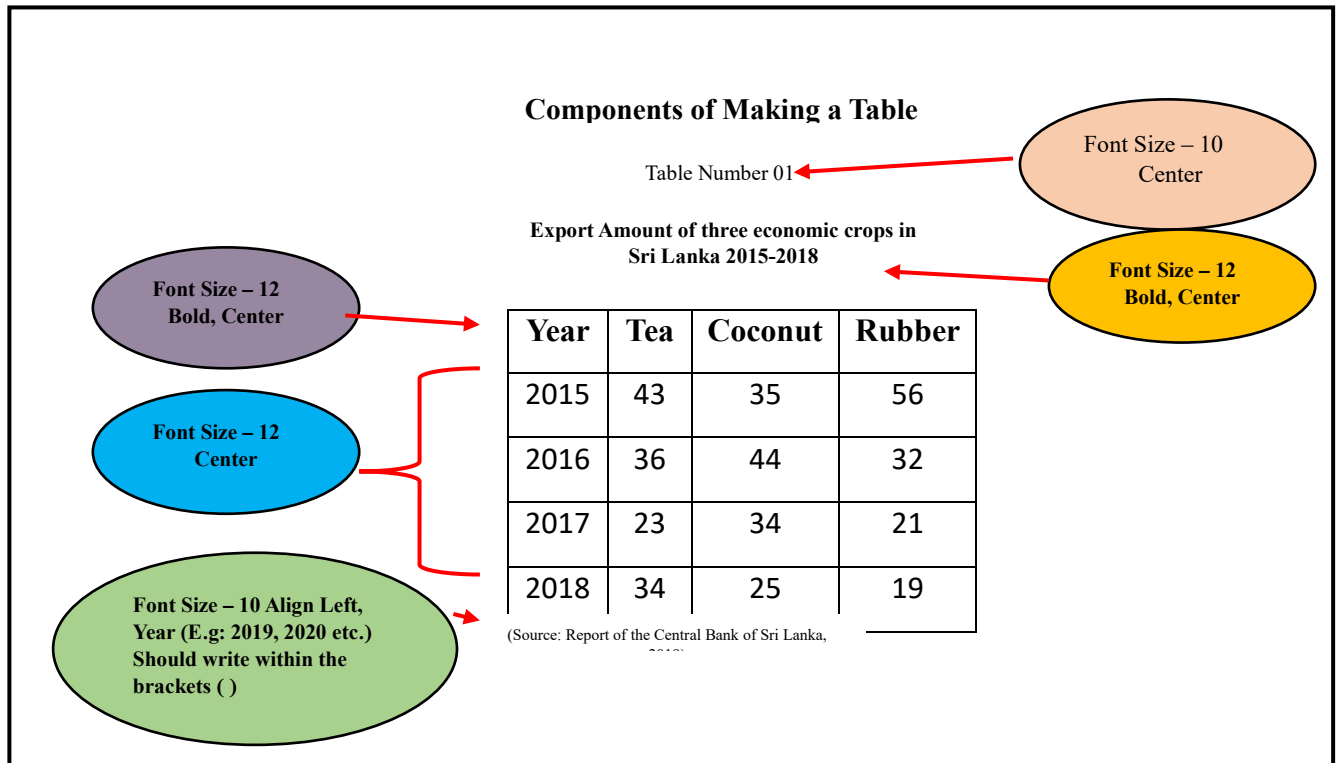
Tables: Present tables and figures at the end of the article or inside in line with text. Please note that the article will be published in black and white.

All tables are to be numbered using Arabic numerals. And Tables should always be cited in text in consecutive numerical order.

For each table, please supply a table caption (title) explaining the components of the table. and identify any previously published material by giving the original source in the form of a reference at the end of the table caption.

Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

Example:



Figures: Figures that do not meaningfully complement or amplify ideas discussed in the main body of the article should not be included.

I. Figure Numbering

All figures are to be numbered using Arabic numerals. and Figures should always be cited in text in consecutive numerical order.

If an appendix appears in your article and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures,"A1, A2, A3, etc.

Figure Captions § Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.

No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.

Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs. Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

Examples:

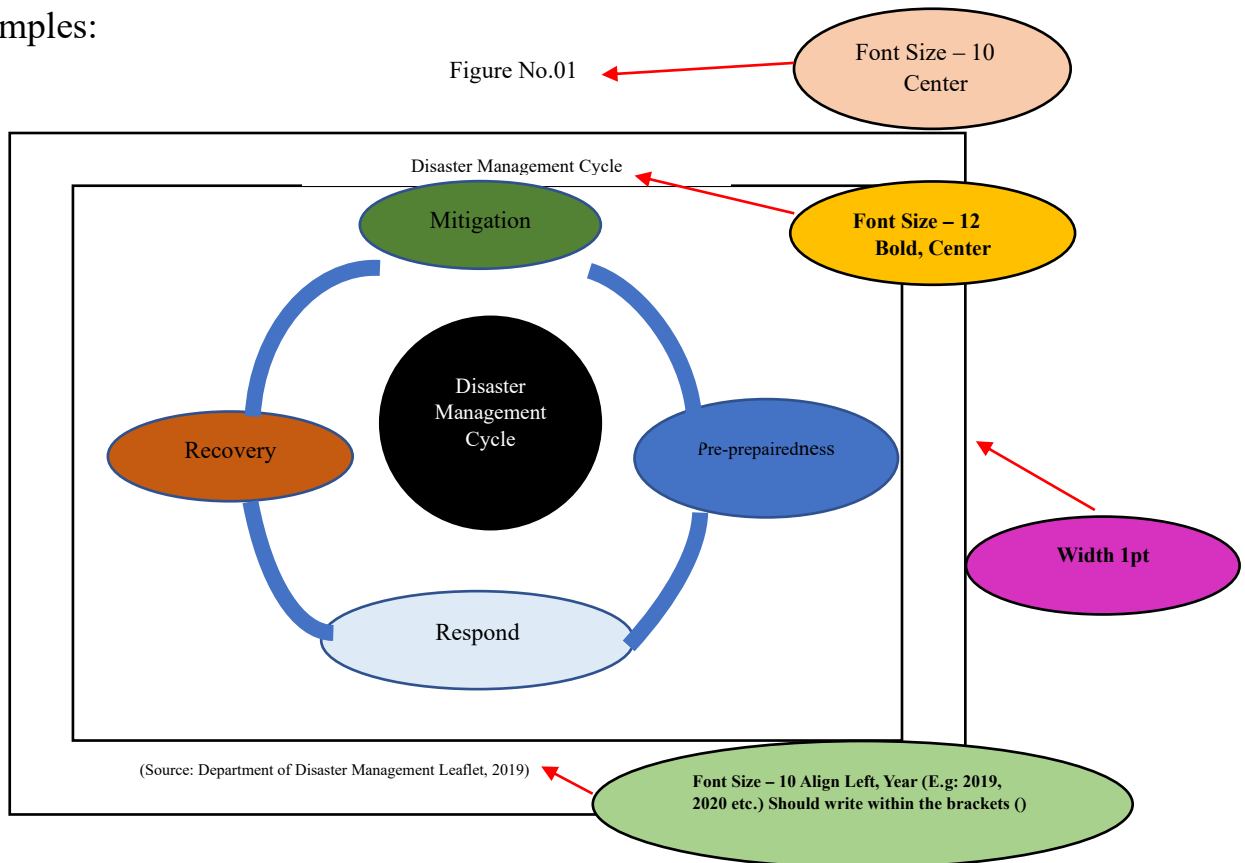
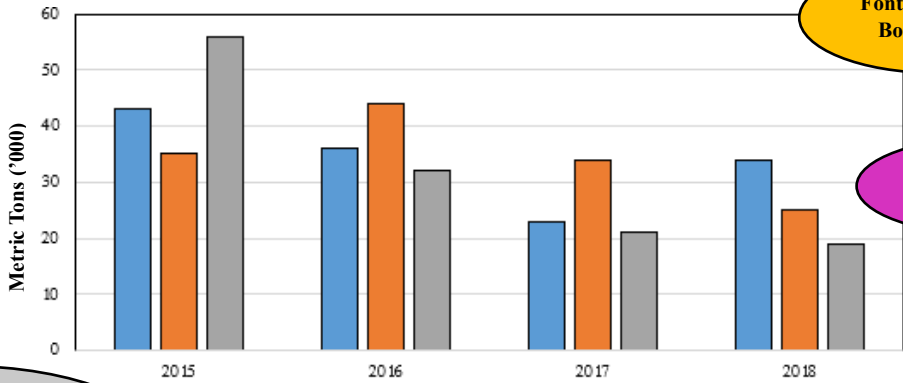


Figure No. 02

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Export Amount of Three Economic Crops in Sri Lanka (Metric Tons in Thousands) 2015 – 2018



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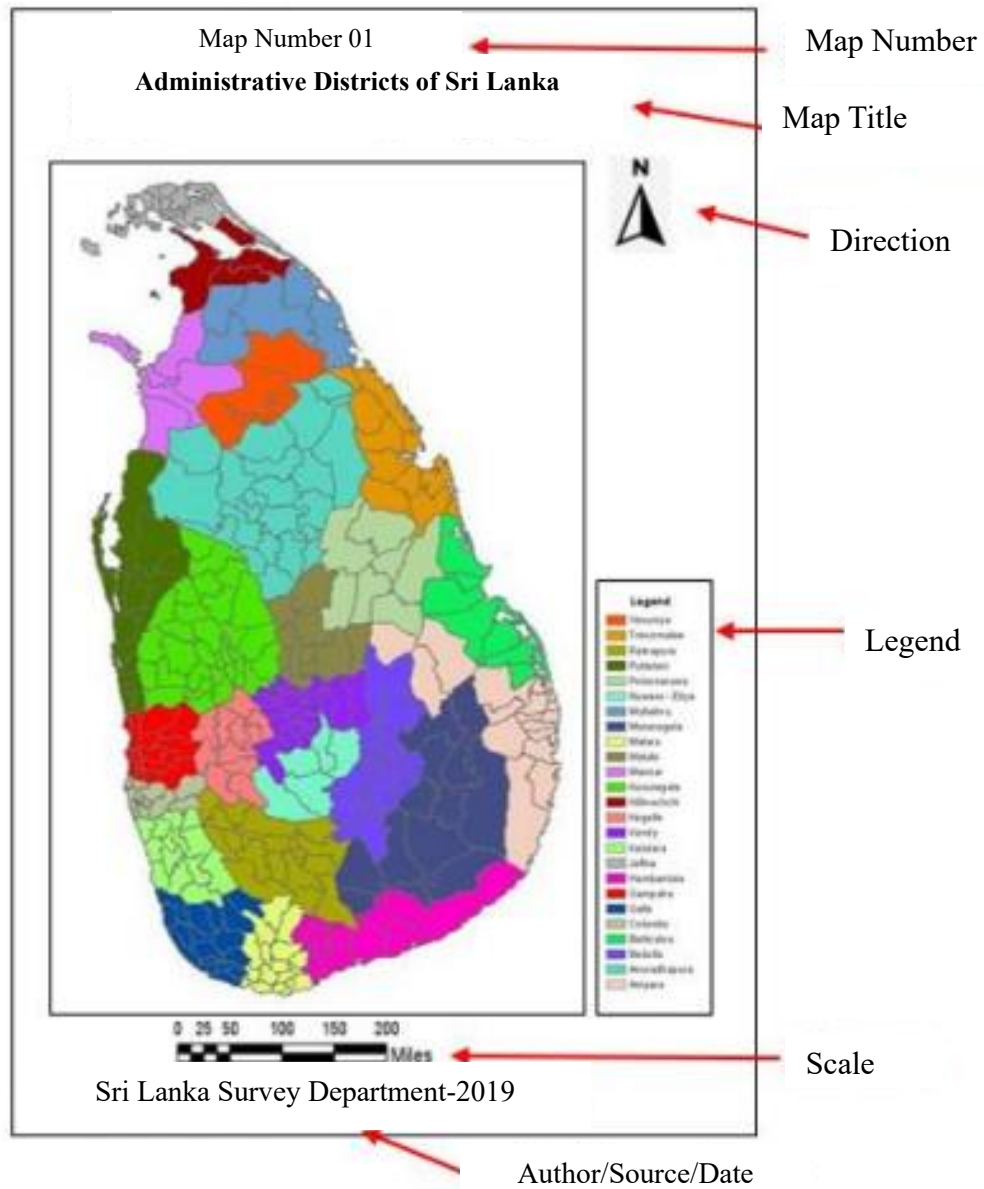
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Citations in the Text: Please ensure that every reference cited in the text is also present in the reference list. Avoid citation in the abstract. Unpublished results and personal communications should not be on the reference list but may be mentioned in the text. Citation of a reference as 'in press' implies that the item has been accepted for publication.

Language editing: Please ensure that your manuscript is linguistically correct and stylistically appropriate. All manuscripts should be written in English/ Sinhala. To prevent grammatical, typographical, and syntax errors, the author(s) should thoroughly review research papers. It is recommended that you hire a language reviewer for proofreading to ensure there are no grammar or style errors.

The journal is read by academics and researchers from diverse disciplinary backgrounds. Many are not native English speakers. Authors should, therefore, give careful thought to communicating their findings and ideas clearly. Although basic knowledge may be assumed, please bear in mind that the language and concepts that are standard in one field may be unfamiliar to non-specialists. Thus, technical jargon should be avoided as far as possible and clearly explained where its use is unavoidable. Similarly, ambiguous details should be avoided.

Ethics: Authors should follow ethical principles in academic publishing and should ensure that their research does not violate ethical standards.

Plagiarism Policy: Manipulation of data or figures, provision of incorrect information and any kind of copyright breach. All the manuscripts will undergo a complete plagiarism check before sending for peer review. An article plagiarized more than 20 % (Similarity Index), observed by editors, peer reviewers or by editorial staff at any stage of publication process would be rejected and authors are notified the same.

Contact Details for Submission

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