

# SARRC JOURNAL OF EDUCATIONAL RESEARCH



DEPARTMENT OF RESEARCH AND DEVELOPMENT  
NATIONAL INSTITUTE OF EDUCATION  
MAHARAGAMA, SRI LANKA  
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# NOTES FOR CONTRIBUTORS

## Objectives of the journal

1. To disseminate educational research findings to educational policy makers, planners and practitioners in the SAARC region
2. To promote and encourage original critical investigation of issues relevant to educational development in the SAARC region
3. To encourage those interested in education to involve in research activities

## Organization of the manuscript

The content of the manuscript can be organized under the following sections.

- a) **Abstract** of about 100 - 150 words
- b) **An introduction** of the problem and its background
- c) **Literature survey and objectives** refined
- d) **Methodology**

- e) **The result of the study** supported by data
- f) **A discussion** of findings, conclusions and suggestions
- g) **List of references** -all citations should be in the list of references and all references should be cited in the text. This should not be a bibliography.

**Pay the attention to the under mentioned when preparing the manuscript**

- The manuscript should be between 2000 - 10000 words
- As far as possible adhere to the traditionally accepted forms of spellings and punctuation
- Use abbreviations sparingly. A term to be abbreviated must on its first appearance be written completely and explained
- Citation of sources - Cites the source of the direct quotation in the text by giving the author and year in parenthesis along with the quotation
- Numbers - Write numbers below 10 in words except those grouped for comparison; spell any number which begins a sentence

- Statistical symbols - Use the terms not the symbols
- Tables - Refer to every table and its data in the text and indicate the approximate placement
- Figures - Figures submitted should be of professional quality
- Footnotes - Avoid footnotes as much as possible, if needed should be typed single spaced grouped together and numbered in sequence on a separate sheet at the end of article and before reference
- References - References should be arranged in alphabetical order and must conform to the style, recommended by the manual of American Psychological Association (APA)

## **Submitting the manuscript**

- Send **two copies and a soft copy** to the Director, Dept. of Research and Development, National Institute of Education (NIE), Maharagama, Sri Lanka
- Only the title should appear with the manuscript

- Attach a cover page with the title, name of the researcher and affiliation
- Manuscript should be typed using New Times Roman font double spaced on one side only on A4 white paper. Margins on all sides should be about 1 1\2 numbered in serial order and carry the running title
- Tables should be typed on separate sheets. These should be numbered in serial order with Arabic numerals and provided with a brief title
- The original and two photocopies of all illustrations should be submitted. The caption and number should be written in pencil at the back. Placement should be indicated in the text
- Photographs must have a gloss finish and show sharp contrast between dark and light areas and must be 8 ×10 cm in size
- Line drawings should be made with black Indian ink on white paper

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Manuscripts which meets submission requirements will be numbered and acknowledged by the editor upon receipt. Authors should expect to hear from the editor about the status of his paper three months after receipt of his Manuscript.