

GUIDELINES FOR SUBMISSION OF MANUSCRIPTS

The State Agricultural Technologists' Service Association, West Bengal (SATSA, W.B.) brings out every year an official publication in the form of an annual scientific journal, "SATSA *Mukhapatra-Annual Technical Issue*" (ISSN 0971-975X) with a view to update the knowledge base of scientific as well as farming communities about the latest technological advancement in the field of Agricultural Science on a particular theme. The journal publishes review papers (invited from eminent scientists / personalities of India and abroad) as well as original research papers (full length and short communication both). But the paper should not have been published or communicated elsewhere. The focal theme of each volume is decided time to time by the editorial board. Authors will be solely responsible for the factual accuracy of their contribution.

The paper should be organized as: Title, Author(s) with affiliating address including E-mail ID, Abstract, Key words, Introduction, Various Sub-heads in the Running Text (For review papers), Materials and Methods, Results and Discussion (For research papers), Epilogue/ Conclusion, Acknowledgement (if any), References and Tables/ Figures (if any). The manuscript should neatly be typed in Times New Roman (12 pt.) on one side of the standard A-4 size bond paper (approx. 21 cm x 29 cm) only and double spaced with sufficiently side margins (4-5 cm) and page numbers. The text should be prepared using standard software (Microsoft Word). Authors are advised to consult a recent copy of the journal for correct style and format.

Original full length research papers should not normally exceed 2,500 words (about 8 typed pages) including space required for figures, tables and list of references, whereas for short communication, it should not exceed 1,000 words (about 3 typed pages) with not more than a total of 2 figures or tables and without abstract. However, the review/ invited papers, as far as possible, should not exceed 10 typed pages (about 3,000 words).

The title of paper should be specific and concise. The by-line should include name(s) of the author(s) and address of the institution where the research has been carried out. If authors are of different institutes, these can be mentioned by allotting number like 1, 2 or 3 as superscript over the name of author. Change of affiliating or mailing address of the corresponding author should be given as foot note. Abstract should be brief and in a single paragraph of not more than 200 words, followed by 5-7 key words. Each key word should be started with capital letter and separated by comma from other words.

All references quoted in the text must appear at the end of the paper and *vice-versa*. The references should include name and title of author(s), year of publication, full title of the paper, full name of the journal /book in italics (no abbreviations), volume number (in bold), issue number (in brackets) and pages. For book, monograph and thesis, full title in italics, publisher or university name, volume no. (if any) and relevant page range or total no. of pages should be given. The list of references should

be arranged alphabetically on author's title and chronologically per author. A few examples of correct citation of references in the list are given below :

Adhikari, P., Sen, D. and Uphoff, N. 2010. System of rice intensification as a resource-conserving methodology: Contributing to food security in an era of climate change. *SATSA Mukhapatra-Annual Technical Issue* **14** : 26-42.

Anonymous. 2009. CIA World Factbook. South Asia, India. Available at: <https://www.cia.gov/library/publications/the-world-factbook/geos/in.html> (Accessed on Oct. 30, 2009).

Castaneda, A. R., Bouman, B. A. M., Peng, S. and Visperas, R. M. 2004. Mitigating water scarcity through an aerobic system of rice production. *New directions for a diverse planet. Proceedings of the 4th International Crop Science Congress*, Sept. 26 - Oct. 1, 2004, Brisbane, Australia. pp. 1-6.

Hobbs, P. R. and Gupta, R. K. 2003. Resource conserving technologies for wheat in the rice-wheat system. (in) *Improving the productivity and sustainability of rice-wheat systems: Issues and impact* (Ladha, J. K., Hill, J., Gupta, R. K., Duxbury, J. M. and Buresh, R. J., eds.), ASA, WI, USA, Madison. pp. 149-171.

Varshney, J. G. and Prasad Babu, M. B. B. 2008. Future scenario of weed management in India. *Indian Journal of Weed Science* **40** (1&2): 1-9.

Tables should be concise and self-explanatory. Plates and figures should be brief with comprehensive headings. All these should be on separate pages and serially numbered. Illustrations should be neatly and sharply drawn on the transparent plates suitable for photo offset printing. Photographs should be on glossy paper and on the back side of photographs, name(s) of author(s) and figure number should be written.

The Editorial Board reserves the right to suitably modify, accept or reject the manuscript in view of the reviewer's advice. Submission of paper electronically *via* E-mail as one complete word document file is encouraged. Two hard copies along with one soft copy of the manuscript should be submitted to :

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