



De Novo 2024 AUTHOR GUIDELINES

Authors are requested to strictly follow the submission guidelines.

<u>Author Guidelines for Abstract Submission</u>

1. Abstract Length and Format

- Word Limit: The abstract should be between 250-300 words.
- **Format**: Submit the abstract in a single paragraph without subheadings. It should clearly summarize the research question, objectives, methodology, key findings, and implications.
- **File Format**: Submit the abstract in a Word document (.doc or .docx).
- Font: Times New Roman, 12-point size, single-spaced.
- Margins: 1-inch (2.54 cm) margins on all sides.

2. Title and Author Information

- **Title**: The title should be concise and descriptive, not exceeding 15 words.
- **Authors**: List all authors with their full names below the title. Include their designations and institutional affiliations as footnotes.
- Corresponding Author: Clearly indicate the corresponding author with an asterisk (*) and provide their email address.

3. Keywords

• Include 4-6 keywords that best represent the content of the paper.

4. Submission Process

• Abstracts should be submitted to denovo@depaul.edu.in by the specified deadline.

Author Guidelines for Full Paper Submission

1. Paper Length and Format

- **Word Limit**: The full paper should be between 4,000-6,000 words, excluding references, tables, and figures.
- File Format: Submit the paper in a Word document (.doc or .docx).
- Font: Times New Roman, 12-point size, double-spaced.
- Margins: 1-inch (2.54 cm) margins on all sides.
- Page Numbers: Include page numbers at the bottom centre of each page.



School of Social Work



2. Structure of the Full Paper

- **Title Page**: Include the title of the paper, authors' names, affiliations, and the corresponding author's contact information.
- **Abstract**: Repeat the abstract submitted previously (250-300 words).
- **Keywords**: Include 4-6 keywords.
- **Introduction**: Provide a background of the study, research problem, and objectives.
- Literature Review: Review relevant literature to position your research within the existing body of knowledge.
- **Methodology**: Clearly describe the research design, data collection methods, and analysis techniques.
- **Results**: Present the findings of your research in a clear and logical manner, using tables and figures where appropriate.
- **Discussion**: Interpret the results, discussing their implications and how they relate to existing research.
- **Conclusion**: Summarize the key findings, contributions, and suggest future research directions.
- **References**: Use APA 7 Style for all citations and references.

3. Tables and Figures (Follow APA 7)

- **Tables**: Number tables consecutively and include titles above the tables. Ensure they are referenced in the text.
- **Figures**: Number figures consecutively and include captions below the figures. Ensure they are referenced in the text.
- **File Format**: Tables and figures should be included within the main text, not submitted as separate files.

4. Plagiarism Policy

• Papers must be original and not under consideration for publication elsewhere. All submissions will be checked for plagiarism.

5. Submission Process

- Full papers should be submitted to denovo@depaul.edu.in by the specified deadline
- Review: Papers will undergo a double-blind peer review process. Ensure that the manuscript does not contain any identifying information.

6. Publication

• Selected papers will be published in the conference proceedings.
