

Brixton Scholarly Review
A Peer-Reviewed Multidisciplinary Journal
Author Guidelines for Article Submission
Volume IV

These guidelines are intended for authors submitting manuscripts to Brixton Scholarly Review, Volume IV. Authors should read the instructions carefully before submission. Manuscripts that do not follow these requirements may be returned for correction before review.

Manuscript length	4,000 to 7,000 words, including references, tables, figures, and appendices
Formatting style	APA 7th edition
File format	Microsoft Word document (.doc or .docx)
Review process	Editorial screening followed by peer review
Contact email	rmc@brixtoncollege.edu.np

1. Scope and Types of Manuscripts

Brixton Scholarly Review welcomes original, ethical, and academically sound manuscripts from multidisciplinary areas including education, management, humanities, social sciences, science and technology, health, environment, development studies, and related fields.

- Original empirical research articles
- Review articles with clear analytical contribution
- Conceptual or theoretical papers supported by scholarly literature
- Field-based, policy-oriented, or practice-based studies with academic relevance

The manuscript must not have been previously published and must not be under review by another journal at the time of submission.

2. General Manuscript Requirements

- Length: 4,000 to 7,000 words, including abstract, tables, figures, references, and appendices.
- Language: English. Authors should use clear academic language and ensure grammar, spelling, punctuation, and consistency before submission.
- Font: Times New Roman, 12-point font for the main text.
- Line spacing: 1.5 throughout the manuscript, including references. Tables may use single spacing if necessary for readability.
- Paper size and margin: A4 page size with 1-inch margins on all sides.
- Alignment: Left-aligned text is preferred. Do not justify text if it creates irregular spacing.
- Pagination: Page numbers should be inserted in the header or footer as per APA 7th edition formatting.
- File type: Submit the manuscript in Microsoft Word format. PDF-only submissions are not accepted for review.
- Writing style: Use formal, inclusive, respectful, and bias-free academic language.

3. Submission Files

Authors should submit separate files to support anonymous review:

1. Title page: includes author details and contact information.
2. Anonymous manuscript: includes the article title, abstract, keywords, main text, references, tables, figures, appendices, and author bio section if requested, but excludes author-identifying information during review.
3. Declaration file, if required: includes originality statement, conflict of interest statement, funding statement, and ethical approval statement where applicable.

4. Title Page Requirements

The title page should be submitted separately and should contain the following information:

- Full title of the article, preferably not more than 12 words.
- Full name of each author in the intended order of authorship.
- Institutional affiliation of each author.
- Email address and contact number of the corresponding author.
- ORCID ID, if available.
- Acknowledgement of funding or institutional support, if any.
- Conflict of interest declaration.

5. Recommended Article Structure

The following structure is recommended for most research articles. Authors may adapt the headings depending on the nature of the discipline and research design, but the manuscript should remain logical, complete, and academically coherent.

Section	Guidance
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Title	Clear, concise, informative, and directly related to the central theme of the article.
Abstract	150-250 words in one paragraph. It should include background, objective or purpose, method, major findings, and conclusion without separate subheadings.
Keywords	4-7 keywords representing the discipline, theme, research design, method, study area, and context.
Introduction	Introduce the study background, problem statement, rationale, research gap, objectives or research questions, and significance of the study.
Literature Review	Critically discuss relevant studies, theories, debates, and gaps. Avoid merely listing previous studies.
Theoretical or Conceptual Framework	Explain the theory, concepts, variables, assumptions, or relationships guiding the study, where applicable.
Methods	Describe research design, study area, participants or sources, population and sample, sampling procedure, instruments, data collection, data analysis, validity or trustworthiness, and ethical considerations.
Results	Present findings clearly and logically. Use tables and figures only when they add value.
Discussion	Interpret findings in relation to objectives, literature, theory, context, and implications. Results and Discussion may be combined where appropriate.
Conclusion	Summarize key findings, contributions, implications, limitations, and possible areas for future research.
Acknowledgements	Optional. Mention individuals, institutions, or organizations that supported the research but do not meet authorship criteria.
References	Include only works cited in the manuscript, formatted according to APA 7th edition.
Appendices	Optional. Include supplementary materials such as tools, checklists, additional tables, or interview guidelines.
Author Bio	Provide a brief bio of 50-100 words for each author after acceptance or when requested by the journal.

6. Detailed Guidance for Key Sections

6.1 Abstract

- Write the abstract as a compact summary of the whole paper.
- Avoid citations, abbreviations, tables, and unexplained technical terms in the abstract.
- Ensure that the abstract matches the actual findings and conclusion of the manuscript.

6.2 Introduction

- Begin with the broader academic or practical context of the study.
- Narrow the discussion toward the specific problem, gap, or issue addressed by the study.
- Clearly state research objectives, research questions, or hypotheses as appropriate.
- Explain the significance of the study for scholarship, policy, practice, or community.

6.3 Literature Review

- Synthesize rather than simply summarize previous studies.
- Use recent and relevant sources, while also including key foundational works where necessary.
- Identify agreements, disagreements, limitations, and research gaps in existing literature.
- Connect the literature review directly with the study objectives and methodology.

6.4 Methods

- State the research approach and design clearly, such as qualitative, quantitative, mixed-methods, experimental, descriptive, survey, case study, ethnographic, or document analysis.
- Explain the study population, sampling technique, sample size, and inclusion or exclusion criteria where applicable.
- Describe research tools and procedures sufficiently for readers to understand how the study was conducted.
- Mention reliability, validity, credibility, dependability, or trustworthiness measures as appropriate to the research design.
- Explain ethical considerations such as informed consent, confidentiality, voluntary participation, and ethical approval where applicable.
- Describe data analysis methods clearly, including statistical tests, coding methods, thematic analysis, software, or other analytical procedures used.

6.5 Results and Discussion

- Present findings in a sequence that follows the research objectives or questions.
- Do not repeat every number from tables in the text. Highlight only the most important results.
- Interpret findings critically and connect them with previous studies, theory, and context.
- Discuss unexpected findings honestly and explain possible reasons.
- Avoid unsupported claims. Every major interpretation should be grounded in data or literature.

6.6 Conclusion

- Do not introduce new findings in the conclusion.
- Briefly state the major contribution of the study.
- Mention implications, limitations, and recommendations where appropriate.
- Keep the conclusion focused and proportionate to the evidence presented.

7. APA 7th Edition Formatting Essentials

All manuscripts should follow APA 7th edition style. The following points summarize the most important requirements for authors.

7.1 Headings

Use a clear heading hierarchy. Avoid using too many levels unless necessary.

Level	Format
Level 1	Centered, Bold, Title Case Heading
Level 2	Flush Left, Bold, Title Case Heading
Level 3	Flush Left, Bold Italic, Title Case Heading
Level 4	Indented, Bold, Title Case Heading, ending with a period. Text continues on the same line.
Level 5	Indented, Bold Italic, Title Case Heading, ending with a period. Text continues on the same line.

7.2 In-Text Citations

- One author: (Sharma, 2022) or Sharma (2022) argued that ...
- Two authors: (Sharma & Rai, 2021) or Sharma and Rai (2021) found that ...
- Three or more authors: (Sharma et al., 2020) or Sharma et al. (2020) reported that ...
- Direct quotation: include page number, for example (Sharma, 2022, p. 45).
- Multiple citations: arrange citations alphabetically within the same parentheses, for example (Adhikari, 2021; Rai, 2020; Sharma, 2022).

7.3 Reference List

- Begin the reference list on a new page with the heading References.
- Use hanging indentation for each reference entry.
- Arrange references alphabetically by the surname of the first author.
- Ensure that every in-text citation has a corresponding reference entry and every reference entry is cited in the text.
- Use DOI links where available. Do not write Retrieved from unless the source requires a retrieval date or is likely to change over time.

7.4 Reference Examples

Journal article with DOI:

Author, A. A., & Author, B. B. (Year). Title of the article. Journal Title, volume(issue), page-page.

<https://doi.org/xxxxx>

Book:

Author, A. A. (Year). Title of the book. Publisher.

Edited book chapter:

Author, A. A. (Year). Title of chapter. In A. Editor & B. Editor (Eds.), Title of book (pp. xx-xx). Publisher.

Website:

Author, A. A. or Organization Name. (Year, Month Day). Title of webpage. Website Name. URL

Report:

Organization Name. (Year). Title of report. Publisher. URL

Thesis or dissertation:

Author, A. A. (Year). Title of thesis or dissertation [Type of thesis/dissertation, Institution]. Database or Repository Name. URL

8. Tables, Figures, and Appendices

- Tables and figures should be numbered consecutively, such as Table 1, Table 2, Figure 1, and Figure 2.
- Each table and figure must have a clear title. Notes may be added below tables or figures when necessary.

- Tables should be editable, not pasted as images, unless the table is a screenshot required for analysis.
- Figures, charts, and graphs must be clear, high-resolution, readable in black and white, and referred to in the text.
- Do not use tables or figures to repeat the same information already explained in the text.
- Appendices should be labeled Appendix A, Appendix B, and so on. Each appendix should have a clear title.

9. Research Ethics and Academic Integrity

- Authors must submit original work and must not engage in plagiarism, self-plagiarism, duplicate submission, data fabrication, falsification, or inappropriate authorship practices.
- The acceptable similarity index should normally not exceed 20 percent, excluding references and common phrases. However, editorial judgment may be applied depending on the nature of the similarity.
- Research involving human participants should follow ethical principles such as informed consent, confidentiality, anonymity where required, voluntary participation, and the right to withdraw.
- Authors should disclose any financial, institutional, personal, or professional conflict of interest that may influence the research.
- Use of AI-assisted tools, if any, should be limited to language support, formatting, or non-substantive assistance unless clearly declared. Authors remain fully responsible for the accuracy, originality, and integrity of the manuscript.
- All data, quotations, images, instruments, and copyrighted materials used in the manuscript must be properly cited and, where necessary, used with permission.

10. Authorship and Contribution

- All listed authors should have made a meaningful scholarly contribution to the conception, design, data collection, analysis, interpretation, writing, or revision of the manuscript.
- The order of authorship should be agreed upon by all authors before submission.
- The corresponding author is responsible for communication with the journal and for ensuring that all co-authors approve the final submission.
- Individuals who contributed to the work but do not meet authorship criteria may be acknowledged with permission.

11. Peer Review and Editorial Decision

Submitted manuscripts will first undergo editorial screening for scope, originality, format, academic quality, and compliance with journal guidelines. Manuscripts that pass initial screening will be sent for peer review. The possible editorial decisions include:

- Accepted
- Accepted with minor revisions
- Resubmission required after major revisions
- Rejected

The editorial board reserves the right to make final decisions regarding acceptance, revision, or rejection. Authors are expected to respond to reviewer comments respectfully and submit a revised manuscript within the given deadline.

12. Pre-Submission Checklist

Check	Requirement
<input type="checkbox"/>	The manuscript is original and not under consideration elsewhere.
<input type="checkbox"/>	The manuscript length is within 4,000-7,000 words.
<input type="checkbox"/>	The manuscript follows APA 7th edition style.
<input type="checkbox"/>	The title page is prepared separately with complete

	author details.
<input type="checkbox"/>	The main manuscript is anonymous for review.
<input type="checkbox"/>	The abstract is 150-250 words and keywords are 4-7 in number.
<input type="checkbox"/>	All tables and figures are numbered, titled, readable, and cited in the text.
<input type="checkbox"/>	All in-text citations are included in the reference list, and all references are cited in the text.
<input type="checkbox"/>	The manuscript has been checked for grammar, spelling, formatting, and plagiarism.
<input type="checkbox"/>	Ethical approval, consent, funding, and conflict of interest statements are included where applicable.

13. Submission Contact

Authors should submit their manuscript and related documents to the Research Management Cell or the designated editorial contact of Brixton College.

Email: rmc@brixtoncollege.edu.np

Note: The editorial board may update these guidelines when necessary. Authors should follow the most recent version provided by Brixton College.