

Far Western University

Guidelines for Manuscript Submission

Far Western Review is an interdisciplinary double-blind peer reviewed half-yearly research journal published by Far Western University, Mahendranagar, Kanchanpur, Nepal. It provides a forum for the publication of scholarly articles in wide range of areas such as: Education, Management, Social Sciences, Science and Technology, Engineering, Agriculture, Natural Resource Management, Animal Sciences, Health Science, Language, Law, Literature, Culture, and Folklore. It accepts manuscripts submitted through e-mail journals@fwu.edu.np attachments to the Editorial Office. Authors will be notified by email that their manuscript has been received.

1. General guidelines to manuscript writing

- i. Manuscripts should be at least 3,500 words and not more than 7,000 words including references. Manuscripts that do not adhere to this rule will not be considered for review.
- ii. Manuscript should be prepared using Microsoft Word. The text should be left aligned and typed in Times New Roman in 12 font sizes, double spacing between lines, and 1-inch margins should be applied in all sides on an A4 paper.
- iii. The abstract should be informative and should not exceed 250 words. It should include; a. objectives, b. methods, c. results. and d. conclusions.
- iv. Following the abstract 4 to 6 keywords should cover the thematic aspect.
- v. APA 7th edition should be followed.
- vi. Authors are required to send manuscript in word.docx and PDF format through email journal@fwu.edu.np
- vii. To facilitate the blind review process, please ensure that the authors' name does not appear anywhere in the manuscript or in the filename. Author's name, designation and institutional address should be in a separate file.
- viii. Authors are to check manuscripts for accuracy of language before submitting to the journal. The Editorial Board will not edit submitted manuscripts for style or language.
- ix. Papers submitted must not be under consideration for publication elsewhere, either in electronic or printed form. The corresponding author should declare this when submitting the paper to the Editorial Board.
- x. The Editorial Board reserves the right to make editorial changes to any manuscript accepted for publication to enhance clarity and style.
- xi. Mention clearly DOIs and persistent links to those references that have DOIs.
- xii. Copyrights for articles published in this journal are retained by the authors, with first publication rights granted to the publisher.

- xiii. The publisher is not responsible for subsequent uses of the work. It is the author's responsibility to bring an infringement action if so desired by the author.

2. Review Process

Prior to review by the board of editor, each paper is screened by the Member of the Editorial Board to check its suitability in favor of publication. If it is considered for publication, the Corresponding Author will receive a notification of peer-review process. All manuscripts are reviewed by an editor and members of the Editorial Board or qualified outside reviewers. The journal strives to return reviewers' comments to authors within one month. The editorial board re-review manuscripts that are accepted until they are revised. The manuscripts will be published within two months after acceptance. Upon the completion of the review process, an article will receive an evaluation result as follows:

- ❖ Accepted
- ❖ Accepted with minor revision
- ❖ Accepted with major revision
- ❖ Rejected or declined

3. Manuscript Selection Process

1. General Check

The editorial board checks a received manuscript to determine whether it fits the journal's aim and scope. Manuscripts out of the journal's scope are rejected. Articles published fully or partly in other publications/websites are not reviewed or accepted.

2. Plagiarism Check

Authors should submit only original work that is not plagiarized, and has not been published or being considered elsewhere. Please be aware that we will check all submitted manuscripts for plagiarism. We use Cross Check (Turnitin, the plagiarism-detection system or Copy Killer plagiarism checker) to check for copy/similarity to previously published documents. All manuscripts containing plagiarism, fabrication, falsification, and other academic dishonesty are rejected.

3. Peer Review

We use a double-blind system for peer review; both reviewers' and authors' identities remain anonymous. The submitted manuscript will be reviewed by external reviewers. The review process may take one month. In some rare cases, according to the recommendations from reviewers, a second round of peer review may be initiated.

4. Acceptance/Rejection Decision

The decision to accept an article is based on the average score given by reviewers. The reviewers grade a submitted manuscript on a scale of 1 to 5. To be accepted for publication, the manuscript must obtain an average score not less than 2.5. However, manuscript has be rejected with a score higher than 2.5 when an editor or reviewer thinks it is not suitable for publication.

5. Publication of Article

The accepted article will be published on the basis of merit average score given by reviewers. In some cases, priority will be given to the certain disciplines as per the decision of Managerial Board.

4. Format of the Article

The general organization of the research article/paper is presented into IMRD. However, area specific variations may be considered.

- a. Introduction
- b. Methods
- c. Results
- d. Discussion

If inclusion of specific review of theories in the introduction section to present theoretical evidences as the basic theories or empirical evidences that review the previous studies is allowed, the basic organization of the research article would appear as:

Preliminary Section

- Title (within 12 words, specific and informative reflecting the main issues)
- Author(s)
- Abstract
- Keywords

Main Body

- Introduction
- Methods
- Results and Discussion
- Conclusion/Implication

Final Section

- Acknowledgement (optional)
- References

- Appendixes (if any)

5. Conflicts of Interest

A statement on conflict of interest must be included in the manuscript if authors receive any support that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.