

Submission Guidelines | Regional Studies

Regional Studies accepts entries throughout the year which are processed and published on bi-annual basis. All contributing authors must follow the guidelines below before submitting their papers for publication.

Regional Studies accepts submissions as research articles which must fulfil the following criteria:

- The recommended word limit for the submissions is 5,000 to 8,000 [inclusive of footnotes].
- An abstract not exceeding 200 words and a maximum of five keywords should precede the main article.
- All sources in the article must be referenced using [Chicago Manual Style \(CMS\) 16th Edition](#). The authors must reference all data as footnotes. Separate bibliography for the same is not required.
- Author's name and institutional affiliation must be presented on a separate **Cover Sheet** (see the required contents for the cover sheet below for further reference). The main submission file must **not** have any personal information of the author.

Preparation of Manuscript

- a) Only the files in a Microsoft word document format (with .docx extension) are accepted.
- b) *Regional Studies* accepts submissions in British English (English UK in MS-Word), which must be consistent throughout the manuscript.

Formatting

- a) The authors are advised to use **Times New Roman** throughout the manuscript, with the font size of the title at 14 pts, main headings at 13pts, and the subheadings and body text at 12 pts. The abstract and any (numbered or bulleted) lists in the manuscript should be at 10 pts.

Use of Abbreviations, Tables, Graphs/Figures

- a) Abbreviations and references should be avoided in the abstract—unless essential.
- b) In the main body of the text, abbreviations should be defined at first mention and used consistently thereafter.
- c) Italicised text or single inverted commas should be used for emphasis.
- d) Use the table function, not spreadsheets, to make tables containing a clear caption related to the subject matter and the source of information in case of secondary data.
- e) Similar injunctions, as tables, should be followed for figures.

References

- a) *Regional Studies* accepts manuscripts with references as per the [Chicago Manual Style \(CMS\) 16th Edition](#).

Cover Sheet

a) All contributors are requested to submit a separate cover sheet, along with the manuscript, containing the following:

1. Personal Information

i) full name(s) of the author(s)

ii) a short introduction of each author that must include institutional affiliation, qualification, and research interests (not exceeding 50 words)

iii) identification of the corresponding author in case of multiple authors

iv) contact details including the postal address, contact number(s) (to facilitate correspondence with the editorial team) in addition to email address (which will also be published with the contribution).

2. Highlights of the Research

Highlights indicating the uniqueness and novelty of the research should be included in the form of 3-5 bullet points.

3. Source of Funding

All authors are to state if they have received any funding for their research and if the funding source has had any influence on their research and its outcomes. The authors should give the full name(s) of the public, commercial, or not-for-profit organisation(s) responsible for funding their research. The authors are also requested to explicitly state if no funding was received for the research.

4. Acknowledgement

The authors can also include additional acknowledgements.

5. Disclosure of Potential Conflicts of Interest

All authors are to include a statement disclosing the potential conflicts of interest (if any). In the case of no conflicts of interests, "Conflicts of Interests: None" should be stated in the cover sheet.

6. Declaration of Originality

All authors are also to declare that the contribution is their original work and is not under consideration for publishing at any other platform. Upon confirmation of publication, the author(s) will be required to fill in a formal Declaration Form, guaranteeing the originality of their work and conferring compliance with the *Regional Studies* copyright policy.

7. List of Prospective Reviewers

The authors of the original research articles are requested to submit three prospective reviewers (including their full names, affiliations, and email addresses in use). Since the journal uses blind peer review, the manuscripts may or may not be sent to the prospective referees identified by the authors.

All submissions prepared on the aforementioned format must be emailed at editorirs@gmail.com. The Editorial Office at IRS can be reached via email for any queries regarding submissions, reviews, and publication status. The authors are strictly advised to use the aforementioned email address for any correspondence regarding their submissions. Personal visits at IRS premises or telephonic correspondence of the same is not encouraged.