

## **GUIDELINES FOR AUTHORS**

Contributions are invited from authors in academic, industrial, and scientific organizations. Submissions must be original, neither published earlier nor currently under review elsewhere.

Authors are required to submit their paper **ONLY** as a Microsoft Word document. The paper's fonts and structure should be exactly same as that in the journal's template. The journal's template may be downloaded from [www.msrsas.org](http://www.msrsas.org). Submissions are to be sent by e-mail as an attachment to the e-mail address: [sastech@msrsas.org](mailto:sastech@msrsas.org). The e-mail must contain a declaration that the submission is an original one, and is not currently under review elsewhere.

A submission must have all the elements contained in the journal's template, namely the Title, Abstract, Authors names and affiliations, Keywords, and Introduction thru' References. On including all figures, tables, and appendices, length of a submitted paper should not exceed a total of 8 pages, when composed with a font size of at least 9 pt. Much longer submissions will not be reviewed and will be rejected by the editor. As the journal's printing is black on white only, prior to submission, authors are encouraged to view their manuscripts in grayscale to assess and remedy (any) loss of clarity on elimination of colour from images, tables, etc.

### **REVIEWING PROCESS**

Once a paper is submitted to the chief editor, it is cursorily scrutinised for adherence to the journal's scope and guidelines, following which two reviewers are identified for reviewing the submission. A soft copy of the submission is sent to the reviewers with evaluation sheets for their comments. Normally an upper limit of four weeks is allowed for a reviewer to evaluate the submission. If the reviewer does not respond within this period, a reminder is sent with a further time limit of one week. If no response is still received, the review process will be based solely on the other reviewer's comments. Once all reviews are received, the editor decides in principle whether to accept or to reject the submission. Summarily, a submission is accepted if both reviewers so recommend it, and any minor changes required are sought from the author(s). If one reviewer recommends acceptance, while the other reviewer does not, the submission is sent to a third reviewer. If the third reviewer recommends acceptance, the submission is accepted, else it is rejected. If no reviewer recommends acceptance on the first instance itself, the submission is rejected. Reviewers are anonymous to the authors. Reviewers will be requested to honour confidentiality of the submission. In all cases the chief editor reserves the final right to publish a paper.

### **ACCEPTED PAPERS**

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