

GUIDE FOR AUTHORS

I. THE SCOPE OF JOURNAL

- 1.1. Souphanouvong Journal is a peer-reviewed journal specializing in Agriculture, Forestry, Engineering, Architecture, Education, Economics, Tourism, and Languages.
- 1.2. Manuscripts should be written in a clear, concise, and direct style so that they are intelligible to the professional reader who is not a specialist in the particular field.
- 1.3. The only manuscripts acceptable are original research articles (regular papers) that have not been previously published elsewhere, except in a preliminary form (abstract, thesis, poster, oral presentation, etc...).

II. SUBMISSION OF A MANUSCRIPT

- 2.1. Submitted manuscript should not occupy more than 10 Journal pages (section III).
- 2.2. In general, terms should not be abbreviated unless they are used repeatedly and the abbreviation is helpful to the reader. Initially use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation only.
- 2.3. The sections (1. Introduction, 2. Materials and Methods, 3. Results, 4. Discussion, 5. Conclusion, 6. Acknowledgment, 7. References) should be numbered consecutively with only the first letter capitalized in bold-faced print (Sub-titles should be divided by “1, 1.1., 1.1.1.”).
- 2.4. Manuscripts must be prepared in a single file of Microsoft Office Word and submitted to the EXECUTIVE EDITOR.
- 2.5. Submitted manuscripts are acceptable in both English and Lao languages, but the following sections, 1) The title, 2) Authors & affiliation, 3) Abstract and 4) Keywords of each manuscript must be submitted in two languages (English and Lao).
- 2.6. Manuscripts must be prepared in single space (1 line spacing) with one column. Both before and after spacing must be 6pt. A4 size with 2 cm margin on both sides of the page is desirable. Using font size of 12pt for unspecified font size in the section III.
- 2.7. Manuscript’s font must be prepared in “Times New Roman” for English and “Phetsarath OT” for Lao language.
- 2.8. To improve the English content of those submitted papers, non English native speakers are strongly encouraged to have their papers proof read, prior to submission.

III. STRUCTURE OF MANUSCRIPTS

- 3.1. **Title (14pt):** The first page of each manuscript starts with the title of the paper which should be typed in bold-faced print with the first letter of key-terms are capitalized and set in the center of the page (For example: **Impact of Media on the Quality of Teaching**)
 - Abbreviations are not permitted in the title (Except scientific terms, e.g: DNA, RNA, H5N1, etc).
 - ❖ **The names of the authors:** Following the title should be the full name of authors(12pt in bold). The address of the institution (11pt in italics) where the research was conducted follows and the address should be included.
 - ❖ **Corresponding author:** Clearly indicate who will handle correspondence at all stages of refereeing, publication, and post-publication and give the affiliation address, telephone number, fax and email address in 11pt in italics.
- 3.2. **Abstract:** The abstract should state briefly the purpose of study; experimental treatments used; results obtained, preferably with quantitative data; significance of findings; conclusions; implications of results if appropriate. The abstract should be clear, descriptive and not longer than 500 words. References should be avoided. Non-standard

or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

- ❖ **Keywords:** Immediately after the abstract, provide a maximum of 5 keywords, avoiding general and plural terms, multiple concepts and abbreviations (avoid, for example, 'and', 'of'). The term "Keywords" is typed in bold-faced print followed by a colon.
- 3.3. **Introduction:** The introduction starts following the abstract. The introduction briefly justifies the research and specifies the hypotheses to be tested. Extensive discussion of relevant literature should be included in the discussion of results, not in the introduction.
- 3.4. **Materials and Methods:** The statistical model, classes, blocks, and experimental unit must be designated. Any restrictions used in estimating parameters should be defined. Levels of statistical significance which can be mentioned without further explanation are * $p < 0.05$, ** $p < 0.01$ and *** $p < 0.001$.
- 3.5. **Results:** Results should be presented in tabular form when feasible. The text should explain or elaborate on the tabular data, but numbers should not be repeated extensively within the text. Sufficient data, all with some index of variation attached, should be presented to allow the reader to interpret the results of the experiment.
- 3.6. **Discussion:** The discussion should interpret the results clearly and concisely and should integrate results of the literature survey with the research findings, to provide the reader with a broad base on which to accept or reject the hypotheses tested. Results and references to tables and figures already described in the Results section should not be repeated in the Discussion section.
- 3.7. **Conclusion:** This section, consisting of no more than 500 words, follows the discussion and should explain in lay terms, without abbreviations, acronyms, or citations, what the findings of this research imply for that field. Though some speculation is permitted, this section should also caution the reader against over extrapolation of results.
- 3.8. **Acknowledgments:** Optional
You are requested to identify who provided financial support for the conduct of the research (if, any).
- 3.9. **References:** Detailed information of all literature that was mentioned in the text shall be shown in References.
- 3.9.1. **Citations in the Text:** All source references are to be identified at the appropriate point in the text by the last name of the author and year of publication only, as shown in following examples:
 - 1) Single Author: Keohavong (2015) or (Keohavong, 2015).
 - 2) Two Authors: Keohavong and Chansavang (2015) or (Keohavong and Chansavang, 2015).
 - 3) More than 2 authors: Lestrelin et al. (2010) or (Lestrelin et al., 2010).
- 3.9.2. **Citations in the section of References:** The reference list should be typed in alphabetical order by family name of the first author (*Literature that was not mentioned in the text should not be included*). Use the style of APA citation (American Psychological Association), as shown in following example:

Lestrelin, G., Vigiak, O., Pelletreau, A., Keohavong, B. & Valentin, C. (2012).
Challenging established narratives on soil erosion and shifting cultivation in Laos.
Natural Resources Forum, 36: 63–75.
- 3.10. **Tables and figures (10-12pt):** Should be numbered separately starting with Table 1 and Figure 1. The Journal does not accept color figures. Figures should be submitted in black and white only. All tables and figures should be cited in the text as is appropriate. The same data should not be presented in both table and graph forms or repeated in the text. Abbreviations used in both tables and figures must be defined below that table or figure. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables does not duplicate results described elsewhere in the article.