MYANMAR ACADEMY OF ARTS AND SCIENCE



INSTRUCTIONS TO AUTHORS

WRITING PAPERS FOR PUBLICATION

IN THE

JOURNAL OF MYANMAR ACADEMY OF ARTS AND SCIENCE

2007

INSTRUCTIONS TO AUTHORS

Presentation: Manuscripts (MS) should be typed on one side of **quarto or A4 size paper**. Typing should be double spaced, with a one-inch margin all around. A floppy disk of the paper should be submitted together with two print-outs. In general the text should be arranged according to the following outline:-

(i) Title
(ii) Abstract
(iii) Introduction
(iv) Materials & Methods/ Premises/ Hypotheses
(v) Results/Findings
(vi) Discussion
(vii) Summary/ Conclusion
(viii) Acknowledgements
(ix) References

The body of the text should be printed in font size 12, and those of Abstract, Acknowledgement and References should be printed in **font size 10**. The relative importance of the **headings** in the text should be indicated as follows:

First order --- Centre Heading, Capitals and lower case
Second order --- Centre Heading, Capitals & lower case
Side heading --- Capitals & lower case, not indented (bold-faced)
Run-in heading --- Capitals & lower case, indented (bold-faced)

Title. The title should describe the contents of the article adequately and concisely and should be typed in **font size 14.**

Author's name. Capitalize the author's name. His designation and the name of the institution where the work was carried out should be given at the bottom of the title page.

Abstract. The main points of the paper, including its findings and conclusions, should be highlighted in the abstract. It is not a summary, and should not contain more than 300 words. The entire abstract should be indented and typed in **font size 10.**

Key words: Between 3-7 key words highlighting the main points should be listed below the abstract.

A paper that does not conform to these instructions will not be accepted for publication.

References. References should be presented in alphabetical order, beginning with the surname first for the senior author and surname last for the other authors, followed by the year of publication. Examples of references are given below:

To a paper: Rabinowitz,A., Than Myint, Tun Khaing, and S.Rabinowitz, (1999) "Description of the Leaf Deer (*Muntiacus putaoensis),* a New Species of Muntjac from Northern Myanmar." *Journal of Zoology*, London, vol.249, pp.427-435.

To a book: Corbet,G.B.,& J.E.Hill,(1992) *The Mammals of the Indomalayan Region.* Oxford, Oxford University Press.

To a thesis: May Soe Thu (1995) *Taxonomy of Offshore Fishes Caught by Bottom Trawl Operations in Myanmar Waters.* M.Sc. Thesis, Zoology Department, Yangon University (Unpublished).

N.B. If the manuscript submitted is from a thesis, its format should be revised to conform to that of the Myanmar Journal of Arts & Science presented here. **Pagination** should commence from the title page. Except when they are used to identify the affiliated institution, and cite unpublished material, **footnotes** should be avoided wherever possible. The MS, including illustrations and references, should not exceed **15 pages** for Arts and Others and **12 pages** for Science in length.

A Guide to Writing a Research Report / Paper in Arts and Science

A research candidate must:

(1) competently execute some original work (observational, experimental or theoretical) and honestly interpret its results so as to resolve a problem that is worth writing about.

(2) write about research work in such a way as to convey accurate meaning without ambiguity and without causing readers unnecessary trouble.

Writing the Report/ Paper

The research report must be:

(a) organized in a logical fashion so as to lead the reader easily and clearly step by step through the plan, execution, results and interpretation of the research,
(b) written plainly and
(c) correctly.

Form of Report/ Research Paper

Title

A good title adequately and clearly expresses the extent of the paper and is as concise as possible. Therefore, it should be carefully framed so as to convey accurately:

(i) the scope of work (in Arts and Science subjects) and
(ii) the particular aspect investigated

The title should be short, complete and informative. It is typed in second order with a character font not smaller than 14.

The selection of a suitable topic for a research work is in many ways the most difficult task. A thorough knowledge of a particular subject area is needed. One must be familiar with recent studies in one's own field of interest. Publications with concise summaries of researches usually conclude with suggestions for further research.

Abstract

The abstract indicates the scope of the work and the principal findings of the paper. It should not exceed 300 words. A good abstract is concise, lucid and well organized.

The abstract should be single spaced with paragraphs separated by a blank line, if desired. Character fonts should not be smaller than 10.

Introduction

The introduction must include a clear, concise statement of the problem under consideration so as to leave no doubt in the reader's mind as to what to expect in the following text.

Methods/ procedure

Methods used to present the report/paper must be described as well as methods of analysing the data. The procedure must be described accurately and in sufficient detail so as to report the work and the results obtained.

Results/ findings

This part of the work is of utmost importance in that it presents the writer's observations about the results of one's work logically arranged in accordance with the previously outlined procedure. Descriptions must be precise and detailed. New facts and any significant deviations from previously published facts are to be emphasized.

Where many items of data are involved, the information must be reduced to graphic forms or summary tables. Each table, diagram, etc. should be carefully prepared and have an important objective: graphs, etc. must not be merely demonstrations. Figures, etc. must be integrated into the text and each must have an explanatory legend that makes the data presentation largely self-explanatory.

Discussion

The author's judgement of the relation of the observations to those already on record is very important and the discussion of these relationships is to be very fully developed. This discussion should take the form of an organized, topic-by-topic resumé of the data and opinions of previous writers, integrated and re-evaluated in the output of the author's discoveries and contradiction of confirmed observations.

Summary

This section is an abstract of the essentials of previously stated results (summary statements) and previous discussion (conclusion statements). These statements show the success the author has had in solving the problem stated in the introduction. The conclusions must be directly supported by the author's own work. This part of the report must be written with utmost care.

The summary and conclusion statements must convey the full value of the research and the merit of the author. This section is usually written in the form of a series of numbered paragraphs which follow the same outline as the body of the text.

Acknowledgements

It is extremely important to give credit to others. Similarly, useful suggestions regarding methods of solution or interpretation of results deserve recognition. Therefore, give credit where it is due.

References

"References" mean only those which the article refers to and not those which the original authors referred to.

1. References must be brought together at the end of the article and are to be arranged in an alphabetical order.
2. Only the name of the first author is reversed (English names only. i.e., the surname is typed first., followed by a comma (,) and the initials or personal name of the author.
3. The year of publication is given in brackets ( ) immediately after the name of the author.
4. Next comes the Title of the article, usually shown in quotation marks followed by a comma.
5. Then give in full the title of the journal (in which the article appeared). Each word of the journal title is underlined; with computers, underlines should be discarded and italics used instead.

6. The volume number follows without the prefix, "vol" and without an underline. A comma (,) follows it.
7. The numbers of the first and last page (on which the article appeared) are given in Arabic numerals separated by a hyphen.
8. When reference is made to a book, the title is underlined or shown in italics. Use a comma (,) at the end of the title. Then give the edition and then the page number preceded by the prefix, "p". This is followed by the town/ city place of origin punctuated by a colon (:). Lastly, furnish the name of the publishers.
9. Superscripts in the body of the article will refer to conferences which will be placed at the end of the article.
10. In the text, reference to the writings should be made by giving in brackets the name of the author and the year of publication. e.g., (Cunningham, 1960).
11. When referring to a paper written by two authors, use the ampersand (&) instead of "and".
12. If there are more than two authors, all names should be given when cited (in the text) for the first time, and thereafter the first name only, adding 'et. al.'
13. If an entry takes on more than one line, indent from second line onwards. N.B. For references in chemistry, the references need only the title of the journal, volume number and page numbers. For literature and social sciences, formal references should be brought together at the end of the paper in the order cited.

REFERENCES

Bishop, Claude T., (1984), *How to Edit a Scientific Joumal*, 151. Press, Philadelphia, Day, R. A. (1983), *How to Write and Publish a Scientific Paper*, 2nd ed., 151, Press, Philadelphia.

Lindsay, David, (1984), *A Guide to Scientific Writing*, Longman Cheshire Pty. Limited. "Writing &

language" in *"Time: Almanac 202 with Information Please"*, p.465-467.

Turabian, Kate L.,(1996). *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed., Chicago: University of Chicago Press, 1996, or later editions.

A Concise Guide to Style (Writing and Language)

1. Capitalization – Capitalize the following:

   (i) Proper nouns and adjectives derived from proper nouns, e.g. Marie Curie, Smokey Robinson, Darwin, Darwinian, China, Chinese. But words derived from proper nouns are generally lower case, e.g. china cups, french fries, plaster of paris, vienna sausage.

   (ii) Titles when preceding a name: President Lincoln, Queen Victoria, Professor Davies.

   (iii) The names for periods, events, and documents of historical importance, e.g. Middle Ages, Constitution, Renaissance, Battle of Waterloo.

   (iv) The names of geologic eras, periods, epochs and names of prehistoric divisions, e.g. Paleozoic Era, Pleistocene, Quarternary Period, Stone Age.

   (v) The genus but not the species name in binomial nomenclature, e.g., *Canis familiaris, Malus punila, Felis tigris.*

2. Punctuation

   (i) Comma
   - Use a comma to separate words in a list or series
   - To set off titles and degrees: Sarah Little, PhD, Robert Johnson, Jr.
   - To set off the month and day from the year in full dates:

e.g., August 6, 2005. But do not use comma when only the month & year appear e.g., August 2001

(ii) Colon - use a colon: To introduce a list of words, phrases and clauses that explain , enlarge upon, or summarize what has gone before.

(iii) Semicolon - Use a semicolon: To separate the independent clauses in a compound sentence not joined by a conjunction.

e.g., The situation is hopeful; the storm may lift soon.

(iv) Dashes & Hyphens - Use a dash to indicate a sudden break in continuity, or to set off an explanatory, a defining, or an emphatic phrase.

e.g., Dairy foods–milk, cheese, yogurt–are a good source of calcium.

- Use a hyphen to join the elements of a compound word or to join the elements of a compound modifier before a noun.

e.g., well-wisher, fifty-three, ice-skating rink, college-age students

- Use a hyphen to divide a word at the end of a line.

(v) Brackets + Parentheses - Use brackets to set off words or letter in quoted matter that have been added by someone other then the another.

e.g., "She [Willa Cather] is certainly one of the great American writers of the 20th century".

Use parenthesis to set off nonessential information.

e.g., We spent an hour (more or less) cleaning up.

Writing an Abstract

Definition: An abstract is a **concise** statement of the major points of an academic or scientific research paper.

Purpose: Its purpose is to enable any interested researcher to consult a paper quickly, without having to read the entire document.

Contents: Purpose = why the research was carried out.
Materials and methods = what was investigated and how.
Results = what was discovered .
Conclusion = whether or not the findings met the objectives.

Length: Not more than 300 words.

Key feature: Conciseness.

Suggested Steps to Follow in Writing an Abstract

1. Read through your outline and paper carefully. (Remember that a well-constructed outline will help you write a brief but through abstract.)
2. Draft a paragraph which contains the central idea and the major points of your paper. (Generally, the abstract of a research paper should contain a bref statement of each of the following: the problem, procedures, the results, and the conclusions.)
3. Examine your draft paragraph to make sure you have included every major point.
4. Determine the length of your draft paragraph in terms of the specified word limit, and if your draft has exceeded the limit, rewrite all long sentences to get more concise ones. (Do observe the word limit.)
5. Check your language, i.e., spelling, grammar and syntax.
6. Produce a fair version.

[Adapted from: **Guide to Language and Study Skills** by A.V. Martin, B. McChesney, E. Whalley & E.Devlin. New Jersey:Prentice Hall, Inc. 1977, p. 229.]

Sample Abstracts

The pronouns "I" and "You" in Burmese*

by

Thi-Ha, Burma

ABSTRACT

The pronouns of address and reference in Burmese, a member of the Arakan-Burmese group of the Tibeto-Burmese sub-family of the Sino-Tibetan family of languages, were examined to demonstrate that in any face-to-face interaction among the Burmese, an interlocutor is constrained by both social and psychological factors to choose the most appropriate form of pronoun from a number of various forms at his disposal. The investigation revealed that choice of form is determined by sex, age and social status of the addressor in relation to the sex, age, and social status of the addressee.

(Number of words 94)

*One of the six project papers prepared and submitted as part of the requirement for a Master's Degree in Applied Linguistics for English Language Teaching at the University of Lancaster, England, U.K, 1971-72. The paper was later published in *Tekatho Pyinya Padetha*, Vol.16, No.12, pp 1-11, July 1982.

A Survey of Selected Administrative Practices Supporting Student Evaluation of Instruction Programs*

by

Isaac Bejar

ABSTRACT

A mail survey of 333 American universities was conducted to assess the current status of Student Evaluation of Instruction. Based on a 68% return, it was concluded that there has been an increase in the popularity of student ratings as a means of evaluating faculty performance, as well as increase in the frequency with which evaluation results are used in decisions concerning faculty status. However, at most universities, research on the rating instruments does not seem to have kept pace with the decisions that are based on rating instruments

(Number of words 90)

*Research in Higher Education, Vol.3, No.1 (1975), p.77

[Excerpted from ***Guide to Language and Study Skills*** by A.V. Martin, B.Mc Chesney, E.Whalley & E. Devlin . New Jersey : Prentice Hall, Inc. 1977, p 229]

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