

GENERAL GUIDELINES

1. Submission:

Hard copies must be submitted on the day of presentation.

2. Language:

Use concise and clear English/Assamese. Non-English terms, including *plant* and *species nomenclature*, should be italicized.

3. Formatting:

- Paper size: A4
- Line spacing: 1.15
- Font: Times New Roman
- Font size: 12
- Margins: One inch on all sides.

4. Tables and Figures:

- Include tables and figures in the main text at the relevant sections.
- Use proper numbering and captions.
- Number tables and figures consecutively (e.g., Table 1, Fig. 1).
- Ensure captions are clear and concise.
- Place them in the main text and include a list of captions at the end.

5. Structure of Manuscript:

Manuscripts must follow this structure:

1. Title Page
2. Abstract
3. Keywords
4. Main Text
5. Acknowledgments
6. References
7. List of Tables and Figures (with captions).

6. Title Page:

Include the following details:

- Title of the paper: All caps, font size 14, bold.
- Author names: Font size 12, bold.
- Affiliations: Departments and institutions of all authors.
- Corresponding author's name, address, email, and phone number.

7. Abstract:

- Each article must have an abstract (200–250 words).
- For research articles, use structured headings: Background, Objective, Methods, Results, and Conclusion.

- Avoid abbreviations and references in the abstract.
- Provide 3–5 keywords.

8. Main Text:

The main text must include appropriate headings and subheadings.
For research articles, use the following format:

1. Introduction
2. Materials and Methods
3. Results and Discussion
4. Conclusion.

9. Acknowledgments:

Include acknowledgments for any funding sources, supporting institutions, or individuals who contributed but are not listed as authors.

10. References:

- Use the Vancouver referencing style.
- Number references consecutively in the text (e.g., [1], [2–5], etc.).
- Use reference management tools like *Mendeley* or *Zotero*.

11. Figures and Tables (Detailed):

- Number tables and figures consecutively (e.g., Table 1, Fig. 1).
- Ensure captions are clear and concise.
- Place them in the main text and include a list of captions at the end.