**GUIDELINES FOR AUTHORS FOR SUBMISSION**

**POLARIS - JOURNAL OF MARITIME RESEARCH (P-JMR)**

1. **MANUSCRIPT**
	1. Articles are restricted to 4000-6000 words, including (title page, abstract, main text, notes, references, tables and biographical statement)
	2. Within reasonable limits, we will referee articles which even do not strictly conform to P-JMR style requirements at initial stage. Absolute requirements in the first round are: line spacing throughout (1.5), an abstract and an alphabetical reference list.
	3. However, the final version of the manuscript should be submitted on APA (Edition 6) style and must contain following in the under mentioned order:

(1). Title page with name(s) of the author(s), affiliation and a word count

(2). Abstract

(3). Main text

(4). List of references

(5). Biographical statement(s)

(6). Tables and figures in separate documents in high resolution for printing purposes.

(7). Notes (either footnotes or endnotes are acceptable)

(8). The text should be left justified with standard left margin. Please avoid hyphenation throughout the manuscript and maintain line spacing of 1.5 only.

(9). Text should follow Times News Roman theme having font size 12 for the text and 14 for headings is recommended.

(10). The final manuscript should be submitted in MS Word for windows.PDF or any other version will not acceptable.

2. **LANGUAGE**

The main objective of P-JMR is to promote maritime information and research amongst national/international audience where clarity of expression remains fundamental priority. Elegance in style is considered as a secondary compulsion.

a. Use of British spelling with consistency throughout the article is mandatory.

b. Since P-JMR has international audience as well therefore authors must avoid ‘nationalistic’ language such as the use of ‘us’ for their own nation or group of nations and ‘them’ for others.

c. Authors in PJMR can take the reader’s knowledge of English for granted, however they should avoid colloquialisms, particularly if linked to a particular national culture.

d. Acronyms and abbreviations should be used sparingly. USSR, USA, and UK (no full stops) will be readily understood but whenever there is doubt, the acronym or abbreviation should be explained first time when it occurs.

e. Numbers higher than ten should be expressed as figures (e.g. five, eight, ten, but 21, 99, 100); the % sign is used rather than the word ‘percent’ (0.3%, 3% and 30%).

f. Underlining should be used sparingly. Commonly used non-English expressions, like ad hoc and raison d’être should not be italicized.

3. **TITLE AND HEADINGS**

The main title of the article should appear at the top Centre of 1st page followed by the author(s) name(s) and institutional affiliation. The title should be short, informative and self-contained. All sections of the article (including the introduction) should have principal subheads wherever required.

4. **ABSTRACT**

The abstract is an important part of the article. It should summarize the actual content of the article, rather than merely relate what subject the article deals with. It is more important to state an interesting finding than to detail the kind of data used, instead of ‘the hypothesis was tested’, the outcome of the test should be stated.

1. The abstract should be in the range of 200–300 words only.

b. Abstracts should be written in the present tense and in the third person (This article deals with ...) or passive (... is discussed and rejected). Please consider carefully what key words (4-6 words) to include for increasing the visibility of the abstract in electronic searches.

5. **REFERENCES**

a. As a general guideline, **Chicago Manual (Edition 16)** referencing format system must be used. References should be placed in a separate alphabetical list at the end of the article and should not be incorporated in the notes.

b. Cite only the authentic references.

c. All references quoted in the text must appear in the reference list and vice versa. This should be checked carefully and spellings and dates match.

d. While quoting Internet references please ensure that E-links are genuine and active.

e. Most deviations from our style standards occur in the references. Therefore, authors should take extra care to check them carefully against the examples below.

6. **NOTES**

Notes should be used only where substantive information is conveyed to the readers. Mere literature references should normally not necessitate separate notes (see the section on references below):

1. Notes are numbered with Arabic numerals. Authors should insert notes by using the footnote/endnote function in MS Word.
2. Notes will appear as footnotes in the journal. In the manuscript, they may be either footnotes or endnotes.
3. Notes should not be preceded by the word ‘Note’.

7. **TABLES**

Each Table should be self-explanatory as far as possible. The heading should be brief, but additional explanatory material may be added in notes which will appear immediately below the Table. Such notes should be clearly set off from the rest of the text.

1. The table should be numbered with a Roman numeral, and printed on a separate page.
2. We cannot guarantee that a table will be printed exactly where indicated in the manuscript.
3. The Table heading should be placed above the Table and have no end punctuation. Example: Table I. Exports of major weapon systems to the Third World, 2004

8. **FIGURES**

1. Figures are numbered with Arabic numerals. Figure headings are also placed below the Figure. Example: Figure 1. Number of armed conflicts by type, 1946–2006
2. Figures should ideally be .jpg files, if possible in high-resolution format (at least 350 dpi). PJMPR is printed in black and white (figures may be printed in colour) Avoid excessive shading.

9. **QUOTATIONS**

For quoted words, phrases and sentences run into the text, PJMPR style is to use ‘single’ quotation marks. “Double” quotation marks should be used only for ‘quotations “within” quotations’. Longer quotations (40 words or more) should be indented without quotation marks and double-spaced in the manuscript. Ample space should be left before and after such quotations. They will be indented and appear in smaller type in the printed article. Responsibility for the accuracy of quotations, as well as for permission to quote rests with the author.

Titles of sources in languages other than English should be cited in the original with an English translation added in brackets, for example:

Kobayashi, Naoki (1963) Nihon ni okeru Kempodotai no Bunseki [A Dynamic Analysis of the Japanese Constitution]. Tokyo: Iwanami Shoten.

10. **APPENDICES**

The author may use Appendices to include important information which would unduly break up the information in the main text. However, keep the number of Appendices and the information contained in them to an absolute minimum. Appendices that are to be included in the printed article must be included in the word count.

11. **BIOGRAPHICAL STATEMENT**

a. The bio-sketch in JMPR appears immediately after the references. It should be brief and include year of birth, highest academic degree, year achieved, where obtained, position and current institutional affiliation. In addition authors may indicate their present main research interest or recent (co-)authored or edited books as well as other institutional affiliations which have occupied a major portion of their professional lives. But we are not asking for a complete CV.

Click here for Sample biography (Hyperlink to the Paragraph below)

ABDULAH NASIR, b. 1964, PhD in Economics (University of Michigan, 1995); Associate Professor, Florida State University (2010– ); various visiting academic positions in Pakistan, India, and Britain. Most recent book: Economics of Crime (Harper & Row, 2013).

Note the use of capital initials for subjects (Economics, Political Science), degrees (Cand.Polit.), and positions (Assistant Professor). No full stops in PhD, MA, MSc, etc.

b. Separate biographies should be prepared for all co-authors.

c. The e-mail address of the ‘corresponding author’ should be included separately on the title page rather than in the biographical statement.

**12. COPYRIGHT AND PLAGIARISM**

a. The responsibility for not violating copyright in the quotations of a published article rests with the author(s). NCMPR will not be responsible for any breach of copyright laws/ norms.

b. Each research paper will be checked against plagiarism through Tunitin.

**13. SUBMISSION**

a. Authors should send all submissions and resubmissions to P-JMR directly pjmr@bimcs.edu.pk

b. P-JMR operates a double-blind peer review process in which the reviewer’s name is withheld from the author and the author’s name is concealed from the reviewer.

c. Double submissions, submissions of previously published work, or ‘data slicing’ – that is, articles that represent only marginal progress from the authors’ earlier work are not acceptable. The editorial evaluation process is so time-consuming that we cannot set it in motion until we are sure that manuscript presents new research and is seriously intended for PJMR.

**14. AUTHOR'S CHECKLIST**

Authors must check the final version of their manuscripts against the checklist before submitting.

Click Here for the Submission Checklist

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| --- | --- |
| I have reviewed the paper submission guidelines, and my paper conforms to them |  |
| My research paper dipicts clearity of expression and information cited is found authentic acoording to best of my knowledge.  |  |
| I have checked that title, abstract and conclusions accurately reflect the content of my paper. I have explained all technical or scientific terms / Abbrivations unique to the topic of my research |  |
| My paper includes applicable in-text citations, graphs, and data |  |
| I have verified the sources listed in the paper and are properly cited as per the guidelines |  |
| I have spell-checked and read my paper thoroughly, resolving all grammatical and other writing errors |  |
| I have attached biblogarphic statment along with recent crosponding adress with the paper |  |