



**Sustainable, Sufficient, Safe and Healthy Food in Nepal:  
Principles and Practices of Food Security  
BOOK CHAPTER PUBLICATION GUIDELINES  
Association of Nepalese Agricultural Professionals in Americas  
(NAPA)  
(October 2017)**

**Aims and Scope:**

Food is a universal prerequisite for sustaining life, a fundamental human right and an essential determinant of healthy living. At the same time, if it is not safe to eat, it can create a grave danger to human life. The three aspects (sustainability, sufficiency and safety) of food security constitute the key components of a complex food system. Nepal's food supply chain is even more complicated due to diversity in geographic, agro-climatic and socio-economic conditions across the country. Moreover, the vast majority of the people, who live in rural areas mostly under subsistence economy, are facing serious challenges in sustaining their livelihoods ensuring food security in the midst of the increasingly globalized world economy.

The current state of food system in terms of nourishing the people of Nepal is far less than optimal. In order to adequately nourish the country's ever-growing population, a system of enhanced food production, processing, preservation, distribution, marketing, accessing, cooking and consumption of food that is sustainable, sufficient, safe, healthy, and in equitable manner is essential. The whole gamut of these processes that are largely controlled by the market infrastructure and forces can also be considerably influenced by healthy public policies, programs, services, and innovative technologies.

The NAPA's project book to be published aims to address the need for a holistic approach with comprehensive package of knowledge on principles and practices for the development of a sustainable food system in Nepal.

**Authors' Commitment:**

The book will be written by experts and practitioners primarily among Nepali diaspora and also among other scholars from Nepal and abroad, who are quite familiar with the existing food-security conditions of Nepal. There is no remuneration for authors, reviewers, editors, or publication team for their contributions to the book. All the contributions made will be valued in the spirit of generous contributions of Nepali diaspora or other scholars as an expression of their commitment and love to the country, while the scholarly work would be contributing to benefit the global community.

Each book chapter is expected to be based on sound fundamental empirical data (published or unpublished) with rigorous review of previously published work in the subject area. Each chapter will cover a comprehensive treatise on the principles and practices of the subject matter. It is expected that substantial work of the one or more of the chapter authors' own work will have been included in the contents of the chapter. However, the authors will do an extensive search of literature to collate complete information related to the chapter. While a typical book chapter is based on review and synthesis of current research-based information and historical trends on a topic area, some authors may base their chapters on their own research data. Nevertheless, such narrowly focused research data from authors' own studies may be used as case study or illustration to strengthen the scope of the chapter and will not preclude the necessity of a rigorous review of current information on that topic. This will include a selected few chapters that will provide empirical evidence from the analysis of data. Each chapter will

provide solid ground to inform the students, decision-makers and policy makers of the governmental and non-governmental organizations.

Three book chapter examples are circulated for reference (it does not mean that you should follow these chapters).

Example 1: Sustainable Ruminant Production in Nepal

Example 2: Integrated Pest Management in Cotton

Example 3: Chapter 1 - Introduction and Overview (Review of various factors) and Chapter 3 – Sex Differentials in Mortality (Empirical analysis). This is also available at: <http://www.sciencedirect.com/science/book/9780125931304>

### **Author Guidelines:**

#### **Manuscript Formatting:**

Manuscripts must contain all essential headings as listed below. Texts in manuscripts should be double-spaced, 12-point Times New Roman font, and have consecutive line (on the left side) and page numberings (centered at the bottom of each page). Margins should be 2.5 cm (1 inch) on all sides. Manuscripts submitted for review should be in the Microsoft Word or PDF file format.

Manuscripts in general should be organized in the following order:

- Title
- Name(s), affiliation(s), and mailing and email addresses of author(s)
- Abstract and Keywords
- Introduction
- Topical content headings and sub-headings in a logical sequence for review based chapters or Materials and Methods, Results and Discussion in case of research based chapters.
- Conclusions (must include policy implications for Nepal)
- Policy Implications/Recommendations
- References
- Tables
- Figures

#### **Manuscript Length:**

The submitted manuscript should not exceed 7,500 words, excluding references. Exception to the manuscript word limit may be granted in special circumstances at the discretion of the Editor-in-Chief. Total number of Tables and Figures normally should not exceed 12.

#### **Section Headings and Subheadings:**

Manuscripts should be divided into clearly-defined Headings and Sub-headings as:

##### **Section Headings:**

Section headings such as Introduction, Materials and Methods, Results and Discussion, etc. should be bold and centered. Capitalize the first letter of all major words of the Section headings (i.e., generally do not capitalize articles such as a, an, the, and coordinating conjunctions such as and, but, for, etc.). The first line of each paragraph shall be indented by 1.27 cm (0.5”).

##### **Level 1 Heading:**

Bold, left-aligned, and capitalize the first letter of all major words. The first line of each paragraph shall be indented by 1.27 cm (0.5”).

**Level 2 Heading:**

Bold, left-aligned, and capitalize the first letter of all major words, followed by a period, and the text follows. The paragraph containing the Level 2 Heading shall be indented by 1.27 cm (0.5”).

**Level 3 Heading:**

Italics, left-aligned, and capitalize the first letter of all major words, followed by a period, and the text follows. The paragraph containing the Level 3 Heading shall be indented by 1.27 cm (0.5”).

**In text citations:**

APA style (<http://www.apastyle.org/>) guidelines for text citations are shown below.

**One author:**

The last name of the author and the year of publication should be inserted into the text as, Marks (2011) states that or (Marks, 2011).

**Two authors:**

Both authors should be cited as, Bee and Boyd (2010) state that.... or (Bee and Boyd, 2010).

**Three or more authors:**

If there are three or more authors, the citation should be as, Rolfe et al. (2010) state that.... or (Rolfe et al., 2010).

**More than one work citation:**

If citing two or more works within the same parentheses, they should be in alphabetical order of authors and each citation separated by a semi-colon, as (Phillips et al., 2010; Rolfe et al., 2010).

**Citation for two or more works by the same author but in separate years:**

Give the author's last name followed by the years in ascending order and each separated by a comma, as (Davies, 2008, 2010, 2012).

**Citation for two or more works by the same author published in the same year:**

Use lower case letters (a, b, etc.) to distinguish between works published in the same year by the same author (s) as, Hewitt (2010a) states that...., and/or ...this was supported by Hewitt (2010b) or (Hewitt 2010 a, b). The suffixes are assigned in the reference list, where these types of references are ordered alphabetically by title (of the article, chapter, or book).

**Websites:**

In case if it is difficult to identify the author of a webpage, decide who is responsible for the page and that person or corporate body can be referenced as the author. Searching the 'About Us' or 'Contact Us' will help to identify the author. If no author can be found, use the webpage title as, American Psychological Association (2012). If no title, use URL.

**Works with no identified author or with an anonymous author:**

Be cited as, Anonymous (2012) states that or (Anonymous, 2012).

**Manuscript Format**

**Title Page:**

The Title should be concise and reflect contents of the manuscript. A title must not have more than 150 characters including spaces and punctuation.

A short **Running Title** (no more than 50 characters including spaces and punctuation) should also be provided. Title page should include each author's full name, affiliation, mailing address, and e-mail. When there are two or more authors, the corresponding author should be identified. Acknowledgements should also be included on the Title page as a footnote.

**Abstract:**

The Abstract should be concise (maximum 250 words). It should state briefly the rationale of the study, objective(s), materials and methods, the principal findings, major conclusions and recommendations. The abstract should stand alone.

**Keywords:**

A maximum of 6 keywords (alphabetical order, separated by a comma) should be provided immediately after the abstract. Abbreviations should not be used as keywords unless they are firmly established in the field and presented multiple times in the manuscript.

**Introduction:**

The introduction should identify problems/research question(s) and provide an adequate background and rationale for the study with relevant literature review in a logical order. A typical ending of the introduction should include objectives, hypotheses or questions being addressed. It should not include any methods, findings, or conclusions.

*Theory/Calculation/Equations* (if necessary in the field of Social Sciences/Economics, wherever appropriate): This section should extend the background of the article with necessary theoretical/empirical framework without repeating from the Introduction.

**In case of a review chapter, the following may be included:****Topical Headings:**

This section should provide sufficient details to describe, explain, illustrate the concepts, principles, processes, technology etc which are parts of the book chapter.

**Topical Sub-headings:**

This section should provide sufficient details to describe, explain, illustrate the concepts, principles, processes, technology etc which are parts of the a topical heading in the book chapter

**In case of a research paper, the following may be included:****Materials and Methods:**

This section should provide sufficient details of materials and methods/procedures, experimental/research design, survey design, equipment and measurements, data (study setting, sample, data collection), and statistical analyses to allow other researchers to reproduce the work. *This section is appropriate when the chapter uses empirical analysis.*

**Results and Discussion:**

Results and Discussion can be separated or combined. All major results should be presented clearly, concisely, and sequentially in the order of Objectives/Hypotheses/Research questions. If Results and Discussion are presented separately, Results section should not include material appropriate to the Discussion section. The Discussion section should explore the significance/implications of the results without repeating them. While pertinent literature may be used to discuss the current research results, repetitions of extensive citations and discussion of published literature should be avoided. *This section is appropriate when the chapter uses empirical analysis.*

### **Conclusion or Summary:**

This section should provide the main takeaways and implications of the findings.

### **Policy Implications/Recommendations:**

This section should provide the main takeaways and implications of the findings/recommendations applicable for policy modification or new policy development to improve the food security situation of Nepal.

### **References:**

Authors should follow APA (Publication Manual of the American Psychological Association) sixth edition reference style. All references cited in the text should be in the reference list and vice versa. A range of 50 to 100 references are expected to be included in each chapter. A sample of the most common entries in reference lists are given below.

#### **Book with single author:**

Last name, Initial (s). (Year). Title. Place: Publisher. For example, Pant, P. R. (1975). *Social science research and dissertation writing*. Kathmandu: Buddha Academic Enterprises.

#### **Book with two authors or more:**

Last name, Initial (s), & Last name, initial (s). (Year). Title. Place: Publisher. For example, Phillips, J., Ajrouch, K., & Hillcoat-Nalletamby, S. (2010). *Key concepts in social gerontology*. London: Sage.

#### **Edited book:**

Last name, Initial (s). (Ed.). (Year). Title (ed.). Place: Publisher. For example, Cash, T. F., & Smolak, L. (Eds.). (2011). *Body image: A handbook of science, practice, and prevention (2nd ed.)*. New York: Guilford Press.

#### **Use (Ed.) if one editor and (Eds.) if two or more editors:**

For example, Kozier, B., Erb, G., Berman, A., Snyder, S., Harvey, S., & Morgan-Samuel, H. (Eds.). (2012). *Fundamentals of nursing: Concepts, process and practice (2nd ed.)*. Harlow: Pearson.

Woodhead, S. (Ed.). (2013). *A core care pathway children with life-limiting and life threatening conditions (3rd ed.)*. Bristol: Together for Short Lives.

#### **Chapter in edited book:**

Last name, Initial (s). (Year). Chapter title. Initial. Last name (eds.), Book title (pages of chapter). Place: Publisher. For example, Benton, D. (2011). Diet, behaviour and

cognition in children. In D. Kilcast & F. Angus (Eds.), *Developing children's food products* (pp. 62-81). Cambridge: Woodhead.

**E-book:**

Last name, Initial (s). (Year). Title (ed.). Retrieved from URL. For example, Ogden, J. (2007). *Health psychology: A textbook (4th ed.)*. Retrieved from <http://www.dawsonera.com>.

**Unpublished Thesis/Dissertation:**

Author, A. A. (year). Title of doctoral dissertation or master's thesis (Unpublished doctoral dissertation or master's thesis). Name of institution, Location. For example, Pokhrel, N. (2014). Effects of different fertilization and feeding systems on water quality and growth performance in Nile tilapia (Unpublished master thesis). Agriculture and Forestry University, Chitwan, Nepal.

**Journal article:**

Last name, Initial (s), & Last name, Initial (s). (Year). Article title. Journal title, Volume number (issue or part number if needed), page numbers. For example, Blann, A. (2014). Why do we test for urea and electrolytes? *Nursing Times*, 110 (5), 19-21.  
Tapper, K., Shaw, C., Illesley, J., Hill, A. J., Bond, F. W., & Moore, L. (2009). Exploratory randomized controlled trial of a mindfulness-based weight loss intervention for women. *Appetite*, 52, 396-404.

**Online journal article:**

Last name, Initial (s), & Last name, Initial (s). (Year). Article title. Volume, Page numbers. DOI or journal homepage URL. For example, Allen, S. J., Jordan, S., Storey, M., Thornton, C. A., Gravenor, M., Garaiova, I., and Morgan, G. (2010). Dietary supplementation with lactobacilli and bifidobacteria is well tolerated and not associated with adverse events during late pregnancy and early infancy. *The Journal of Nutrition*, 140, 483-488. doi:10.3945/jn.109.117093.

**Newspaper article:**

Ruddick, G. (2013, October 3). Tesco suffers sales slump in all global businesses; UK rivals gain ground but boss Clarke confident turnaround plan is working. *Daily Telegraph*, Business News, p. 1 online.

**Magazine:**

Allen, L. (2004, August). Will Tuvalu disappear beneath the sea? Global warming threatens to swamp a small island nation, *Smithsonian*, 35 (5), 44-52.  
Begley, S., & Murr, A. (2007, July 2). Which of these is not causing global warming? A. Sport utility vehicles; B. Rice fields; C. Increased solar output. *Newsweek*, 150 (2), 48-50.

**Book review in a journal:**

Nagorski, A. (2013). The totalitarian temptation [Review of the book *The devil in history: communism, fascism and some lessons of the 20th century*, by V.Tismaneanu]. *Foreign Affairs*, 92, 172-176.

**Website:**

Author. (Year). Title, Retrieved month day, year, from URL. For example, American Psychological Association. (2015). *APA style blog*. Retrieved September 25, 2015, from <http://blog.apastyle.org/>.

### **Personal communication:**

G. P. Mooney (personal communication, June 6, 2013). Use your judgment in citing other electronic forms of personal communication. What you cite should have scholarly relevance.

### **Code of Practice:**

Author. (Year). *Title*. Place: Publisher. For example, Welsh Assembly Government. (2008). *Mental Health Act 1983: Code of Practice for Wales*. Cardiff: Welsh Assembly Government.

Great Britain. Department for Constitutional Affairs. (2007). *Mental Capacity Act 2005: Code of Practice*. London: TSO.

More details on the APA style can be found in <http://www.apastyle.org/learn/quick-guide-on-references.aspx#In-Text> and <http://www.bibme.org/citation-guide/apa/>.

### **Tables:**

Each table should have a descriptive title that begins with Table 1, Table 2 and so on.

Example: Table 1. Growing season sum of evapotranspiration (ET) in maize during the 2014 growing season, place, and year.

- Explain all symbols and abbreviations on first mention in tables.
- Each column and row should have headings.
- Tables should be numbered in the order they are cited in the text.
- Submit tables as editable text (not as images).
- Tables should be embedded within the main text for review purpose.
- Use asterisks \*, \*\*, and \*\*\* to indicate significance at the 0.05, 0.01, and 0.001 probability levels, respectively. Significance at other probability levels should be designated by supplemental notes. Each supplemental note should start on a new line.

### **Figures:**

Each figure should have an explanatory caption that begins with Figure 1, Figure 2 and so on.

Example: Figure 1. Evolution of leaf area index (LAI) of maize during the 2014 growing season, place and year.

Explain all symbols and abbreviations on first mention in figures. Most common symbols or legends (e.g. ○, ●, ▲, △, □, ■) should be used in figures.

- Figures should be numbered in the order they are cited in the text. Figure panels should be labeled with lower case letters in parentheses as (a), (b).
- Refer to the figures in text as Fig. 1, Fig. 2. Figures should not have outer borders, and all lines and bars should be distinct with different colors or symbols. Figures should be embedded within the main text for review purposes.
- Figure formatting details are as follows:

File format – pdf, tiff or eps (image files should be saved at 300 dpi or higher)

Line width – 0.25 mm (0.1”)

Tick marks - major ticks (inside), minor ticks (none)  
Data symbol size – 3 mm (0.12")  
Data line thickness – 0.5 mm (0.02")  
Legend box – none

**Equations and Formulae:**

Numbering for formulae and equations should be as Eq. (1), Eq. (2) etc.

**Units:**

Standard metric units should be used. If other local units are reported, provide conversion factor with the standard metric units.

**Language:**

American English should be used.

**Appendices:** Identify appendices as A, B, etc. if there are more than one appendix. Provide separate numbering for formulae and equations in appendices as Eq. (A.1), Eq. (A.2) etc.

**Peer Review Process:**

Completed manuscripts should be submitted to the Editor-in-Chief through the Member Secretary of the Book Publication Committee. The Editor-in-Chief will assign the task of reviewing each submitted chapter manuscript to one or more Thematic Editors for its completeness, formatting appropriateness, and suitability for publication in the book. The Editor-in-Chief or the assigned Thematic Editor will send suitable manuscripts to reviewers for peer review. The authors are not anonymous to the Editors. The Editor-in-Chief along with the editors will make the final review and decision of acceptance, amend or rejection. As the authors have gone through a process of expression of interest and subsequent writing process, rejection of the book chapter is expected to happen only in an extreme case of unacceptable or unmodifiable articles that does not suit the requirements and standards of the book chapter.

**Any Questions?**

Contact:

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**Ethics for Publishing:**

**Authorship:**

Authorship should be granted to those who have made a significant contribution to the conception, design, execution, and/or interpretation of the study. All authors should sign the book chapter submission form.

**Originality and Plagiarism:**



Authors should write entirely original works. If the work and/or words of others have been used then this should be appropriately cited or mentioned. All submitted papers are evaluated for plagiarism before they are sent out for review.

**Data access and Retention:**

Authors may be asked to provide the data used and analysis performed in preparation of the book article for editorial review if necessary.

**Fundamental Errors in Published Works:**

If a significant error or inaccuracy is discovered by authors in published work, it is the author's responsibility to promptly notify the book editors or publisher to retract or correct the paper.