



नेपाल सरकार
भौतिक पूर्वाधार तथा यातायात मन्त्रालय
सडक विभाग
योजना तथा अनुगमन महाशाखा

वेब: <https://dor.gov.np>

ईमेल: mis@dor.gov.np

ict@dor.gov.np

फोन: +९७७-०१-५५४९६८९

HMIS-ICT शाखा

चाकुपाट, ललितपुर ।

प.सं.: २०८०/०८९

च.नं.: ९४२

श्री सडक विभाग वा अन्तर्गतका सबै कार्यालयहरू

मिति: २०८१-०१-२३

विषय: DOR INSIGHTS, Volume 32 (Former DOR Newsletter)को लागी लेख रचना उपलब्ध सम्बन्धमा ।

प्रस्तुत विषयमा साविकमा सडक विभागबाट प्रकाशित हुँदै आएको HMIS-News हाल Newsletter नामबाट प्रकाशित हुँदै आएको व्यहोरा यहाँहरू सबैलाई अवगत नै छ । उक्त प्रकाशन हालसम्म Volume 31 सम्म प्रकाशन भैसकेको छ । यस प्रकाशनलाई अझै उन्नत बनाउन, विभाग वा अन्तर्गतका कर्मचारीहरूको लेखन क्षेत्रलाई थप प्रवर्द्धन गर्न तथा यस प्रकाशनको क्षेत्रलाई अझ विस्तार गर्न उपयुक्त देखि आगामी अंकबाट DOR Newsletter लाई सडक विभागको मिति २०८१-०१-१७ को निर्णयानुसार DOR INSIGHTS नामकरण भएको छ ।

यसरी DOR INSIGHTS, Volume 32 को लागि संलग्न तीन पृष्ठको Guidelines समेत तयार गरी संलग्न रहेको छ सोहि Guidelines परिधिभित्र रही Relevant Professional Information, Experience Sharing, Case Studies, Innovative Idea, Research Paper, Article, News तथा Photographs जस्ता विषयमा आफु अन्तर्गत भएका उल्लेखनीय कार्यहरू, अनुकरण योग्य कार्यहरू, विगतका विभागीय अनुभवहरू तथा अद्यावधिक कार्य प्रगतिहरू साथै सो कार्यसँग सम्बन्धित तस्विरहरू यस शाखाको ईमेल: hmis@dor.gov.np, mis@dor.gov.np मा श्रावण मसान्त भित्र पठाईदिनु हुनको लागि अनुरोध गरिएको छ ।

.....
९-२३

(केशव प्रसाद ओझा)

शाखा प्रमुख



ARTICLE WRITING GUIDELINE FOR DOR INSIGHTS (EARLIER VERSION: DOR NEWSLETTER)

With the aim of idea, experience and knowledge sharing among the professional, the Department of Roads has been publishing DoR Newsletter, afterwards **DoR Insights**. For the purpose of consistency and clarity in reading, writing and understanding, this Article Writing Guideline for **DoR Insights** has been prepared. Author is requested to prepare their article according to the target readers and their interests, preferences, and needs. Similarly, the article shall be concise and to the point. Author is requested to send their article (soft copy in word format) to the email: hmis@dor.gov.np or the email specified in the notice.

What can be included in DoR Insights?

- Relevant Professional Information
- Case Studies
- Research Paper
- News
- Experience Sharing
- Innovative Idea
- Article
- Photographs

Formatting and requirements:

1. **Length of Article:** In general, the article shall be of limited to 2500 words but in case of the priority content, it can be extent up to 5000 words. The length of the article depends entirely on the theme of the article and it is necessary to comply the comprehensiveness of text, its flow and logics. It is requested to incorporate only the important contexts and not to include the unreasonable and unnecessary text.
2. **Language:** English
3. **Paper:** A4 (21 X 29.7 cm), white background.
4. **Font:** Times New Roman (even in tables and figures).
5. **Title of Article:** Should be in Uppercase with font size 12 and bold.
6. **Identification of Author:** Provide Name, Position, Organization Name along with email address just below the Title of the Article with font size 12.
7. **Page Layout and Typing:**
 - a. Left margin: 3 cm (1.2 inches)
 - b. Right margin: 2.5 cm (1 inch)
 - c. Top margin: 2.5 cm (1 inch)
 - d. Bottom margin: 2.5 cm (1 inch)
 - e. Spacing: Single line spacing

- f. Font size: 12 (can be adjusted in tables and figures so that one table/figure can fit the page)
- g. Font style: Regular
- h. Font color: Black
- i. Breaking a word in two lines: Not allowed
- j. Overwriting: Not allowed
- k. Typing machine: Computer

8. Text:

It is a main body of the article dealing particularly with sub-headings starting from **Introduction/Background** followed by **Methodology, Results and Discussions** and **Conclusion and Recommendations** (the sub-headings may be different based on the type of article and author choice). This part may have the Introduction, Body part and Conclusion section for the simple article other than scientific research articles.

8.1 Headings and Sub-headings: Headings and Sub-headings shall follow the numerical order with font size 12 and bold.

8.2 Body content: Normal body content shall be regular with font size 12.

8.3 Tables and Figures: Tables shall be labelled at the top of the tables with font size 12. Figures shall be labeled at the bottom of the figures. Likewise, while describing the figures/tables, it is recommended to describe by figure number/table number with cross referencing.

for example,

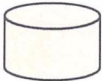


Figure 1: Cylindrical Model.

Table 1: List of Materials

9. **References:** Author may need to provide evidence and support to their arguments while writing the article. This needs to be done by referring to earlier publications such as journals, books, reports and other materials from the internet. It provides the reader with evidence of the breadth and depth of reading and enables them to locate the references easily. It is also necessary to avoid being accused of plagiarism.

It is strongly recommended to follow the IEEE Style of Referencing.

An **IEEE in-text citation** consists of a number in brackets included in the sentence. This number corresponds to an entry on the IEEE reference page providing full information about the source.

Sources are numbered in the order they're cited, so the first source you cite is [1], the second is [2], and so on. If you cite the same source again, it has the same number each time.

2

- 10. Format for Introduction/Background:** Mention brief introduction and background with each topic in each paragraph. Then introduce the whole content of your article as follows: This article is organized as follows. Section 1 briefly introduces the topic. Section 2 presents the objective of study or the statement of problem. Section Consists of definitions of Or Section ... reviews the articles Section mentions about methodology of research/study (briefly mention what methods). Section Shows observation / analysis / interpretation Finally, Section ... presents the conclusion and recommendations. The conclusion should answer the questions raised in Objectives.
- 11. Post-text:** Post-text covers the sections of the article that comes after the reference and includes an appendix, if any.

