

AUTHORS' INSTRUCTIONS FOR THE PREPARATION OF CAMERA-READY CONTRIBUTIONS

PAGE SETUP (FOR MS-WORD)

- 1) MARGINS: **Top:** 2.32; **Bottom:** 2.69; **Left:** 2.25; **Right:** 2; **Gutter:** 0; **Header:** 2; **Footer:** 0.5.
- 2) PAPER SIZE: **Paper size:** A4; **Orientation:** Portrait.
- 3) LAYOUT: **Section start:** New page; **Headers and footers:** Tick mark “different odd and even” & “different first page”.
- 4) By implementing the above, the total page size would be 4 inches X 7 inches which would include:
 - The text area : 4 inches X 6.68 inches.
 - Area for folios: 4 inches X 0.32 inches.

Note: A Microsoft Word template has been provided in which the printing area is already set. You can either import your text in the template or make a new file by using the dimensions given above.

TITLE OF THE ARTICLE

- 1) FONT: **Font:** Times New Roman; **Font size:** 14 points; **Style:** Regular (non-bold, non-italic, not underlined).
- 2) ALIGNMENT: Center.
- 3) VERTICAL SPACING: Leave four blank (10 points) lines from the top.
- 4) CASE: Title case (eg. [Title of the Article])
- 5) CAPITALISATION: All words in the title except articles, prepositions, and conjunctions should be set with an initial capital.

AUTHOR'S NAME

- 1) FONT: **Font:** Times New Roman; **Font size:** 10 points; **Style:** Regular (non-bold, non-italic, not underlined).
- 2) ALIGNMENT: Center.
- 3) VERTICAL SPACING: Leave one blank (10 points) line from the title.
- 4) CASE: Upper case (eg. [AUTHOR'S NAME]).

Note: No “Mr”, “Miss”, “Dr”, “Prof.” should be prefixed with the author's name.

THE UNIVERSITY/ORGANIZATION AFFILIATION

- 1) FONT: **Font:** Times New Roman; **Font size:** 10 points; **Style:** Italic.
- 2) ALIGNMENT: Center.
- 3) VERTICAL SPACING: Should start just below the author's name.
- 4) CASE: Title case (eg. [University/College's Name]).
- 5) Only the organisation/university/institute's name followed by country should be given here. **Full address is not to be given at the beginning.**

ABSTRACT

- 1) FONT: **Font:** Times New Roman; **Font size:** 9 points; **Style:** Italic.
- 2) CASE: Title case (eg. [Abstarct, abstract , abstract, abstract, abstract, abstract, abstract, abstract]).
- 3) ALIGNMENT: Justified
- 4) VERTICAL SPACING: Leave one blank (10 points) line before the abstract begins and after it ends.
- 5) INDENTATION: **Left** (0.25); **Right** (0.25).

MAIN HEADINGS (SUCH AS ABSTRACT, INTRODUCTION, METHODS, RESULTS, DISCUSSION, CONCLUSION, REFERENCES, ACKNOWLEDGMENTS, NOTES ETC.)

- 1) FONT: **Font:** Times New Roman; **Font size:** 10 points; **Style:** Regular (non-bold, non-italic, not underlined); **Effects:** Small caps.
- 2) ALIGNMENT: Left. (except Notes, References & Acknowledgments, which would be aligned **Center**).
- 3) VERTICAL SPACING: Leave one blank (10 points) line before and after each main heading.
- 4) CAPITALISATION: All words in the main headings except articles, prepositions, and conjunctions should be set with an initial capital.
- 5) CASE: Title case (eg. [MAIN HEADING MAIN HEADING MAIN HEADING]).
- 6) NUMBERING: All main headings should be numbered like (1, 2, 3, 4, 5)

SUBHEADINGS

- 1) FONT: **Font:** Times New Roman; **Font size:** 10 points; **Style:** Italic
- 2) ALIGNMENT: Left.
- 3) VERTICAL SPACING: Leave one blank (10 points) line before. However, **No blank line should be given after the subheading.** The paragraph following the subheading should start immediately without any line gap from the subheading.
- 4) CASE: Sentence case (eg. [*Subheading, subheading, subheading*]).
- 5) CAPITALISATION: All words in the subheadings except abbreviations and proper nouns should be in lower case.
- 6) NUMBERING: All subheadings should be numbered like (1.1, 1.2., 1.1.1, 1.1.2.; 2.1, 2.2., 2.1.1, 2.1.2).

INDENTATION

- 1) The first line in the first paragraph of the article and all subsequent paragraphs after the main heading, sub-headings, figures, tables, long quotations **should not be indented.**
- 2) The first line of all other paragraphs are to begin at (0.25) indent from the left.

LONG QUOTATIONS

- 1) FONT: **Font:** Times New Roman; **Font size:** 9 points; **Style:** Regular (non-bold, non-italic, not underlined).
- 2) INDENTATION: **Left** (0.25); **Right** (0).
- 3) VERTICAL SPACING: There should be one blank (10 points) line before and after the quotation.

TABLES

- 1) FONT: **Font:** Times New Roman; **Font size:** 9 points.
- 2) PREFERRED WIDTH: 4 inches.
- 3) ALIGNMENT FOR THE IN-TEXT: **Horizontal:** Center; **Vertical:** Center.
- 4) VERTICAL SPACING: There should be one blank (10 points) line before and after the table.
- 5) TABLE CAPTION: (a) Tables should be numbered and should have a caption which should always be positioned above the tables; (b) table caption should be in italics. However, the word "Table 1." or "Table A" would come in Regular style (non-italic). For example [Table 4.1. *Comparison and contrast of high school*].

FIGURES

- 1) Figures should be fitted electronically into the file.
- 2) PREFERRED WIDTH: 4 inches.
- 3) PRINT QUALITY: Min 300-600 DPI. Higher the better.
- 4) ALIGNMENT: Center
- 5) VERTICAL SPACING: Leave one blank (10 points) line before and after the figure.
- 6) FIGURE CAPTION: (a) Figures should be numbered and should have a caption which should always be positioned under the figures; (b) figure caption should be in italics. However, the word "Figure 1." or "Figure A" would come in Regular style (non-italic). For example [Figure 4.1. *Comparison and contrast of high school*].

REFERENCES/CITATIONS

- 1) FONT: **Font:** Times New Roman; **Font size:** 9 points.
- 2) CASE: Sentence case.
- 3) ALIGNMENT: Justified.
- 4) VERTICAL SPACING: There should be one blank (10 points) line after the heading “References”. However, there should be no blank line between different citations.
- 5) INDENTATION: Except the first line of each reference/citation, all subsequent lines of the citation should be indented (0.25) from the left.

AUTHORS INFO

- 1) FONT: **Font:** Times New Roman; **Font size:** 10 points; **Style:** Regular (non-bold, non-italic, not underlined); **Effects:** Small caps.
- 2) CASE: Title case.
- 3) ALIGNMENT: Right.
- 4) VERTICAL SPACING: There should be four blank (10 points) lines before the author’s info starts.
- 5) CAPITALISATION: Name(s) and their complete address(es) should be set with an initial capital letter.

NOTES

- 1) Notes, if any should be given at the end of the article before the bibliography/references.
- 2) FONT: **Font:** Times New Roman; **Font size:** 10 points; **Style:** Regular (non-bold, non-italic, not underlined);
- 3) CASE: Sentence case.
- 4) ALIGNMENT: Justified
- 4) INDENTATION: **Left** (0.25).
- 6) NUMBERING: All notes should be numbered like (1, 2, 3, 4, 5)

FOLIOS

- 1) Please provide the appropriate shortened title of the article for folios.
- 2) Page numbers should not be inserted into the header, or the footer manually. It would be done by the issue/volume editor at the later stages.

COPY OF THE ARTICLE IN ANOTHER FORMAT

- 1) It is advisable that you also send the article’s duplicate copy in PDF.

IN-TEXT REFERENCES

- 1) References to published works are to be made in the body of the paper in parentheses, which should include the last name of the author and year of publication, [e.g., (Johnson 1966)]. Where necessary, the page(s) referred to can be made part of the reference, [e.g., (Langacker 1967: 85-86)]. When a citation refers to two or more works written by an author in the same year, letters “a” “b” etc. should be used [e.g., (Labov 1972a, 1972b)]. The first reference to a work written by more than three authors should include all names, [e.g., (Quirk, Greenbaum, Leech, Svartivik 1972)]; the subsequent citations to the same work should be with “et al.” added to the first name [e.g., (Quirk et al. 1972)]. If a citation at a particular point in the text alludes to separate works in a single pair of parentheses, the works by the same author are to be put together separated by commas and to be separated from others by semicolon [e.g., (Labov 1970, 1971, 1972a; Zimmer 1964)].
2. If a work you are citing has no author, use an abbreviated version of the work’s title. For non-print sources, such as TV series, pictures, or other media, or electronic sources, include the name that begins the entry in the Works Cited/ Concluding References. For example: [An anonymous Wordsworth critic once argues that his poems were too emotional (“Wordsworth is a Loser” 1990: 112-115)]

BIBLIOGRAPHY

Bibliographical references of all the works cited in the paper are to be listed at the end of the paper in alphabetical order by the first author's last name and should follow the examples given below. Please do not abbreviate journal titles.

Books:

- American Allergy Association. 1998. *Allergies in Children*. New York: Random.
- Boers, F. & Lindstromberg, S. (in press). *Cognitive Linguistic Approaches to Teaching Vocabulary and Phraseology*. Berlin/New York: Mouton de Gruyter.
- Borin, L. 2002. Alignment and tagging. In L. Borin (Ed.), *Parallel Corpora, Parallel Worlds: Selected Papers from a Symposium on Parallel and Comparable Corpora at Uppsala University* (pp. 207-218). Amsterdam: Rodopi.
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Unpublished Dissertation

- Hung, Eva. 1980. A Critical Study of the Chinese Translations of Oliver Twist and David Copperfield. Unpublished M. Phil. dissertation, The University of Hong Kong, Hong Kong.

Journals/Newspapers

Please note that the journal's issue number (if any) should come next to the volume number with a prefixed "f". For eg. Vol. 13, No. 2, of *Tesol Quaterly* would come as *Tesol Quaterly*, 13/2, 52-55.

- Arant, D., & Meyer, P. 1998. Public journalism and traditional journalism: A shift in values? *Journal of Mass Media Ethics*, 13, 205-218.
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Canals-Marote, R., Esteve-Guillén, A., Garrido-Alenda, A., Guardiola-Savall, M. & Forcada, M. 2001. The Spanish-catalan machine translation system inter NOSTRUM. In proceedings of *MT Summit VIII: Machine Translation in the Information Age* (pp. 73-76), Santiago de Compostela, Spain.

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Kunelius, R. 1999. Problems, experiments, imagination: Research towards rethinking journalism. Paper presented at the *Annual Convention of the Nordic Conference on Media and Communication Research*, Gothenburg, Sweden, Aug.

Mihalcea, R., Chklovski, T. & Kilgarriff, A. 2004. The senseval-3 english lexical sample task. In R. Mihalcea & P. Edmonds (Eds.), *Senseval-3: Third International Workshop on the Evaluation of Systems for the Semantic Analysis of Text* (pp. 25-28), Association for Computational Linguistics, Barcelona, Spain.

Oh, J. H. & Choi, K. S. 2002. Word sense disambiguation using static and dynamic sense vectors. In proceedings of the *19th International Conference on Computational Linguistics* (pp. 1-7), Association for Computational Linguistics, Morristown, NJ, USA.

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Moore, R., & Gillis, T. 2004. Transforming communities: Community journalism in Africa. *Transformations*, 12/10, 25-36. 10 Jul 2005. Available online: <http://transformations/cqu.edu.au/journal/issue_10/article_06.shtml>.

Perry, K. 2004. Civic journalism gains momentum in Japanese newsrooms. *Japan Media Review*. Available online: <<http://japanmediareview.com/japan/media1077241122.php>>.

CDs/DVDs/Films

A Narmada Diary. 1997. DVD/VCD. Available in United States from First Run/Icarus Films <<http://www.frif.com>>, 1-800-876-1710. Available in India from Samvaad, 27 Lokhmanya Tilak Colony Marg No.2, Dadar, Mumbai 400014.

Drowned Out. 2004. DVD. Available with Spanner Films. <<http://www.spannerfilms.co.uk>>.

Maya Memsaab. 1992. Dir. Ketan Mehta. Perfs. Deepa Sahi, Shah Rukh Khan, Raj Babbar. Hindi Film. Ketan Mehta Films Pvt. Ltd.

Online sources (basic format)

Authors or editors names. Date of posting/revision (only year). Name of the website, database, project, book article (usually seen at the left hand corner of the browser). Name of institution/organisation affiliated with the site/publisher's info (sometimes found in copyright statements). Day, month of posting. Date you accessed the site. Available online: <electronic address>.

USE OF SINGLE QUOTES

- 1) For highlighting the names of articles in newspaper and journals, short essays, short poems, short stories, chapters of books, novel project, individual episodes of television and radio programmes, lectures and speeches.
- 2) For stressing a word in double quotation

ENDNOTES

Author (first name and then last), article (if any), book, translator or editor, publisher, country, year, pages or chapters.

1. S. H. Butcher, *Aristotle's Theory of Poetry and Fine Art: With a Critical Text and Translation of the Poetics*, Dover Publications, New York, 1951, pp. 122-23.
2. *Aristotle on the Art of Poetry*, translation by Ingram Bywater, The Clarendon Press, Oxford, 1920, p. 43.
3. *The Hitopadesa*, translated from Sanskrit with an Introduction by V. Balasubrahmanyam, The MP Birla Foundation, Calcutta, 1989, p. 22.
4. T. S. Eliot, *Selected Essays*, Faber & Faber, London, 1951, p. 247.
5. Ibid, p. 256.
6. T. S. Eliot, op. cit., p. 185.
7. T. S. Eliot, *The Perfect Critic*, Faber & Faber, London, 1978, p. 134.
8. T. S. Eliot, *Knowledge and Experience in the Philosophy of F. H. Bradley*, Faber & Faber, London, 1964, p. 134.
9. T.S. Eliot, *Selected Essays*, op. cit., p. 252.
10. T. S. Eliot, *The Perfect Critic*, op. cit., pp. 167-168.
11. T. S. Eliot, *Knowledge and Experience in the Philosophy of F. H. Bradley*, op. cit., p. 81.
12. Anand Sadhale, 'Chul Matichi, Mol Motyache', *From Untouchable to Dalit*, Sahitya Suchi, Pune, 1987, p. 25.
13. Seathl, A simple philosophy, *Contemporary English: An Anthology for Undergraduates — I*, edited by Chandra Mohan et al., OUP, 1991, p.10. Hereafter cited as SP.

USE OF ITALICS

- 1) Use italic type to emphasize words in running text. However, its use should also be limited. Bold and underline type should be avoided.
- 2) It should also be used for the titles of:
 - a) Novels such as: *David Copperfield*
 - b) Books/Epics such as: *Mahabharata, Natyashastra*
 - c) Journals and Magazines: *Time, U.S. News and World Report, Crazyhorse, Georgia Review*
 - d) Plays: *Waiting for Godot, Long Day's Journey Into Night*
 - e) Long musical pieces: Puccini's *Madama Butterfly*, Tchaikovsky's *Nutcracker Suite*, Schubert's *Winterreise*.
 - f) Cinema: *Slingblade, Shine, The Invisible Man*
 - g) Television and Radio programs: *Dateline, Seinfeld, Fresh Air, Car Talk*
 - h) Artworks: *the Venus de Milo, Whistler's The Artist's Mother*
 - i) Famous speeches: Lincoln's *Gettysburg Address*, Washington's *Second Inaugural Address* (when that is the actual title of the speech)
 - j) Long poems: (that are extensive enough to appear in a book by themselves): Longfellow's *Evangeline*, Milton's *Paradise Lost*, Whitman's *Leaves of Grass*
 - k) Pamphlets: *New Developments in AIDS Research*
- 3) Foreign words should also come in italic:

Eg: This limitation occurs because of His relation with the five attributes of *kâla* (time), *kalâ* (limited creativity), *nitayi* (destiny), *râga* (attachment) and *avidyâ*
- 4) It may be used when words are used as words
Eg: The word *basically* is often unnecessary and should be removed
- 5) Finally, it should be used for social, cultural, political, historical organisations, parties, groups, programmes, societies, movements etc. For example:
 - for launching the *Every Village a Knowledge Centre* movement.
 - *Akshaya*, the project begun by the Kerala Government
 - The *eSwasthya* project by Bihar Institute of Economic, Microsoft's *Unlimited Potential* is a global program
 - *Dalit Mahasabha, Rashtriya Sanyukt Sangh, Rashtriya Mazdoor Ekta Party, Rashtriya Manav Kalyan Sangh,*

USE OF DOUBLE QUOTES

- 1) For text taken from the source cited in the references.
- 2) For stress, emphasis.
- 3) Please note, that commas, periods, question and exclamation marks are to be included inside the quotation marks, regardless of whether they are part of the quoted sentence. Exceptions include **colons and semicolons** which would always be placed outside.