

AUTHORS' INSTRUCTIONS FOR THE PREPARATION OF CAMERA-READY CONTRIBUTIONS

LAYOUT

PAGE SETUP (FOR MS-WORD)

- 1) Paper size: A4
- 2) Orientation: PORTRAIT
- 3) Margins: Top: 2.32, Bottom: 2.69, Left: 2.25, Right: 2, Gutter: 0
- 4) Header: 2, Footer: 0.5
- 5) By implementing the above the total page size would be 4 inches X 7 inches which would include:
The text area which would be: 4 inches X 6.68 inches
Area for folios: 4 inches X 0.32 inches
- 6) Note: A MS-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 its "Page setup" dimensions given above.

TITLE OF THE ARTICLE

- 1) Font: TIMES NEW ROMAN
- 2) Font size: 14 POINTS
- 3) Alignment: CENTER, with four blank (10 points) lines from the top.
- 4) Type style: NORMAL (non-bold, non-italic, not underlined)
- 5) Case: NORMAL

AUTHOR (S)' NAME

- 1) Font: TIMES NEW ROMAN
- 2) Font size: 10 POINTS
- 3) Alignment: CENTER, with one blank (10 points) line from the title.
- 4) Type style: NORMAL (non-bold, non-italic, not underlined)
- 5) Case: ALL CAPS
- 6) Note: No "Mr", "Miss", "Dr", "Prof." should be prefixed before the author's name.

THE UNIVERSITY/ORGANIZATION AFFILIATION

- 1) Font: TIMES NEW ROMAN
- 2) Font size: 10 POINTS
- 3) Alignment: CENTER, in the next line.
- 4) Type style: ITALIC
- 5) Case: NORMAL
- 6) Note: 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: TIMES NEW ROMAN
- 2) Font Size: 9 POINTS
- 3) Type style: ITALIC
- 4) Case: NORMAL
- 5) Indents: The whole abstract should be indented (0.25) from the left and right
- 6) Note: There should be one blank (10 points) line before and after the abstract.

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

- 1) Font: TIMES NEW ROMAN
- 2) Font size: 10 POINTS
- 3) Alignment: All main headings would start at LEFT, except Notes, References & Acknowledgments (which would start from CENTER)
- 4) Type style: NORMAL (non-bold, non-italic, not underlined)
- 5) Case: SMALL CAPS
- 6) No indent is required for any heading

- 7) Note: There should be one blank (10 points) line before and after each main heading.
- 8) Headings should be capitalized (i.e., nouns, verbs, and all other words except articles, prepositions, and conjunctions should be set with an initial capital)
- 9) There should be one blank line (10 points) from the top and bottom of every main heading

SUB-HEADINGS

- 1) Font: TIMES NEW ROMAN
- 2) Font size: 10 POINTS
- 3) Alignment: LEFT.
- 4) Type style: ITALIC
- 5) Case: NORMAL
- 6) No indent is required for any sub-heading
- 7) Note: There should be one blank (10 points) line before each sub-heading. **No blank line should be given after the sub-heading.** The paragraph following the sub-heading should start immediately without any line gap from the sub-heading.

INDENTS

- 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** and should be aligned left.
- 2) The first line of all other paragraphs are to begin at (0.25) indent from the left.

LONG QUOTATIONS

- 1) Font: TIMES NEW ROMAN
- 2) Font size: 9 POINTS
- 3) Type style: NORMAL (non-bold, non-italic, not underlined)
- 4) Case: NORMAL
- 5) Indents: Whole of the quotation would be indented (0.25) from the left. **It should not be indented (0.25) from the right.** Only indent the first line of the quotation by (0.25) inches if you are citing multiple paragraphs.

TABLES

- 1) Font: TIMES NEW ROMAN
- 2) Font size: 9 POINTS
- 3) Alignment: Center them between margins (which are 4 inches wide)
- 4) Tables should be numbered and should have a caption which should always be positioned above the tables.
- 5) Table caption: It should be all in italics. However, the word 'Table 1.' or 'Table A' would come in NORMAL type style. It should not be italicized.
For example: <Table 4.1. *Comparison and Contrast of High school*>
- 6) There should be one blank (10 points) line before and after the table.

FIGURES

- 1) Figures should be fitted electronically into the file.
- 2) Alignment: Center them between margins (which are 4 inches wide)
- 3) Print quality: Min 300-600 DPI. Higher the better.
- 4) Figures should be numbered and should have a caption which should always be positioned under the figures.
- 5) Figure caption: It should be all in italics. However, the word 'Figure 1.' or 'Figure A' would come in NORMAL type style. It should not be italicized.
For example <Figure 4.1. *Comparison and Contrast of High school*>
- 6) There should be one blank (10 points) line before and after the figure.

REFERENCES

- 1) Font: TIMES NEW ROMAN
- 2) Font size: 9 POINTS
- 3) Type style: NORMAL (non-bold, non-italic, not underlined)
- 4) Case: NORMAL
- 5) There should be one blank (10 points) line after the heading "References".
- 6) Except the first line of each reference, all subsequent lines of a reference should be indented (0.25) from the left.
- 7) There should be no blank line between different reference entries.

AUTHORS INFO

- 1) The author's complete address would come at the end of the article.
- 2) Font: TIMES NEW ROMAN
- 3) Font size: 10 POINTS
- 4) Alignment: RIGHT, with four blank lines from the end of references or in some cases earlier.
- 5) Type style: NORMAL (non-bold, non-italic, not underlined)
- 6) Case: SMALL CAPS
- 7) Name(s) and their complete address should be capitalized (i.e., nouns, verbs, and all other words except articles, prepositions, and conjunctions should be set with an initial capital)

NOTES

- 1) Notes, if any should be given at the end of the article before the bibliography/references.
- 2) Font: TIMES NEW ROMAN
- 3) Font size: 9 POINTS
- 4) Type style: NORMAL (non-bold, non-italic, not underlined)
- 5) Case: NORMAL
- 6) All notes should be numbered consecutively and should be indented (0.25) from the left

PAGE NUMBERING

No page numbers should not be inserted into the header, or into the footer manually. It would be done by the issue/volume editor at the later stages.

COPY OF THE ARTICLE IN ANOTHER FORMAT

It is advisable that you also send the article's duplicate copy in PDF.

STYLE

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 works 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)]

REFERENCES

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
- 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), Sweden, 22-23 April 1999. Amsterdam: Rodopi.
- Carter, R. A. & McCarthy, M. J. (eds.) 1988. *Vocabulary and Language Teaching*. London: Longman.
- Charity, A. 1995. *Doing Public Journalism*. New York: Guilford Press.
- Chipman, S. F., Segal, J. W. & Glaser, R. 1985. *Thinking and Learning Skills: Research and Open Questions*. Vol. 2. Hillsdale, N. J.: Erlbaum.
- Denton, F., & Thorson, E. 1998. Effects of a multimedia public journalism project on political knowledge and attitudes. In E. Lambeth, P. Meyer, and E. Thorson (Eds.), *Assessing Public Journalism* (pp. 143-157). Columbia, MO: University of Missouri Press.
- Islam, Shamsul. 2004. *Untouchables in Manu's India*. 4th ed. New Delhi: Books for Chang

- Leech, G. N. 1981. Forward (or Introduction, Forward, Afterword). *Semantics: The Study of Meaning*. By L. Borin. Harmondsworth: Penguin.
- Limbale, Sharankumar. 2004. *Towards an Aesthetic of Dalit Literature: History, Controversies and Considerations*. Trans. Alok Mukherjee. Hyderabad: Orient Longman.
- Niffka, H. 1980. *Soziolinguistik und Empirische Textanalyse: Schlagzeilen-und Leadformulierung in amerikanischen Tageszeitungen*. In A. Bell, *The Language of News Media* (pp. 185-6). Oxford: Blackwell.
- Perkins, M. & Howard S. 1995. *Case Studies in Clinical Linguistics*. 5 vols. Hillsdale, N. J.: Erlbaum.
- Rosen, J. 1995. Foreword. In A. Charity, *Doing Public Journalism* (pp. v-vi). New York: Guilford Press.

Unpublished dissertations

- 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.

Scholarly journals/newspapers

Please note that the journal's issue number (if any) should come next to the volume number with a "f" prefixed before. 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.
- Brown, A. L., Bransford, J. D., Ferrara, R. A. & Campione, J. C. 1983. Learning remembering and understanding. In J. H. Flavell & M. Markham (Eds.), *Carmichael's Manual of Child Psychology*, 3/1-2, 77-166. N. Y: John Wiley & Sons
- Gade, P., & Perry, E. 2003. Changing the newsroom culture: A four-year study of organizational development at the St. Louis Post-Dispatch. *Journalism & Mass Communication Quarterly*, 80, 327-347.
- Patwardhan, A. 2002. Ringside view: The triumph of their will. *The Hindustan Times*. 14 March, 22-23
- Venables, D. 2001. City Voice: A community newspaper does public journalism. *Australian Journalism Review*, 23, 21-41.

Conferences/seminars/discussion boards/research reports/proceedings

- Ahva, L. 2005. Developing a more participatory approach to local reporting: The civic reporter at Ita-Hame. Paper presented at the conference on *Problems of the News Media: Focuses, Methodologies and Innovations in Journalism Research*, Department of Journalism and Mass Communication, University of Tampere, Finland, September.
- 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.
- Cobb, T. M. 1994. Which course prepares students for the PET? Research Report, Language Centre, Sultan Qaboos University, Oman, pp. 12-21.
- Gross, D. & Miller, K. 1993. Adjectives in WordNet. In G. Miller et al. (Ed.), *Fon WordNet*. Technical Report, Cognitive Science Laboratory, Princeton University, pp. 26-39.
- 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, August.

Online journals

Author/authors. Date of Posting (only year). Article name. Journal name, Vol/Issue, Pages. Date of access. Address

- 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

- 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>>

Online sources (basic format)

Authors or editors names. Date of Posting/revision (only year). Name of the site, 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>.