INSTRUCTIONS FOR AUTHORS

Authors are advised that adherence to the instructions to authors will help speed up refereeing and publication process.

The text of paper
The editorial office can receive files only in MS-Word (*.doc) format (preferably MS-Word 2007). An electronic acknowledgement will be sent when the paper has been safely retrieved.

Manuscript style

Size:	Letter size page (8.5″ by 11″) with portrait setting.
Margins:	1.0″ on all four sides.
Font:	Use Tahoma font only [Paper Title in 14-Font (Bold); Headings in 12- Font (Bold); Sub-Heading in 12- Font (Bold); Text in 12- Font; Table/Figure Title 10- Font (Bold); Tables and Sources in 10- Font].
Spacing:	1.5 spacing for text of paper as well as references (single spacing in Tables).
Abstract:	Articles must contain an abstract of not more than 200 words on the first page. The abstract should focus on issues to be investigated, methodology, and conclusions(s).
Pages:	Article (including Abstract) should normally not exceed 15 pages, be written clearly and concisely.
Key words:	Keywords suitable for indexing and online search purposes should be placed below the abstracts.
Language:	Submission of paper shall be in English. Use UK (British) English spelling in the text of paper. [E.g. colour not color; behaviour not behavior; analyse not analyze, etc.]
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Author(s) :	Details of author(s) should appear on the first page (abstract page) only.
Sections:	Sections/Headings (e.g. 1, 2, 3) and Sub-Sections/Sub-Headings (e.g. 1.1, 2.1, 3.1) should be clearly differentiated and should be numbered and formatted.
Figures/Tables:	All the figures (drawings/charts) and tables should be numbered consecutively and placed in the appropriate place of text (large sized figures and tables are to be presented as appendix). All figures and tables should have a caption (title) in Bold Fonts.
Symbols:	Symbols, equations, etc should be written clearly with ample spacing.
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References:	Cite only those references included in the article in alphabetical order. Referencing style shall be MLA style for papers of Humanities (Languages, literature, linguistics); while APA style of referencing shall be used for papers of Social Sciences. You may refer **Referencing Style** for details.
Appendix:	Condensed version of Appendix (if any) should be placed after References (Last page).

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The manuscript is to be thoroughly reviewed. The literature review, methodology of analysis and outcome of the research paper are expected to be lucid. Corresponding author will be informed (by E-mail) about acceptance, rejection or modifications. In case of modifications, the author shall submit the modified (soft) copy of the paper as suggested within the stipulated time period.

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