

Submissions Guidelines for Authors (ENGLISH)

Thank you for choosing to submit your research paper to us.

These guidelines will ensure we have everything required so your paper can move smoothly through the subsequent steps starting from peer review through publication.

Please take the time to read and follow these guidelines as closely as possible, as doing so will ensure your paper matches our requirements for publication of the seminar proceedings.

1. Word Limit

Please include a word count for your paper in: (i) the body of your email (with the manuscript attachment) and (ii) on the last page of your manuscript.

The ideal word count for a paper is **2500-3000 words**, inclusive of:

- a. Footnotes
- b. Tables
- c. Figure or table captions

2. Style & Formatting Guidelines

Papers must be submitted in the Word format.

Figures should be labeled appropriately and saved in a separate file.

Please refer to the **MLA Formatting and Style Guide (9th ed.)** while formatting your paper.

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/index.html

Please use:

- (i) British spelling style consistently throughout your manuscript (e.g., organise, colour, centre, etc.).
- (ii) Double quotation marks, except where “a quotation appears ‘within’ a quotation.”
- (iii) Footnotes (instead of endnotes) keyed by superscript numerals 1, 2, 3 etc. in the text
- (iv) *Italics* for foreign words or emphasis.
- (v) Indentation for long quotations without quotation marks.

- (vi) 1.5 spacing; Font: TNR 12 (text), TNR 10 (footnote).
- (vii) An en dash with a space before and after for a long dash.
- (viii) Indented quotations should be set with a line before and after the main text.
- (ix) Quotations should be indented if they are longer than four lines. A three point ellipsis, spaced at the beginning and end, should be used to indicate omission within or at the end of a quotation.

An ellipsis mark should not be used at the beginning of a quotation.

- (x) *Italics* for book titles and journal titles.
- (xi) Page references (within parenthesis) for quotations. Please do not use 'p.' or 'pp.'; the number alone should suffice.
- (xii) 'ed.' for 'editor,' and 'eds.' for 'editors.'

Where referring to a later edition of a book, please give the date of first publication in square brackets just after the title.

- (xiii) After the first full citation any subsequent reference should be given by the author's last name/ surname (e.g., 'Hardy,' 'Steinbeck,' etc.) and (where grammatically possible) a short version of the title (e.g., *Tess*, *The Grapes*, etc.).

3. Permissions

All required permissions should be procured by the author before submission of full papers (with copies mailed to us).