

## Guidelines for Camera Ready Presentation

- \* Each paper should begin with an abstract not exceeding 250 words.
- \* Use an A4 size paper; center the image on the page.
- \* All body text should be set in 10 points Times New Roman type.
- \* The title, author's name and affiliations run across the full width of the page. We also recommend phone no. and e-mail address. If only one address is needed, center all text on the page.
- \* Title: 18 points Helvetica Bold.
- \* Names: 12 point Times Italic.
- \* Addresses, telephone, e-mail: 12 point Times Roman
- \* After the title use a double column format.
  - \* Right margin should be justified, not ragged.
  - \* Separate each paragraph by a blank line.
- \* The title of a section should be in 9 point Helvetica Bold font in all capitals.
- \* The title of a subsection should be in 9 points Helvetica Bold with only the initial letters of each word capitalized.
  - \* The body of your paper should use 10 point Times Roman type, set with an 11 point vertical spacing between baselines (also known as 1 point of leading).
- \* Use single spacing between the lines.
- \* Submission as well as final versions of your paper must be submitted in PDF format.
- \* Spelling may follow any English dialect (e.g., British, Canadian, or American) but be consistent.
- \* Within the text, adopt the author-date method of citation minus the comma, for example, (Lobo 2002).
- \* If more than one work of an author is cited, separate the years of publication with a comma (Pandey 1996, 1999). Separate the page numbers of citations by a colon (Uberoi 2002:234) and hyphenate the inclusive numbers (Uberoi 2002:234-245). When more than

one author is cited, the entries should be chronological with works of different authors separated by a semicolon (Uberoi1990; Patel 1992; Hasan 1995). For coauthored works, cite both names (Jayal and Pai 2001); for works authored by three or more authors, use '*et al.*' after the first name (Patel *et al.* 2002). If a citation is repeated within paragraph without intervening citations, use *Ibid.*, instead of repeating the author's name again, and provide the relevant page numbers (*Ibid.*: 32).

\* Give separately the bibliographic details of all works cited in the paper under References in the following sequence: (a) Article: the name(s) of the author(s); the year of publication; title of the article (within single inverted commas); the name of the journal (italicized); and the volume number, the issue number, and the beginning and ending page numbers. (b) Chapter in an edited work or compilation: the name(s) of the author(s); the year of publication; title of the chapter (within single inverted commas); the name(s) of the editor(s)/compiler(s); title of the book (italicized); the beginning and ending page numbers of the chapter; place of publication; and the name of the publisher. (c) Book: the name(s) of the author(s); the year of publication; title of the book (italicized); place of publication and the name of the publisher. The listing in References must follow the alphabetical order of the last name of the (first) author.

\* Serialize all explanatory notes in the sequence in which they are referred to in the text (using numbered superscripts) and place them at the end of the text under Notes, but before Reference.

\* Tables, charts, maps, figures, etc. are to be placed separately at the end of the paper. Number these serially, with appropriate titles/captions. Refer to them in the text by their number and not their location.

\* Cite sentences or words taken from other works with single quotation marks; use double quotation marks only within quotations.

\* Write numerals between one and ninety-nine in words, and 100 and above in figures. However, the following are to be in figures only: distance: 3km; age: 32 years old; percentage: 54 percent; century: 20<sup>th</sup> century; and years 1990s.

\* Contributors are required to provide on a separate sheet their name, designation, official address and E-mail ID. Only papers which have not been published earlier or which are not being considered for publication elsewhere will be entertained.

From,  
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