# Centre for Language, Translation and Cultural Studies

## School of Humanities

### NETAJI SUBHAS OPEN UNIVERSITY

Established By Act (W.B. Act (XIX) of 1997 and Recognised by U.G.C.)
Head Office: DD-26, Sector-I, Salt Lake City, Kolkata-700064; Phone: 033 40663214

## Guidelines for submission of full length paper*

[For those who presented abstracts in NSOU-KU Workshop 1 held on 13-14ᵗʰ January, 2018]

**1. Font type**: The whole text should be in **Arial**.

**2. Margins:** The paper should be **A4 size** (21 x 29.7 cm). All margins (top, bottom, left, and right) should be **1 inch** each.

**3. Line Spacing**: The whole text should be **single-spaced**.

**4. Title:** The title of the paper should be 14-point, bold, in capital and lower case letters, and centered.

5. **Author Information:**
- The author name(s) should be 12-point, bold and centered;  with given names preceding surnames, should be used.

- The author name(s) should appear below the title, with one blank / space line after the title. Use 10-point for author(s)' position(s), institutional affiliation(s) and email address(es).

- The author(s)' position(s), institutional affiliation(s), country, and email address(es) should appear below the author name(s), with one blank line after the name(s).

**6.Headings**
- Heading font (with the exception of the paper title and the abstract) should be 14-point Arial and in bold.
- Headings should be centered and in capital and lower case letters [i.e. nouns, verbs, and all other words (except articles, prepositions, and conjunctions) should be set with an initial capital].
- There should be two blank lines before each heading and one blank line after it.

**7.Subheadings**: Subheading(s) should be 14-point Arial, in bold capital and lower case letters, and flushed left.
- There should be one blank line before and after each subtheme.

- **8.Abstract:**  The abstract heading should be 12-point Arial, bold, centered.
- The abstract should be in 100-150 words.
- The main text of the abstract should be 12-point Arial, italicized.
- Alignment of the main text of the abstract should be justified, no indent.

**9.Key Words**
Include at most five keywords. Use 12-point Arial. The keywords should appear below the abstract, with one blank line after the abstract.

**10.Main Text:**
- In general, paragraphs should be separated by a single space.
- All paragraphs must be in block format.
- Text font should be 14-point Arial, single-spacing. Italic type may be used to emphasize words in running text. Bold type and underlining should be avoided.

# Centre for Language, Translation and Cultural Studies
## School of Humanities
### NETAJI SUBHAS OPEN UNIVERSITY
Established By Act (W.B. Act (XIX) of 1997 and Recognised by U.G.C.)
Head Office: DD-26, Sector-I, Salt Lake City, Kolkata-700064; Phone: 033 40663214

- The first line of each paragraph should not be indented.

**11. Tables and Figures(if any)**
- Tables and figures should be numbered and have captions which appear above them.
- Graphics and pictures should not exceed the given page margins.
- Captions should be 14-point centered.
- The tables and figures of the paper should follow the APA citation style.
- There should be no space between the caption and the table/figure.
**12. Footnotes are not preferable.**

**13. References:**
- The author-date method in-text citation should be used. Following the APA format, the author's last name and the year of publication for the source should appear in the text.
- All references that are cited in the text must be given in the reference list. The references must be in APA format and arranged alphabetically at the end of the paper.

Sample:

Surname, A. A. (year). Article title. *Title of Journal, volume number*(issue number), inclusive page numbers.

Surname, A. A. (year). *Title of book*. Publisher location: Publisher Name.
Surname, A. A., Surname, B. B., & Surname, C. C. (2000). Title of article. *Title of periodical, volume number*(issue number). Retrieved
    from URL/web address.
Surname, A.A. (Year, Month). *Title of paper*. Paper presented at name of conference, city, country.

**14. Length**: The paper should be 2,200-2,500 words including tables, figures, and references.

## Last date of submission of full length paper: 30th June, 2018; 5pm
## E mail: cltcs.nsou@gmail.com

Sd/-
**Manan Kumar Mandal**                                    **Srideep Mukherjee**
**Coordinator, CLTCS &**                        **Assistant Professor in English**
**Officer-in-charge, School of Humanities**
**Netaji Subhas Open University**

**Date: 2nd February, 2018**