Guidelines for Authors

- Style and Language:
  - Articles should be written in English (UK only).
  - Word limit: Max. 3000 words
  - Authors should follow *MLA Handbook Style – 7th Edition.*
  - You can visit <http://www.library.cornell.edu/resrch/citmanage/mla> for quick guide on MLA style

- Text formatting:
  - Papers should be typewritten on A4 size pages, 1.5 spaced.
  - Papers should be submitted only in .doc format. (word document)
  - Font of the text should be *Times New Roman* with *12 point font size* and *justified alignment.*
  - Title in Block Letter: align Centre 20 pt (See under ‘Capitalisation’ for use of caps.).
  - Subtitle 16 pt followed by author(s), name(s), designation(s) and institution(s) 14 pt in Block Letter.
  - Tab for paragraph indent — 0.5 cm, no space between paragraphs.
  - Do not indent first paragraph of the paper.
  - Do not use footnotes.
  - Leave one line space before a new section.
  - Use parenthetical referencing for bibliographical material. Other notes (which should be kept to a minimum) should appear as endnotes, numbered consecutively in Arabic numerals.

- Endnotes
  - Notes should be numbered consecutively and placed at the end of the text (endnotes), not as footnotes. They should only be used to provide further information about a particular idea. Endnotes cannot be substituted for the Reference List.
• Abstract and key words
  ✓ All papers must be accompanied by a 150-200 words' abstract; 5-10 key words should be written immediately after the abstract.
  ✓ The abstract should be italicized with single spacing. Use 0.5 cm indent from both the sides for abstract.

• Quotations
  ✓ Quotations of less than thirty words are placed in the body of the text ‘in single quotation marks’. Quotations of more than thirty words should begin with a new line (first line not indented) and be identified by an extra line of space before and after.
  ✓ Indent the whole quote by 0.5 cm on both left and right, set in 11pt and 1.5 line spacing. This is so that the type setters can identify where a quote occurs.
  ✓ Use single quotation marks throughout unless there is a quote within a quote, eg, ‘Grammar should be “particular” in all cases.’
  ✓ Do not change the spelling or punctuation in a quotation.
  ✓ The full stop should only be inside the quotation mark if the material quoted is a complete sentence. All other punctuation should fall outside quotation marks.
  ✓ Ellipsis should be avoided at the beginning and end of a quotation.

• Submission of Paper (for publication)
  Authors can submit their research papers online via e-mail “AS PER SELECTION MAIL” received from the selection authority to: hersomumbai@gmail.com

Style Guide

The Journal of Higher Education and Research Society: A Refereed International (ISSN 2349-0209) expects the contributors to follow MLA Handbook for Writers of Research Papers (Seventh Edition). The contributors can also visit the following Web Pages for more details: <http://owl.english.purdue.edu/owl/resource/747/01/> <http://www.library.cornell.edu/resrch/citmanage/mla>

MLA style: Quick Guide
Citing sources in the text: (Parenthetical Entry)
  Author's name in text:
    Arnold has pointed this out (56-57).
    According to Tillyard "the wheel of fire turns anticlockwise" (67).
  Author's name in reference:
    This has already been pointed out (Arnold 56-57).
    The character is "unconvincing" (Reddy 89).
Authors' names in text:
Habib and Golding (314-19) hold a contrary opinion to the earlier stated perception.

Authors' names in reference:
Others have expressed a contrary opinion about this perception (Habib and Golding 314-19).

Work Cited list:
Basic format:
Lastname, Firstname. Title of Book. Place of Publication: Publisher, Year of Publication. Medium of Publication.

Books/ non periodical publications:
  o Single Author

  o Two or Three Authors

  o More than Three Authors

  o A Book by a Corporate Author

  o Editor, Translator and Compilers

  o Editor, Translator and Compilers in addition to Author

  o Preface, Foreword and Introduction of a book

- **Chapter or other part of a book**

- **Articles Printed (Magazines, News Papers, Journals)**


- **Article online**

- **Book Review**

- **An Unpublished Dissertation**

- **A Published Dissertation**

- **A Multivolume Work**

- **E-mail Communication**
  Harner, James L. E-mail to the author. 20 Aug. 2002.