

# Higher Education & Research Society

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NL 6/5/13, Sector-10, Nerul, Navi Mumbai, India- 400 706

## INTERNATIONAL SEMINAR ON INNOVATIONS IN TEACHING 28<sup>th</sup> & 29<sup>th</sup> December, 2016

### SUBMISSION GUIDELINES

#### ➤ *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 – 7<sup>th</sup> 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](mailto: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://owl.english.purdue.edu/owl/resource/747/01/)  
[<http://www.library.cornell.edu/resrch/citmanage/mla>](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:**

- **Single Author**

Narayan, R.K. *Swami and Friends*. Madras: Indian Thought Publication, 1932. Print.

- **Two or Three Authors**

Robinson, Rowena and Stephen McCarthy. *Fundamentals of Modern Critical Theories*. London: Methuen, 2009. Print.

Robinson, Rowena, Stephen McCarthy and John Paul. *A Brief History of European Literature*. New York: Rutledge, 2010. Print.

- **More than Three Authors**

Robinson, Rowena et al. *Multiculturalism: A Broad Perspective*. New York: CUP, 2007. Print.

- **A Book by a Corporate Author**

American Medical Association. *The American Medical Association Encyclopedia of Medicine*. Ed. Charles B. Layman. New York: Random, 1989. Print.

- **Editor, Translator and Compilers**

Lattimore, Richmond. trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951. Print.

Das, B. and Jatindra Mohan Mohanty. Ed. *Literary Criticism: A Reading*. Calcutta: Oxford University Press, 1985. Print.

- **Editor, Translator and Compilers in addition to Author**

García Márquez, Gabriel. *Love in the Time of Cholera*. Trans./Ed./Comp. Edith Grossman. London: Cape, 1988. Print.

- **Preface, Foreword and Introduction of a book**

Borges, Jorge Luis. Foreword. *Selected Poems, 1923–1967*. By Borges. Ed. Norman Thomas Di Giovanni. New York: Delta-Dell, 1973. xv–xvi. Print.

○ **Chapter or other part of a book**

Gill, Stephen. “Mythical Interpretation of Indo-Canadian Diaspora” in *Commonwealth Literature: Colonial Inheritance* edited by Ram Bhagwan Singh and C. L. Khatri. Jaipur: Yking Books, 2011. Print.

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

Mann, Susan. ‘Myths of Asian Womanhood’. *Journal of Asian Studies* 59 (2000): 835–62. Print.

Mehta, Pratap Bhanu. ‘Exploding Myths’. *New Republic* 6 June 1998: 17–19. Print.

Prasad, GJV. “Harold Pinter: Poet-Playwright of Peace and Violence”. *The Indian Express* 14 Dec. 2005. Print.\

▪ **Article online**

Owen, Wilfred. "'Minds at War' Wilfred Owen's Psychological Journey". Web. 25 July 2013. <[http://www.warpoetry.co.uk/minds\\_p1.htm](http://www.warpoetry.co.uk/minds_p1.htm)>.

▪ **Book Review**

David, Kamp. “Deconstructing Dinner”. Rev. of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan, Sunday Book Review. *New York Times* April 23, 2006. Web. <<http://www.nytimes.com/2006/04/23/books/review/23kamp.html>>

▪ **An Unpublished Dissertation**

Mehata, Suruchi. “Psychological Study of Protagonists in the selected novels of Anita Desai”. Ph. D. thesis. North Maharashtra University, 2010. Print.

▪ **A Published Dissertation**

Mehata, Suruchi. “Psychological Study of Protagonists in the selected novels of Anita Desai”. Ph. D. thesis. NMU, 2010. Mumbai: Routledge, 2013. Print.

▪ **A Multivolume Work**

Blanco, Richard L. Ed. *The American Revolution, 1775–1783: An Encyclopedia*. 2 vols. Hamden: Garland, 1993. Print.

▪ **E-mail Communication**

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