**Formatting and Style Guidelines for Literature and Humanities**

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**Abstract**

The abstract should begin with the word "Abstract" on the left of the top of the page in 12-point Times New Roman, with bold. Provide a brief summary of your paper (about 250-300 words). The abstract should clearly convey the purpose, methodology, key findings, and conclusion of your research. The abstract itself should be a single, paragraph. The text should be fully justified with an indentation at the beginning of the paragraph. The abstract provides a concise, clear overview of the research without unnecessary details and is intended to give readers a quick summary of the study's focus and findings.

**Keywords**

## Keyword1, Keyword2, Keyword3,Keyword4, Keyword5

## **Introduction**

## This document describes, and is written to conform to, author guidelines for the publication of article in Gyan Samavesh 2024. It is prepared in Microsoft Word as a .doc document. Although other means of preparation are acceptable, final, camera-ready versions must conform to this layout. Microsoft Word terminology is used where appropriate in this document. Although formatting instructions may often appear daunting, the simplest approach is to use this template and insert headings and text into it as appropriate.

## **Format Guide**

The following formatting rules must be followed strictly. This (.doc) document may be used as a template for papers prepared using Microsoft Word. Papers not conforming to these requirements may not be published in the conference proceedings.

**2.1. General Format, Page Layout and Margins**

Standard A4 (210mm x 297mm) portrait page set-up should be used. The left, right, top and bottom margins should be 30mm. The header with your last name and page number should appear on every page. All main text paragraphs, including the abstract, must be fully (left and right) justified. All text, including title, authors, headings, captions and body, will be Times New Roman font.

**2.2. Title**

The title is to be written in 12 pt. TImes Newroman, using the bold and “Title Case” formats.

**2.3. Authors**

Author names are to be written in 12 pt. Times New Roman format, centred and followed by a 12pt. paragraph spacing. If necessary, use superscripts to link individual authors with institutions as shown above. Author affiliations are to be written in 12 pt. Times New Roman, centred, with email addresses.

**2.4. Abstract**

The abstract should begin with the word "Abstract" on the left of the top of the page in 12-point Times New Roman, with bold. Provide a brief summary of your paper (about 250-300 words). The abstract should clearly convey the purpose, methodology, key findings, and conclusion of your research. The abstract itself should be a single, paragraph. The text should be fully justified with no indentation at the beginning of the paragraph. The abstract provides a concise, clear overview of the research without unnecessary details and is intended to give readers a quick summary of the study's focus and findings.

**2.5. Keywords**

The Keywords section begins with the word, “Keywords” in 12 pt. Times New Roman, bold font. There may be up to five keywords separated by commas and six spaces, in 12 pt. Times New Roman italics.

**2.6. Section and sub-section headings**

Section headings are numbered 1. Xxx, 2. Yyy, etc. in 12 pt. bold “Ttile case” Times New Roman font.

Subsection headings are numbered 1.1. Aaa, 1.2. Bbb, etc. in 12 pt. bold Times New Roman font.

**2.6.1. Further Subsections**

Further sub-sectioning, if required, is indicated using 1.1.1. Qqq, etc. headings with 11 pt. bold Times New Roman font.

**2.7. Text**

Main-body text should be written without justifying. Times New Roman font with double-spacing as line spacing is used. Indent the first line of each paragraph by 0.5 inches (use the tab key).

**2.8 Conclusions**

The conclusion of a research paper should effectively summarize the key points and offer insight into the broader implications of the research. Begin by restating the thesis or main argument in a fresh way, emphasizing the key findings discussed in the paper without simply repeating the thesis verbatim. Then, briefly summarize the main ideas or arguments, ensuring they are connected back to the research question or thesis. Discuss the broader significance of your findings, considering how they contribute to the field and their potential impact on future research, practice, or policy. Finally, end with a closing thought that leaves the reader with something to reflect on, whether it’s a call to action, a thought-provoking statement, or a suggestion for further research.

**Works Cited**

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Loveridge, John. “The Middle Man.” *NewScientist.com*, Reed Business Information, [www.newscientist.com/id=lw498.](http://www.newscientist.com/id%3Dlw498) Accessed 15 Aug. 2015.

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**General Guidelines**

 **MLA Formatting Style**

1. MLA Header: Include a standard MLA header in the header section of each page in the top-right corner. The header should be your last name and page number: Smith 1.
2. Standard MLA Format: Double space the entire paper, and use a standard 12-point font such as Times New Roman. Use 1-inch margins.
3. In-Text Citations: Include in-text citations in parenthesis ( ) throughout the body of your paper whenever you borrow words or ideas from an outside source.
4. Works Cited Page: The last page of your research paper should be a list of all the sources you have cited throughout your paper. Title this page Work(s) Cited, and then list your sources in MLA format. The entries should be in alphabetical order and have a hanging indent. **For Websites:** If a website has no publication date, skip it, but add an Accessed date to the end of the entry.