

Synopsis

➤ Text: Maximum 1000 words including bibliography and webliography

➤ Line Spacing :1.5 spaced

➤ Page numbering: All pages should be numbered in footer in the bottom centre of each page

➤ Citations and References: APA style. References in the text should be cited by the author's name and year of publication in brackets e.g.

Sharma, R.C., and Mohan, K, (2009). *Business Correspondence and Report Writing.*, New Delhi: Tata McGraw-Hill, 125-145

➤ Software package: MS Word

➤ Paper size: A4 Portrait

➤ one blank line between paragraphs,

➤ Font: Arial Headers (Bold) -14,

Main Text (Normal) Times New Roman- 12

➤ Alignment : Justified

➤ Margins:

Top: 2.54cm
Bottom: 2.54cm
Left: 2.54 cm
Right: 2.54 cm

➤ Headings:

Main : Capitals, bold, left margin

Secondary Headings: Lower case, italics, bold, left margin

