

# Author's Guide to Layout, for Submissions in *International Journal of Translation*

## Title of the article

- 1) Font: TIMES NEW ROMAN
- 2) Font Size: 14 POINTS
- 3) Alignment: CENTER, with four blank (10 points) lines from the top.
- 4) Type Style: NORMAL (non-bold, non-italic, non-underlined)

## Author (s)' Name

- 1) Font: TIMES NEW ROMAN
- 2) Font Size: 10 POINTS
- 3) Alignment: CENTER, with one blank (10 points) line from the title.
- 4) Type Style: NORMAL (non-bold, non-italic, non-underlined)
- 5) Case: ALL CAPS
- 6) Note: No "Mr", "Miss", "Dr", "Prof." should be prefixed before the author's name.

## The University/Organization affiliation

- 1) Font: TIMES NEW ROMAN
- 2) Font Size: 10 POINTS
- 3) Alignment: CENTER, in the next line.
- 4) Type Style: ITALIC
- 5) Case: NORMAL
- 6) Note: Only the organisation/university/institute's name followed by country should be given here.  
**Full address is not to be given at the beginning**

## Abstract

- 1) Font: TIMES NEW ROMAN
- 2) Font Size: 9 POINTS
- 3) Type Style: ITALIC
- 4) Case: NORMAL
- 5) Indents: The whole abstract should be indented (0.25) from the left and right
- 6) Note: There should be one blank (10 points) line before and after the abstract.

## Main Headings (such as Abstract, Introduction, Methods, Results, Discussion, Conclusion, References, Acknowledgments etc.)

- 1) Font: TIMES NEW ROMAN
- 2) Font Size: 10 POINTS
- 3) Alignment: All main headings would start at Left, except References & Acknowledgments (which will be at center)
- 4) Type Style: NORMAL (non-bold, non-italic, non-underlined)
- 5) Case: SMALL CAPS
- 6) No indent is required for any heading
- 7) Note: There should be one blank (10 points) line before and after each main heading.
- 8) Headings should be capitalized (i.e., nouns, verbs, and all other words except articles, prepositions, and conjunctions should be set with an initial capital)

## Italics

- 1) Italic type may be used to emphasize words in running text. **Bold type and underlining should be avoided.**

### **Sub-headings**

- 1) Font: TIMES NEW ROMAN
- 2) Font Size: 10 POINTS
- 3) Alignment: LEFT.
- 4) Type Style: ITALIC
- 5) Case: NORMAL
- 6) No indent is required for any sub-heading
- 7) Note: There should be one blank (10 points) line before each sub-heading. **No blank line should be given after the sub-heading.** The paragraph following the sub-heading should start immediately without any line gap from the sub-heading.

### **Printing Area**

- 1) Size: 4 Inches X 7 Inches.
- 2) The text area is: 4 Inches X 6.68 Inches
- 3) Area for folios: 4 Inches X 0.32 Inches
- 4) Note: A Word template has been provided in which the printing area is already set. You can either import your text in the template or make a new file by using its 'Page setup' dimensions.

### **Indenting the first line of the Paragraphs**

- 1) The first line in the first paragraph of the article and all subsequent paragraphs after the Main heading, Sub-headings, Figures, Tables, Long Quotations **should not be indented** and should be aligned left.
- 2) The first line of all other paragraphs are to begin at (0.25) indent from the left.

### **Long Quotations**

- 1) Font: TIMES NEW ROMAN
- 2) Font Size: 9 POINTS
- 3) Indents: Whole of the quotation would be indented (0.25) from the left. **It should not be indented (0.25) from the right**

### **Tables**

- 1) Font: TIMES NEW ROMAN
- 2) Font Size: 9 POINTS
- 3) Alignment: Center them between margins (which are 4 Inches wide)
- 4) Tables should be numbered and should have a caption which should always be positioned under the tables.
- 5) Table Caption: It should be all in italics. However, the word 'Table 1.' or 'Table A' would come in NORMAL type style. It should not be Italicized.  
For example <Table 4.1. *Comparison and Contrast of High school*>
- 6) There should be one blank (10 points) line before and after the table.

### **Figures**

- 1) Figures should be fitted electronically into the file.
- 2) Alignment: Center them between margins (which are 4 Inches wide)
- 3) Print Quality: Min 300-600 DPI. Higher the better.
- 4) Figures should be numbered and should have a caption which should always be positioned under the figures.
- 5) Figure Caption: It should be all in italics. However, the word 'Figure 1.' or 'Figure A' would come in NORMAL type style. It should not be Italicized.  
For example <Figure 4.1. *Comparison and Contrast of High school*>
- 6) There should be one blank (10 points) line before and after the figure.

### **References**

- 1) References should begin at a new page.
- 2) Font Size: 9 POINTS
- 3) There should be one blank (10 points) line after the heading “References”.
- 4) The first line should be aligned left and the subsequent lines of the references should be indented (0.25) from the left.
- 5) There should be no blank line between different reference entries.

### **Authors**

- 1) The Author’s complete address would come at the end of the article.
- 2) Font: TIMES NEW ROMAN
- 3) Font Size: 10 POINTS
- 4) Alignment: RIGHT, with four blank lines from the end of references or in some cases earlier.
- 5) Type Style: NORMAL (non-bold, non-italic, non-underlined)
- 6) Case: SMALL CAPS
- 7) Name(s) and their complete address should be capitalized (i.e., nouns, verbs, and all other words except articles, prepositions, and conjunctions should be set with an initial capital)

### **Page Numbering**

- 1) No page numbers should not be inserted into the header, or into the footer manually. It would be done by the issue/volume editor at the later stages.

### **Copy of the article in another format**

- 1) It is advisable that you also send the article’s duplicate copy in PDF.