# Guideline for paper writing and page setup

## MARGINS

A4 Paper Size: Top = Bottom = 1”; Left = Right= 1”; Headers Footer = 0.5”; Single Column; Line Spacing: 1.5; First line Indentation: 0.14; Hanging Indents: 0.36; Font size 10; Justified Alignment. Reference Font size: 8; Author’s profile Font size: 8

<table>
<thead>
<tr>
<th>Paragraph Style</th>
<th>Size(pts)</th>
<th>Font Style (Throughout the paper)</th>
<th>Font Style</th>
<th>Alignment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>20</td>
<td>Times New Roman</td>
<td>Regular, bold</td>
<td>Centre</td>
<td>Title Of Paper</td>
</tr>
<tr>
<td>Author</td>
<td>11</td>
<td></td>
<td>Regular, bold</td>
<td>Centre</td>
<td>First name Second name Surname (Pattern to follow for writing name)</td>
</tr>
<tr>
<td>Author Affiliation and email id</td>
<td>10</td>
<td></td>
<td>Regular</td>
<td>Centre</td>
<td></td>
</tr>
<tr>
<td>Abstract</td>
<td>9</td>
<td>italics</td>
<td>Justify</td>
<td>All Body Text</td>
<td></td>
</tr>
<tr>
<td>Heading 1</td>
<td>12</td>
<td>SMALL CAPS</td>
<td>Centre</td>
<td>Section Heading</td>
<td></td>
</tr>
<tr>
<td>Heading 2</td>
<td>11</td>
<td>Italic, Capitalize Words</td>
<td>Justify</td>
<td>Sub-Heading</td>
<td></td>
</tr>
<tr>
<td>Text</td>
<td>10</td>
<td>regular</td>
<td>Justify</td>
<td>All Body Text</td>
<td></td>
</tr>
<tr>
<td>Table Number</td>
<td>8</td>
<td>ALL CAPS, bold</td>
<td>Centre, above table</td>
<td>Table Number</td>
<td></td>
</tr>
<tr>
<td>Table Title</td>
<td>8</td>
<td>SMALL CAPS</td>
<td>Centre, above table</td>
<td>Table Title</td>
<td></td>
</tr>
<tr>
<td>Table Content</td>
<td>8</td>
<td>Regular</td>
<td>Left, Cell Alignment centre</td>
<td>Table Content</td>
<td></td>
</tr>
<tr>
<td>Table Source</td>
<td>8</td>
<td>Regular</td>
<td>Centre</td>
<td>Source of the table if it’s not of the paper author</td>
<td></td>
</tr>
<tr>
<td>Caption</td>
<td>8</td>
<td>Regular, bold</td>
<td>Centre</td>
<td>Caption</td>
<td></td>
</tr>
<tr>
<td>Figure Number</td>
<td>-</td>
<td>Regular, bold</td>
<td>Centre, below Fig.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Figure Title</td>
<td>8</td>
<td>Regular</td>
<td>Centre, below Fig.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Figure Source</td>
<td>8</td>
<td>Regular</td>
<td>Centre, below Fig.</td>
<td>Source of the table if it’s not of the paper author</td>
<td></td>
</tr>
<tr>
<td>Equation</td>
<td>10</td>
<td>Regular</td>
<td>Centre</td>
<td>Equation</td>
<td></td>
</tr>
</tbody>
</table>

Numbering equations consecutively with equation numbers in parentheses flush with the right margin, as in (1)

| Reference Heading                | 12        | SMALL CAPS                       | Centre      | Reference Section Heading                        |
| Reference                        | 8         | Regular, Single Line Spacing     | Justify     | Reference Entry                                  |
| Author’s Profile (Heading)       | 12        | SMALL CAPS                       | Centre      | Reference Section Heading                        |
| Author’s Profile                 | 8         | Regular, Single Line Spacing     | Justify     |                                                  |

Note:
- Do not insert any footnote or end note, if it’s required in your paper then please move to reference section.
- Do not insert anything in header / footer.
- Avoid any abbreviation / symbol in paper title.
1. **Page Layout**

Your paper must use a page size corresponding to A4 which is 210 mm (8.27") wide and 297 mm (11.69") long. The margins must be set as follows:

- Top = Bottom = 1"
- Left = Right = 1"
- Header = Footer = 0.5"

Use **single column**, do not use two-column format.

1. **Paper Size** must be A4 (8.27" x 11.69").

![Page Setup](image)

**Fig. 1**

2. **All fonts name** must be Times New Roman.

3. **Title of the paper** font: size 20, bold and centre.

4. **Authors name** font: size 11, bold and centre aligned.

5. **Font size of the Abstract and Index Term (Keyword)** must be 9 with bold. Word “Abstract” should be written as “Abstract-” (i.e. Bold and italic) and rest should be only italic.

6. **All Main Heading** must be in **(SMALL CAPS)** font size 12, **BOLD**, line space as per font size paragraph i.e. 10 point, and Line Spacing must **(1.5)**. For this right, select the matter which not contain image or table, and go to paragraph and maintain as per norms (Fig. 2).
For SMALL CAPS style, type the matter as per given instruction:

I. First character of the word(s) must be CAPITAL
II. Rest character of the word(s) must be small
III. Select the word(s)
IV. Press Ctrl + Shift + k (output will be as SMALL CAPS)

7. All Sub Heading must be in Sentence Case, font size 11 and style *Italic* and Line Spacing must be (1.5). For this right, select the matter which not contain image or table, and go to paragraph and maintain as per norms.

8. Matter of paragraph:
   I. First line indentation must be 0.14, line spacing 1.5, font size 10, justified alignment. Hanging indents 0.36.

![Paragraph settings](image)

Fig. 2


10. Font size for Author's profile: 8.

PLEASE REFER SAMPLE TEMPLATE GIVEN ON NEXT PAGE

“Do not insert any date, it’s for official use only”
TITLE (20, bold)

Author’s name (First name Second name Surname) (11, bold)

Author’s Affiliation and email id (10)

Received on: --/--/--

Accepted on: --/--/--

Published on: --/--/--

Abstract—Abcd… (9, bold)

Keywords—Abcd…. (9, bold)

I. Main Heading (12, bold)

A. First Sub Heading

Conclusion

Abcd……..  

Reference must be font size 8; with single line Spacing and special hanging indent by 0.25.  

For Example:

REFERENCES


AUTHOR’S PROFILE

A. First Author [with photo, email id, brief biodata max 150 words]

B. Second Author [with photo, email id, brief biodata max 150 words]

C. Third Author [with photo, email id, brief biodata max 150 words]