

**AUTHOR GUIDELINES FOR 8.27 X 11.69-INCH PROCEEDINGS MANUSCRIPTS &
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Author(s) Name(s)

(Corresponding Author Must be at first place or indicate it * in this mark)

Author Affiliation(s)

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Abstract

The abstract is to be in fully-justified italicized text, at the top of the left-hand column as it is here, below the author information. Use the word "Abstract" as the title, in 14-point Calibri (Body), boldface type, centred relative to the column, initially capitalized. The abstract is to be in 11.5-point, 1.15-spaced type, and up to 150 words in length. Leave one blank lines after the abstract, then begin the main text.

1. Introduction

All manuscripts must be in English. These guidelines include complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts.

2. Formatting your paper

All printed material, including text, illustrations, and charts, must be kept within a print area of 7.07 inches wide by **9.69** inches high. Do not write or print anything outside the print area. All *text* must be in a one-column format. Text must be fully justified.

A format sheet with the margins and placement guides is available as both Word and PDF files as <format.doc> and <format.pdf>. It contains lines and boxes showing the margins and print areas. If you hold it and your printed page up to the light, you can easily check your margins to see if your print area fits within the space allowed.

3. Main title

The main title (on the first page) should begin 1 inches from the top edge of the page, centered, and in Times 14-point, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Leave two 11.5-point blank lines after the title.

4. Author name(s) and affiliation(s)

Author names and affiliations are to be centred beneath the title and printed in Times 11.5-point, non-boldface type. Multiple authors may be shown in a one, two or three-column format, with their affiliations italicized and centred below their respective names. Include e-mail addresses if possible. Author information should be followed by one 11.5-point blank lines.

5. Second and following pages

The second and following pages should begin 1.0 inch from the top edge. On all pages, the bottom margin should be 1-0 inches from the bottom edge of the page for 8.27 x 11.69-inch paper; for A4 paper, approximately 1-0 inches from the bottom edge of the page.

6. Type-style and fonts

Wherever Times is specified, Times Roman or Times New Roman may be used. If neither is available on your word processor, please use the font closest in appearance to Times. Avoid using bit-mapped fonts if possible. True-Type 1 fonts are preferred.

7. Main text

Type your main text in 14-point Times, single-spaced. Do **not** use double-spacing. Be sure your text is fully centered that is, flush left and flush right. Please do not place any additional blank lines between paragraphs.

Figure and table captions should be 11-point boldface Calibri (Body). Callouts should be 11-point non-boldface Calibri (Body). Initially capitalize only the first word of each figure caption and table title. Figures and tables must be numbered separately. For example: “Figure 1. Database contexts”, “Table 1. Input data”. Figure captions are to be centred *below* the figures. Table titles are to be centred *above* the tables.

8. First-order headings

For example (1. Introduction) should be Times 14-point boldface, initially capitalized, Align left, with one blank line before, and one blank line after.

8.1. Second-order headings

As in this heading, they should be Times 12-point boldface, initially capitalized, Align left, with one blank line before, and one after.

8.1.1. Third-order headings.

Third-order headings, as in this paragraph, are discouraged. However, if you must use them, use 12-point Times, boldface, initially capitalized, Align left, preceded by one blank line, followed by a period and your text on the same

9. Footnotes

Use footnotes sparingly (or not at all) and place them at the bottom of the column on the page on which they are referenced. Use Times 10-point type, single-spaced. To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

10. References

List and number all bibliographical references in 11-point Times, single-spaced, at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [1]. Where appropriate, include the name(s) of editors of referenced books.

[1] A.B. Smith, C.D. Jones, and E.F. Roberts, "Article Title", *Journal*, Publisher, Location, Date, pp. 1-10.

[2] Jones, C.D., A.B. Smith, and E.F. Roberts, *Book Title*, Publisher, Location, Date.

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