

Instructions for the preparation of Manuscript

The following instructions will help you with the preparation of your manuscript/paper. Please read them carefully before you start.

Text Area and Page Extent

Please use A/4 size paper with 1.5 inch margin on left and right and 1.75 inch margin on top and bottom. You must contain all text matter, figures and tables within this area and ensure that the margins are consistent on all pages. The length of the papers should not exceed 8 pages. When finished, number each page with pencil at the bottom of each page.

Main Text Layout

Please use good quality white paper for preparing camera-ready copy. You should set the main text in 10 point Times New Roman (normal), not in bold, using single line spacing. All text should be produced as a single column and JUSTIFIED throughout.

Disk

You must send a soft copy by email to ganderpfi@gmail.com or one IBM compatible Compact Disk (CD) with your paper containing all the files required to reproduce your paper. The editing and formatting work will be carried out on author supplied electronic files, rather than hard copy.

Printers & Output

Please submit two copies (one original and one copy) of the manuscript. Make sure that the printer output is clear and in black. Always use a laser printer, or very good quality inkjet printer. Dot matrix printers are not acceptable.

OPENING STYLE (First Page)

This should contain the title of the paper, the author names, affiliation, the abstract and the first part of the paper.

- Start the title of your paper with 2.5 inch margin on top, 1.75 inch margin at bottom and 1.5 inch margin on left and right in Times New Roman font, size 16 point bold, range left. Only the first letter of the first word should be a capital, unless proper nouns are used, the rest must be all in lower case letters.
- Follow this (with one 16pt line space in between) on a new line, with the authors' names, without degrees or qualifications, in Times New Roman font, size 12 point, normal, range left.
- Follow this, on a new line, with the authors' affiliation (not the full postal address) in Times New Roman font, size 11 point, range left, italic.
- Now start the abstract, with the heading two line spaces below the last line of the address and set in Times New Roman, size 12 point bold. Leave one line space and then start the text of the abstract, set in Times New Roman font, size 10 point, normal, justified with single line spacing. The abstract will consist of approximately 300 words. It must not run over onto the next page.

Other pages

For the second and following pages, use the full area (A/4 size with 1.75 inch margin on top and bottom and 1.5 inch on left and right sides) and commence keying, in one column, inserting tables and figures as required.

Headings

Headings should be set aligned left, as shown below. Number the headings as per the following system.

1. Main section headings

These should be set in 12 point Times New Roman bold, with one complete line space above and below. The text following a main heading should not be indented.

1.1 Second level headings

These should be set in 10 point Times New Roman bold, with one complete line space above and below. The text following a secondary heading should not be indented.

1.1.1 Third level headings

These should be set in 10 point Times New Roman bold, with one complete line space above and below. The text following a third grade heading should not be indented.

Paragraphs

Paragraphs should not be indented. Leave one line space between paragraphs.

Equations

All equations must be clearly set. When referring to equations in the text, preface the number with the word 'eqn' or 'eqns' and place the number within brackets i.e. eqn (1). Displayed equations should be numbered simply (1), (2), (3), etc. The numbers should appear at the extreme right of the line. Do not set them in bold type. Please ensure that subscripts and superscripts are clearly legible.

Tables

Tables must be set as part of the text, but smaller type sizes may be used to enable the table to fit the space. All tables must have a caption centered over the table. Captions should be numbered sequentially starting with number 1, i.e. Table 1. Input data. Leave one line space above and below tables. Large tables may be set landscape, i.e. sideways on the page, reading up. Do not set captions in bold.

Figure

Figures should be drawn or printed using black ink. They should be positioned centrally on the width of the page and close to their text reference. Captions to figures should be set text size and centered below the figure. All figures must be numbered sequentially starting with number 1, i.e. Fig. 1. Velocity fields. Leave two line spaces between the caption and the text. Do not set captions in bold. It is recommended that figures should be prepared in normal size and incorporated within the text using a word-processing system. Colored figures will not be accepted.

Photographs

If it is essential to include photographs, a space should be allocated within the text of the desired size. All prints must be clear, glossy, have good contrast, and should be supplied separately and of correct dimensions. They must not be stuck to the paper. Alternatively, you may incorporate them within your document using a word-processing system. Colored photographs will not be accepted.

References

References should be mentioned at the end of the manuscript/paper alphabetically, numbered and should be in the following order:

Author surname, initials, title, publication, volume, page range, year. In the text a reference should be shown by the author's name followed by the year of publication (e.g. Jain, 2003; Ali and Jain, 2004). Please refer the following examples for different kinds of references. Do check your final paper to ensure that all references within the text correspond to the reference list at the end.

1. Jain, C. K. and Sharma, M. K., Adsorption of cadmium on bed sediments of River Hindon: Adsorption models and kinetics, *Water, Air and Soil Pollut.*, 137, 1-20, 2002.
2. Jain, C. K., Fluoride Contamination in Ground Water, In: *Encyclopedia of Water* (Ed. J. H. Lehr), John Wiley & Sons, Inc., USA, 2004.

PLEASE CHECK THE WHOLE PAPER THOROUGHLY AFTER SETTING AND ENSURE THAT ALL FIGURES, CAPTIONS, TABLES, ETC. ARE LEGIBLE, AS THESE OFTEN PRESENT PROBLEMS.

Send your Paper/Chapter Manuscript by 31 Jan 2012 to:

Dr K M Baharul Islam
Programme Director
Workshop on Women Rights
NEF Law College,
G S Road, Opp Hub,
Guwahati 7810005 India
Mobile: 0985991410
Email: genderpfi@gmail.com

For more details visit: <http://www.pfifound.org>