

Manuscript Format and Style Guide

General Instructions

1. When the manuscripts are sent for consideration, they are scrutinized by internal reviewers. And, after the recommendations of the internal reviewers, they will be sent to the external reviewers and they are double-blind reviewed.
2. All manuscripts should be double-spaced and in a single column. Margins should be 2.5cm or 1 inch at the top, bottom, left, and right sides of the page. The font should be Times New Roman and the size should be 12 points on A4 paper. Each paper should be limited to 3000-4000 words (excluding front and back matter) unless an exception has been granted based on discussion with the editors in advance of the submission. Critical Review and Responses should be within 800 words.
3. The contributor should clearly state in a distinct document (*To whom it may concern*) that the submitted manuscript has not been published, submitted, or accepted elsewhere and, in case of collective authorship (not more than two), that all authors agree with the content and the submission of the manuscript.
4. The manuscript should be submitted as a single file in *.doc (Microsoft Word) format (or edited in open office) and shall contain: (1) *To Whom it may concern* page, (2) Manuscript, (3) List of Illustrations and (4) List of Tables (if required). Together with the document the authors should attach *.a pdf file of the manuscript.

STYLE SHEET

The submitted manuscript should be arranged as follows:

- Title
- Author's name
- Author's affiliation, ORCID and e-mail address
- Abstract
- Keywords
- Body of the article
- Works cited/References
- List of illustrations
- Tables

Front Matter includes the following:

TITLE

The title should be concise, written in Times New Roman (TNR), size 14, capitalized and centred. Authors: Two rows below the title, write the full name(s) of author(s) in TNR, size 12, font bold, centred. Affiliation: Write the affiliation(s), ORCID, and e-mail address in TNR, size 12, justified, italicised, below the author's name.

With the exception of the title page, no other page on the manuscript should contain the author's name, affiliation and any information that might suggest the identity of the author.

PAGE NUMBER AND HEADER

Page numbers and headers are not required.

ABSTRACT

Two rows under the author's name, 100-250 characters, no abbreviations or reference citations. The abstract represents a summary of the paper that refers to the method, the main results and conclusions. The text should be written in TNR, size 11. The sub-title "Abstract" will be written in bold letters.

KEYWORDS

Include up to five keywords after the abstract. "Keywords" (without quotation marks) should appear in bold followed by a colon. Keywords in body font and size follow the colon. Keywords should not be capitalized unless it is a proper noun. Terms should be separated by commas.

Include a 1-line gap between the Keywords and the first line of the article.

Body of the article includes the following:

SUB-HEADINGS (MLA, 9th edition)

Level 1: Level one should be left-aligned, Bold, Uppercase and Lowercase Heading and left-aligned. Begin the text on a new line as a new paragraph.

Level 2: Level two should be Regular, Left-aligned - Begin the text on a new line as a new paragraph.

Level 3: Level three should be Italicized, Left-Centered - Begin the text on the same line as the heading and continue as a regular paragraph.

SUB-HEADINGS (APA 7th edition)

Level 1: Level one should be centered, Bold, Uppercase and Lowercase Heading and left-aligned. Begin the text on a new line as a new paragraph.

Level 2: Left-aligned, Boldface, Uppercase and Lowercase Heading - Begin the text on a new line as a new paragraph.

Level 3: Left-aligned, Boldface, Italicized, Upper and Lowercase Heading - Begin the text on a new line as a new paragraph.

Level 4: Indented, Boldface, Upper and Lowercase Heading, Ending with a Period. Begin the text on the same line as the heading and continue as a regular paragraph.

Level 5: Indented, Boldface, Italicized, Upper and Lowercase Heading, Ending with a Period. Begin the text on the same line as the heading and continue as a regular paragraph.

SUB-HEADINGS (GENERAL)

For sub-headings, the text should be in bold; alignment: left; font type: TNR; font size: 13; paragraph spacing: 6 pt; no indentation.

BODY OF THE ARTICLE

The entire body of the article text should be justified between the margins; font type: TNR; font size: 12; paragraph spacing: 6 pt; no indentation required.

ENDNOTES AND FOOTNOTES

We strongly discourage endnotes and footnotes. However, should these be absolutely necessary, they should be marked in-text with a superscript numeral. At the bottom of the page, the explanation should be given in font type: TNR; font size: 8.

GUIDELINES FOR ILLUSTRATIONS

Illustrations, figures, pictures, and graphs should be provided in the highest quality in the body of the paper as well as a separate email attachment in an appropriate electronic format.

Formatting Guidelines:

EPS: Common format for graphs and line art since it retains quality when enlarging/zooming in.

JPEG: Preferred format for pictures is JPEG.

Placement: Figures/charts and tables created in the Word document should be placed in the main text rather than at the end of the document; and it should be center-aligned.

Add a placeholder note in the running text (i.e. “Figure 1”).

Color: Colored images will be published in color online and black and white in print. Therefore, provide images that have clear resolution in black and white as well (i.e., by using color with a distinctive pattern or dotted lines). Captions should reflect this by not using words indicating color.

Dimension: Check that the illustrations supplied match or exceed the dimensions of the journal. Images cannot be scaled up after origination.

Fonts: The lettering used in the illustrations should not be different in size and type from the article’s font size and type.

Image Integrity: Figures should be minimally processed and should reflect the integrity of the original data in the image. Adjustments to images in brightness, contrast, or color balance should be applied equally to the entire image, provided they do not distort any data in the

figure, including the background. All adjustments to the image should be reflected in the figure legend.

IN-TEXT CITATIONS

In-text citations should be in either MLA 9th Edition (for articles on Literature/Cultural Studies/Critical Reviews and Responses) or APA 7th Edition (for articles on Language/Applied Linguistics/ELT) format. For further information, please refer to MLA Handbook 9th Edition or APA Handbook 7th Edition.

Back matter includes the following:

WORKS CITED/REFERENCES

- For articles on Literature, Cultural Studies, and other fields as mentioned, MLA 9th edition style guide should be followed.
- For articles on Language/Applied Linguistics/ELT, the APA 7th edition style guide should be followed.
- “Works Cited/References” Heading should be in bold; alignment: left; font type: TNR; font size: 11; paragraph spacing: 0 pt; **hanging indentation required**.
- Include only references cited in the text, illustrations, captions and tables.

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