

Synopsis

- Text: Maximum 1000 words including bibliography and webliography
- Line Spacing :1.5 spaced
- Page numbering: All pages should be numbered in footer in the bottom centre of each page
- Citations and References: APA style. References in the text should be cited by the author's name and year of publication in brackets e.g.

Sharma, R.C., and Mohan, K, (2009). *Business Correspondence and Report Writing.*, New Delhi: Tata McGraw-Hill, 125-145

- Software package: MS Word
- Paper size: A4 Portrait
- one blank line between paragraphs,
- Font: Arial Headers (Bold) -14,
Main Text (Normal) Times New Roman- 12
- Alignment : Justified
- Margins:
 - Top: 2.54cm
 - Bottom: 2.54cm
 - Left: 2.54 cm
 - Right: 2.54 cm
- Headings:
 - Main : Capitals, bold, left margin
 - Secondary Headings: Lower case, italics, bold, left margin