

Guideline for authors:

Before submission of article/s, please read the detailed instruction given below.

1. a. The articles should be sent as an e-mail attachment [*MS Word 2003*] to:
englishmatters.cbse@gmail.com
- b. A print copy of the manuscript may also be sent to:
Ms. P. Rajeswary, Education Officer, Central Board of Secondary Education

2. a. Preparation of Manuscripts

Your manuscript submitted should have the following:

- ✓ The title page
 - ✓ An abstract
 - ✓ The article
 - ✓ References
- b. Manuscripts should be prepared using double-spacing throughout, including the title page, abstract, text, acknowledgements, references, tables, and legends for illustrations. The font should be **Times New Roman**, a margin of a **1.50 space** on all four sides. The pages may be numbered consecutively, beginning with the title page.
 - c. Manuscripts may be accompanied by a covering letter. The letter should include: (a) information on prior or duplicate publication or submission of any part of the work elsewhere (b) the name, address, telephone, and e-mail address of the corresponding author.
 - d. The full submission may not be more than **3000 words**.
- ✓ **Title page:** The title page should carry: (a) the title of the article, which should be concise but informative; (b) first name, middle initial, and last name of each author, with highest academic degree(s), and institutional affiliation; (c) name and address of the author responsible for correspondence.
 - ✓ **Abstract and key words:** The abstract of no more than 150 words should briefly give the gist of the article. If it is a research article, then the abstract should state the purposes of the study or investigation; basic procedures (selection of study subjects; observational and analytical methods); main findings (give specific data and their statistical significance, if possible); and the principal conclusions. Kindly do not use abbreviations.
 - ✓ **Below the abstract,** provide and identify as such 3 to 10 key words or short phrases that will assist indexers in cross-indexing the article and may be published with the abstract. Key words or short phrases should be sufficient to describe the content of the text.
 - ✓ **References:** The references may be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by arabic numerals in parentheses. References cited only in text, tables, or legends to figures should be numbered in accordance with a sequence established by the first identification in the text of the particular table or illustration. Use the style of referencing that has been established by the American Psychological Association (APA).