CROSSINGS: A JOURNAL OF ENGLISH STUDIES

Style Guide

Department of English and Humanities
UNIVERSITY OF LIBERAL ARTS
BANGLADESH

Crossings: A Journal of English Studies (ISSN 2071-1107) is an annual double-blind peer-reviewed open access journal of scholarly articles and book reviews. *Crossings* invites contributions in the fields of language, applied linguistics, literature, and culture from the academic community.

FORMATTING YOUR ARTICLE

Crossings requires its contributors to follow the MLA Handbook (9th Edition) for articles on Literature and the APA Handbook (7th Edition) for articles in the fields of Linguistics, Applied Linguistics and/or ELT. The inability to incorporate the appropriate referencing style might result in the article(s) being disqualified from contention or subsequent publication in *Crossings*.

ACCEPTABLE FILE TYPES

All articles should be in a Microsoft Word-compatible format without exception. Submissions in PDF or a format incompatible with MS Word will not be considered.

ARTICLE FRONT MATTER

The article front matter refers to parts of the article that usually appear at the top of the first page and provide general information, including the title of the article, abstract, and information about the authors. The format is standardized. Authors are expected to follow this formatting style as described in more detail below.

TITLE

The title of the article should be in **bold**, alignment: **center**; font **style**: Garamond; font **size**: 15; **paragraph spacing**: 6 pt.

NAME OF THE AUTHOR

The name of the author should be in **bold**, alignment: **center**; font **style**: Garamond; font **size**: 13; **paragraph spacing**: 0 pt.

AUTHOR AFFILIATION AND DESIGNATION

The designation of the author should be in *italics*, followed by the name of the affiliated institution, followed by the country in which the institution is located; alignment: **center** and punctuated by commas (,); font **style**: Garamond; font **size**: 12; paragraph spacing: 0 pt.

CONTACT INFORMATION

A valid email address of the author's should be included; alignment: **center;** font **style**: Garamond; font **size**: 12; paragraph spacing: 1 line.

ORCID

ORCID provides a unique and persistent AI identifier that distinguishes researchers from every other researcher, even those who share the same name, and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between researchers and their professional activities, ensuring that their work is recognized.

All authors and co-authors must provide their ORCIDs with article submissions. Your ORCID should be included with the contact information on the article.

If contributors do not have an ORCID, they can sign up here: https://orcid.org/signin

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Example of article front matter:

<div align="center">

Title of the Article

</div>

<div align="center">

Name of Author 1
Designation, Department or School Name, University / Institution, Country
name1@gmail.edu | ORCID: 0000-0000-0000-0000

</div>

Example of multiple author information

Title of the Article

Name of Author 1
Designation, Department or School Name, University / Institution, Country
name1@gmail.edu | ORCID: 0000-0000-0000-0000

Name of Author 2
Designation, Department or School Name, University / Institution, Country
name2@gmail.edu | ORCID: 0000-0000-0000-0000

Name of Author 3
Designation, Department or School Name, University / Institution, Country
name3@gmail.edu | ORCID: 0000-0000-0000-0000

ARTICLE CONTENT

ABSTRACT

The abstract of the article should be 150-200 words under the heading **Abstract** in **bold**; alignment: **left**; font **type:** Garamond; font **size**: 12; paragraph spacing: 0 pt.

The alignment of the abstract's body should be justified. **Indent** the abstract by 0.5 inch on the left and right. font **type:** Garamond; font **size**: 11; paragraph spacing: 6 pt.

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.

Example of an abstract with keywords:

Abstract

This paper focuses on some of the writings of Karl Marx on India in English to indicate something of the extent of his astonishing knowledge of the subcontinent's political and socioeconomic history, and to highlight the incisiveness of his critique of British rule in India. In the process, it attempts to show Marx's (and Frederic Engel's) sensitivity as well as understanding of the plight of Indians under the East India Company's rule, and his quite overt and powerful denunciation of British excesses during the Sepoy Mutiny. In addition, the paper underscores the importance of these writings for us in South Asia, and stresses their continuing relevance in our time. It also emphasizes Marx's mastery of details of Indian history, land laws, and topography. Moreover, it accentuates the rhetorical persuasiveness with which he makes his case against British rule in India and underscores his command over English prose. The paper ends by suggesting that all postcolonial scholars dealing with the subcontinent as well as students of Marxism can benefit by studying Marx's pioneering role in critiquing British colonial rule in India.

Keywords: Marx, British rule, Sepoy Mutiny, South Asia, Said

SUB-HEADINGS (GENERAL)

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

SUB-HEADINGS (APA)

Level 1: Centered, Boldface, Uppercase and Lowercase Heading - 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 (MLA)

Level 1: Boldface, Left-aligned - Begin the text on a new line as a new paragraph.

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

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

BODY OF THE ARTICLE

The entire body of the article text should be justified between the margins; font **type:** Garamond; font **size**: 13; paragraph spacing: 6 pt; **no indentation required**.

ENDNOTES AND FOOTNOTES

Endnotes and footnotes are STRONGLY discouraged. 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:** Garamond; font **size**: 8.

Example:

If, then, I pen this paper on Marx and British India, it is only because of the conjunction of a visit to a Delhi bookshop when I had already begun to think of a topic for the Marx conference[1] and coming across *Karl Marx on India,* a book edited by Iqbal Husain, former Professor of History at Aligarh Muslim University, and published under the aegis of Aligarh Historians Society by Tulika Books in 2006.

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[1] The author would like to thank XYZ, Assistant Professor at the ABC, for inviting me to write this paper.

MARGINS

There must be **1-inch margins** on all four sides in every page.

IN-TEXT CITATIONS

In-text citations should be in either MLA 9th Edition (for articles on Literature/Cultural Studies) 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.

WORKS CITED/REFERENCES AS BACK MATTER

Referencing as back matter should be in either MLA 9th Edition (for articles on Literature/Cultural Studies) 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.

Works Cited/References Heading should be in **bold**; alignment: **left**; font **type:** Garamond; font **size**: 11; paragraph spacing: 0 pt; **hanging indentation required**.

Example:

Works Cited
Ahmed, Aijaz. *In Theory: Classes, Nations, Literatures*. Verso, 1992.
Burke, Edmund. *The Works of the Right Honorable Edmund Burke,* Vol. 2. F. C. and J. Rivington, 1787.

References
Easton, B. (2008). Does poverty affect health? In K. Dew & A. Matheson (Eds.), *Understanding health inequalities in Aotearoa New Zealand* (pp. 97–106). Dunedin, New Zealand: Otago University Press.
Alred, G. J., Brusaw, C. T., & Oliu, W. E. (2009). *The business writer's handbook*. New York, NY: St Martin's Press.

PAGE NUMBER AND HEADERS

Page numbers and headers are not required.

IMAGE GUIDELINES

Illustrations, 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 for the printed and online issues:

- **Format:**

  JPEG: Preferred format for pictures (containing no text or graphs).

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

- **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; alignment: **center**.

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

- **Resolution:** Rasterized based files (i.e., with .tiff or .jpeg extension) require a resolution of at least **300 dpi** (dots per inch). Line art should be supplied with a minimum resolution of **800 dpi**.

- **Color:** Colored images will be published in color online and black and white in print. Therefore, provide images that are clear/sharp 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 artworks supplied match or exceed the dimensions of the journal. Images **cannot** be scaled up after origination.

- **Fonts:** The lettering used in the artwork 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.