A Guide to Preparing Manuscripts for BUP JOURNAL (ISSN 2219-4851)

1. **Front Page:**
   It should contain title of the paper, author's name (s), affiliation, mailing addresses with Email, abstract and keywords.

2. **Text Pages:**
   The text of the paper includes text, references and notes, tables, figure captions, figures, but without the names of authors.

3. **Text Range:**
   From 6 to 18 Pages (2000 to 5000 words approximately) including documentation.

4. **Typing/Printing:**
   Times New Roman, font size 11; Lines are justified at both left & right margin; Printed on one side of the paper.

5. **Paper Size:**
   It is to be A4 size (must for soft copy).

6. **Spelling:**
   Either British or American style of spelling can be followed but mixing of these two will not be entertained.

7. **Abstract:**
   It is to be placed at the beginning of every article (150-200 words). It must be 1 inch indented at both left & right margin, Italicized with font size 10.

8. **Tables and Illustrations:**
   Any source(s) or note(s) are to be given immediately below the table. Single-spaces are to be maintained throughout the lines of the table.

9. **Documentation:**
   Author(s) are requested to follow "MLA Handbook for Writers of Research Papers" (7th edition) written by Joseph Gibaldi for documentation.