EBONYI JOURNAL OF LANGUAGE AND LITERARY STUDIES (EJLLS)

STYLE SHEET

This style sheet is meant to guide authors whose papers have been accepted for publication in preparing their manuscripts. Authors are advised to adhere strictly to the specifications of this style sheet as that will help speed up the publication processes.

1. **File format:** Text of manuscripts should be prepared in Microsoft Word and submitted as .doc or .docx. For reference purpose, the manuscript should also be sent in a separate pdf file.

2. **Text formatting**
   a. **Paper size:** Manuscript should be set to A4 (8.27x11)
   b. **Font:** Times New Roman; 12 point
   c. **Line spacing:** 1.5 line space
   d. **Margin:** Set to 1 inch (2.54cm) al round
   e. **Notes:** Notes should appear at the end of the page (footnote), not at the end of the paper (endnote).
   f. **Maximum Length:** Article must not exceed 6,000 words, including, abstract, references and footnotes.
   g. **Abstract:** Abstracts should not exceed 250 words with 4-6 keywords and, if written in a language other than English, should be accompanied with the English version.
   h. **Page numbering:** Pages should be numbered serially with the numbers appearing in the top right corner of the page. No other header or footer should be engaged.
   i. **Paragraphing:** Paragraphs should be indented at 0.5 inch (1/2 inch).
   j. **Acknowledgement:** Acknowledgment (of Grant bodies, institutional supports, etc if any) should be placed as footnote at the end of the first page.
   k. **Tables and figures:** Tables should be numbered (as Table 1, Table 2, etc) with the title of the table following, separated with a colon. Likewise, figures (including charts, graphs, pictures, trees and similar diagrams) should be numbered (as Figure 1, Figure 2, etc.).

3. **Glossing:** Examples that are not in the same language in which the article is written should be glossed appropriately.

4. **Section headings:** The same Roman typesize as in the body of the text, but in boldface, should be used for all section headings and subheadings.

5. **Section numbering:** First level section headings should be left-aligned with appropriate numbering, using Arabic figures (1, 2 , 4….) whereas second level (subsection headings), also flushed to the left, should be appropriately numbered, reflecting the main section numbers (e.g. 2.1; 3.4; etc)

6. **Citation and referencing styles:** APA, LSA or MLA citation and documentation style should be used, depending on whether an article is on linguistics/language or literature

7. **Spelling:** Spelling should be consistent. Papers in English should consistently follow UK or American spelling.

8. **Quotation:** Long quotation (more than forty words) should be indented without quotation marks. Follow the indentation specification of the citation style you decide to adopt

Any manuscript prepared without following the specifications above will be returned to the author for correction.