

## Stylesheet

### GENERAL INFORMATION

Manuscripts (including prelims, notes and references) should be prepared in Microsoft Word, Times New Roman font, 12 point size, and should be sent to us via email

The text should be submitted only when it is complete in all respects, including all relevant preliminary matter, all documents provided by the publisher (illustrations and copyright permissions, Contract, Author's Checklist.

Preliminary matter should include any or all of the following and in this order:

- The title page with the title and subtitle and your name as author or editor
- List of abbreviations, plates, figures, maps and tables.
- An abstract of 150-200 words
- please provide 80-100 word biographical notes with postal, e-mail and phone details.

**QUOTATION MARKS:** Always use single quotation marks for dialogue and quoted material in the text. Reserve the use of double quotation marks for quotes within quotes.

**SPELLINGS:** Use British spellings. 'Colour' not 'color', 'labour' not 'labor'. Use '-ise' spellings instead of '-ize'; so 'specialise' not 'specialize', 'finalise' not 'finalize'.

**DATES:** Use '19th century' not 'nineteenth century'. Decades should be cited as 1980s, 1860s and so on. Specific dates should be written as 12 August 1978.

**NUMBERS:** Numbers 0 to 9 should be spelt out. Numbers 10 and above should be written in numerals. For exact measurements, numerals alone should be used; for instance, 12 km, 36 ml. Use thousands and millions, not lakh. For inclusive numbers follow these examples: 5–12, 64–67, 83–110, 100–7, 108–9, 153–97, 425–657, 1001–5, 1100–1145, 1224–26, 1634–714. Please bridge inclusive numbers with an 'n'-dash (–) rather than a hyphen (-).

**(NOTE:** To insert an 'n'-dash, open MS WORD 2003 (in WORD 2007 and onwards, click on the 'Insert' tab), go to 'Symbols', click on the 'Special Characters' tab, and 'n'-dash is the second one from the top.) Shortcut keys: m-dash (Ctrl+Alt+minus symbol); n-dash (Ctrl+minus symbol)

**REFERENCES:** We use endnotes, at the end of the essay. Follow it up with 'Works Cited.'

The body text will follow the standard Author-Date style of in-text referencing, to be placed *before* the punctuation mark. Therefore

(Mukherjee 1980: 32).

In case of more than one reference, it should be arranged *either* chronologically (Mukherjee 1980; Trivedi 1983; Prasad 1991) *or* alphabetically (Mukherjee 1991; Prasad 1983; Trivedi 1980); inter-reference separations should be marked by a semi-colon as shown in the bracketed examples here.

An exception should be made *only* where the argument is built in a particular order in the text, and the author is keen to cite the references in the same order. Thus, one could have a scenario of (Vishwanathan 1983; Bose 1991; Trivedi 1980) which is neither chronological nor alphabetical.

If there is more than one work by the same author in the same year, then use 'a', 'b', 'c', and so on to differentiate them. For instance, Bose 1991a, Bose 1991b, Bose 1991c, and so on both in the text and in the references.

If there are two authors with same surname publishing in the same year, use their initials to differentiate between the two. For instance, G. S. Sharma 1974; R. Sharma 1974 should be used in-text and in the references.

In co/multi-authored books: for co-authored books (up to and including 3 authors), write Sharma, Bhatia and Kumar 2001. For more than 3 authors, write Sharma *et al.* 2001.

All Reference citations must be listed at the end of the chapter under the title 'References' (in edited volumes) and at the end of the book under the title 'Bibliography' (in monographs). They must include complete publication details including place and year of publication, publisher's name in the case of books and volume, issue and page numbers in the case of journal articles. The following style of citation & punctuation is to be followed for citations in the References/Bibliography:

Book

Trivedi, A. F. K. 1980. *Indian Fiction*. Chicago: University of Chicago Press.

Article in Edited Volume

Bose, Narendra. 1991. 'A Study of *The Untouchable* ', in Mukherjee M., Bharucha and Harish Trivedi (eds), *Contemporary Indian Fiction: Global Research Perspectives*, pp. 7–31. New York: Harper Collins.

OR

Aspin, David. 1997. 'Autonomy and Education: An Integrated Approach to Knowledge, Curriculum and Learning in the Democratic School', in David Bridges (ed.), *Education, Autonomy and Democratic Citizenship*, pp. 248–60, New York: Routledge.

Article in Journal

Vishwanathan, Bharat. 1983. 'Female Impersonation in Tarsi Theatre', *The Drama Review*, 27(2): 195–229.

Unpublished Dissertation, etc.

Multani Angelie. 1992. 'Changes in Conventional Military Doctrines: The Cultural Roots of Doctrinal Change'. Unpublished Ph.D. dissertation, Cornell University.

Unpublished Paper

Kumar, Avinash. 2003. 'Defining the Disciplines: Hindi History versus Hindi Literature, 1900–1940'. Paper presented at the Department of History, School of Oriental and African Studies, London, 11 March.

Nass, C. 2000. 'Why Researchers Treat On-Line Journals like Real People'. Paper presented at the conference 'Future Books and the World Today', Rome, 25–26 November.

Archival Reference

Bengal Political and Secret Department Files: various years beginning 1816. Asian and African Collections (formerly Oriental & India Office Collections), the British Library, London.

Assam Secretariat Files: Revenue A and B, Confidential and Education, 1890–1938. Assam State Archives, Guwahati.

Census & Reports

*Census of India. Vol. 3: Madras and Coorg. Part 1: Report.* 1951. (ed.) S. Venkateshwaran. Madras: Government of India Press.

Hunter, W. W. 1885. *Imperial Gazetteer of India. Vol. IV: Cochin to Ganuria.* London: Trubner & Co.

Book Review/Review Essay

Pal, Swati. 1989. 'Deadly Tales', review of *Stillness: A Collection of Short Stories*, by Varun Patel, *The Book Review*, 14(1): 184–94.

Article in Newspaper/Magazine

'Aborting a Take-Off'. 1992. *Sunday*, July 19–25, pp. 14–15. (Add correspondent's or writer's name if available.)

Reference to/from a Website

Asad, Talal. 2000. 'What Do Human Rights Do? An Anthropological Enquiry', *Theory and Event* 4(4), [http://muse.jhu.edu/login?uri=/journals/theory\\_and\\_event/v004/4.4asad.html](http://muse.jhu.edu/login?uri=/journals/theory_and_event/v004/4.4asad.html) (accessed on 13 October 2011).

**(NOTE:** It is essential to mention the date of access of all websites and URLs because several websites become redundant over time, and cannot be referred to later on. In case of article references from websites, follow the reference style of printed texts above, followed by the name of the website and date on which it was accessed. Please also remove the hyperlink.)

**NOTES:** In the manuscript, they should be listed at the end of the chapter/article, and set in the same point-size as text matter (11 or 12 points) for copyediting purposes, although they will be eventually be set as endnotes.

**ABBREVIATIONS:** The abbreviation for a term must be given in parentheses after the term at first mention only. Thereafter the abbreviation may be used. Acronyms will not have periods, so NATO, UNESCO, LTTE, IPKF. Abbreviations of English words, however, like 'Prof.', 'ed.' and 'approx.' will have a period at the end. Contracted words will not have a period. For example, 'eds', 'Mr' and 'Dr'.

If there are 10 or more Abbreviations used, then a separate list of Abbreviations should be provided by the author. List all entries alphabetically, and give the full form of the abbreviation beside them.

**ITALICS:** Italics should be used for non-English words. For such words that occur frequently in the text, italics should only be used the first time the word is mentioned and not thereafter. Do not use italics for foreign terms that are now accepted words in the English language, and appear in *The Chambers English Dictionary* (pundit, guru, per se); but italicise *ibid*. Use italics for emphasis sparingly.

**DIACRITICS:** Diacritical marks for non-English words should be used sparingly. For words reproduced from European languages, standard marks available on the computer (grave/acute accent; circumflex; cedilla; umlaut; etc.) may be used for accuracy, if the author is inclined so. For *transliterated* words – from Indic/other languages – use diacritics where it is essential to make an argument. However, for precision, authors may choose to prepare a Glossary with diacritical marks which the reader may refer to, and avoid using diacritical marks in the body text. While using diacritics in the body text, try to judge if the target reader of the volume is aware of the word or not; if yes, avoid using diacritics (e.g., 'Shiva' not 'Śiva', 'bagh' not bāgh, 'fatwa' not 'fatwā').

Authors may choose not to use diacritics at all. If diacritical marks are retained, then these should be embedded in the text; alternatively, a pdf needs to be provided for reference.

**GLOSSARY:** If there are 10 or more non-English words in the text, then a separate Glossary should be provided by the author. Entries should be listed alphabetically, with short, crisp and clear explanations of the terms in English.

**PLATES AND TABLES:** All plates and tables must be referred to somewhere in the text, and should be placed *after* their mention. Please mention clearly in the manuscript where you would like it to be placed with '**PRESS! PLACE TABLE 2.1 ABOUT HERE**'.

Plates and tables should be marked chronologically by chapter/article number, beginning with the number 1 in each chapter/article. For instance, the tables/plates in chapter/article 3 will be numbered Table 3.1, Table 3.2, Plate 3.1, Table 3.3, and so on.

If there are more than 5 Tables of Plates in total, then a separate 'List of Plates and/or Tables' should be provided in the preliminary pages of the manuscript.

**PERMISSIONS:** All copyrighted material — photographs, extracts, and articles (even if they are by the author) published elsewhere earlier — require clearance from original copyright holders in writing, and it is the author's responsibility to ensure that all copyrighted material is cleared for publication prior to the handing over of the manuscript to us. The author should provide all necessary documentation (letters of permissions: printed copies or e-mails) to the publisher. Text extracts over 400 words; ALL photographs, maps and illustrative material will need copyright permission. Attribution to the original source may not suffice.

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- Material displayed on the Internet — check the copyright notice on the web page. It is worth noting that computer programs are considered 'literary works'.
- Acknowledgement of all permissions granted should be included as part of preliminary matter. All sources must be given even if permission is not needed. Permissions will have to be acquired and paid for, if necessary, by you.

**CAPITALISATION:** Do not use capitals for denoting emphasis. Follow the *Chicago Manual of Style*, 16<sup>th</sup> edition guidelines for capitalisation of titles and offices. Generally, civil, military, professional and religious titles are only capitalised when they appear along with the name of a person. For example, Prime Minister Nehru, President Kennedy, but the president of India, the commander-in-chief of the army.

**PUNCTUATION:** Use a comma before ‘and’ when there are 4 or more variables. Hence, ‘a, b and c’, but ‘a, b, c, and d’. Use double quote marks within single quote marks for quotations. The positioning of periods, commas, exclamation points and question marks should be within quote marks only in cases where they are part of the quoted material. No quote marks should be used in quotations that are more than 40 words. Instead, these should be separated from the text with space above and below and indented.

**SUPERSCRIPTS:** Place superscripts for endnote references *after* the punctuation mark. Please link these with the text of the notes.

**VISUALS:** All visual material to be used must have copyright clearance, and the complete reference will appear in a separate line below the caption. Visuals should be sent separately (not embedded in the text) as JPEGs or PDFs, saved at a minimum of 300dpi, with captions listed in one separate document. (If it is easier, then authors may create a separate ‘Visuals’ WORD document with the visuals embedded in it, along with the respective captions and copyright information.) Their placement in the text should be marked clearly in **BOLD CAPITAL LETTERS** in the following way: ‘Place Plate 3.2 about here’. Instructions for placements of visuals should ideally be at the end of a paragraph.

All visuals should be numbered by the author/editor according to the chapter number. So, the first visual in Chapter 4 will be 4.1, and thereafter 4.2, 4.3 and so on.

**WORD LIMIT: All submissions must not exceed 6000 words. Between 3500 – 6000 is the required length.**