

## Style Guide for the Administrator

We request authors to follow the guidelines in the Style Guide as listed below. This will help reduce the processing time for article assessment by preventing the need for seeking clarifications or requesting for reformatting:

### **I ) FONT/SPACING**

- For the main text, use Times New Roman, 12 point, 1.5 line spacing.
- For notes, use Times New Roman, 11 point, single line spacing. Set the alignment as "left".
- Use British and "-ise" spellings (labour, centre, organise).
- Use double quotation marks for quotations, and single marks for quotations within quotations.
- Indent quotations of more than four lines, without quotation marks.
- For quotations from other publications, always provide page number(s) for the quotation.

### **II ) Abbreviations**

Abbreviations including those in common use (BJP, US, BCCI, L&T), are spelled out at first occurrence, as in

Among recent developments in the Communist Party of India (CPI) are ...

Less familiar ones should be used only if they occur more than once within an article, and the terms must be spelled out on their first occurrence.

Omit the periods used after initials standing for given names, as in G K Chesterton, J Krishnamurti.

No periods are used with abbreviations that appear in full capitals, whether two letters or more, as in BBC, CITU, and acronyms, as in NASA, NATO.

No period is used even with abbreviations that appear in lowercase letters, as in am, pm.

No space is left on either side of an ampersand used within an initialism. **Avoid using ampersands in running text unless they are within initialisms such as R&D, Texas A&M.**

While abbreviating academic degrees omit all periods within them, as in PhD, BA.

Company names are best given in their full forms in running text, though such tags as Ltd and Inc may be omitted unless relevant to the context.

No periods are used after any of the International System of Units symbols for units, and the same symbols are used for both the singular and the plural, as in kg, cm, m.

Note that a unit of measurement used without a numeral should always be spelled out, even in scientific contexts, as in "We took the measurements in kilometers".

### **III ) Numbers**

The numbers from one to nine must be spelled out while every number that is more than nine is written in numerals.

However, very large round numbers, especially sums of money, may be expressed by a mixture of numerals and spelled-out numbers, as in

The population of India is now 1.5 billion.

Crores/Lakhs versus Billion/Million

If large numbers have to be written out using numerals, when discussion values please follow the Indian numbering system when the discussion is on India:

Rs 11,22,35,567 (ie division in crores, lakhs and thousands), or Rs 11.22 crore.

2,34,000 hectares ( 2.34 lakh hectares) Or 234,000 hectares

Where the discussion is of a non-Indian issue or the currencies are of non-Indian values, then the preference would be for the standard international system:

\$ 34,234,000 or \$34.234 billion

134,567,000 tonnes or 134.57 million tones

**It is most important that authors do not switch from one system to another within the same article.**

Percentages are always given in numerals. Use the symbol % instead of the words per cent, as in Only 45% of the electorate voted.

Simple fractions are spelled out, as in She has read three-quarters of the book.

Years are always expressed in numerals unless they stand at the beginning of a sentence.

Decades are either spelled out (as long as the century is clear) and lowercased, or expressed in numerals, as in the 1980s and 1990s.

Dates should be in the form of 15 March 2012.

### **IV) Capitalisation**

Although proper names are capitalised, many words derived from or associated with proper names (brussels sprouts, board of trustees), as well as the names of significant offices (presidency, papacy) are lowercased.

Civil, military, religious, and professional titles are capitalised when they immediately precede a personal name, as in

The Hon'ble Prime Minister, Shri. Narendra Modi said at the meeting that....

But titles are normally lowercased when following a name or used in place of a name, as in

The prime minister speaking at an informal meeting said...

Titles denoting civic or academic honours are capitalised when following a personal name, as in Lata Mangeshkar, a recipient of The Bharat Ratna.

The full names of legislative, deliberative, administrative, and judicial bodies, departments, bureaus, and offices, and often their short forms, are capitalised, as in the United Nations General Assembly, the Parliament of India, the Lok Sabha, the Ministry of Agriculture, the Supreme Court.

While the names of ethnic and national groups are capitalised (the Aborigines, the Jews, the French), designations based loosely on colour (black people) and terms denoting socioeconomic classes or groups (the middle class) are lowercased.

All caste, tribe and community names must be capitalised.

The names of political groups or movements other than recognised parties are lowercased, Ex: anarchists, independents, communists, but the Communist Party of India.

The full names of associations, societies, unions, working groups, inquiry commissions, meetings, and conferences are capitalised, as in the International Olympic Committee,

#### **V ) Tables, Figures**

Headings should be placed above each table/figure and should follow this format:

Table 1. Debt burden by Household Category

Figure 5. Information Flows

Notes and sources/references should be placed under each table/figure.

Column headings in tables should clearly define the data presented.

#### **V ) In-text citations**

EPW uses the author-date system for citations.

Works cited in the text should read thus: (Brown 1992: 63-64); Lovell (1989, 1993).

For repeat citations: eg (ibid 75)

For groups of citations, order alphabetically and not chronologically, using a semi-colon to separate names: (Brown 1992; Gadgil and Guha 1994; Lovell 1989).

Use "et al" when citing a work by more than two authors, but list all the authors in the References (unless there are six authors or more).

#### **VI ) References**

All works cited in the text (including sources for tables and figures) should be listed alphabetically under References, on a separate sheet of paper.

For multi-author works, invert the name of the first author only (Gadgil, M and R Guha).

Use (ed.) for one editor, and multiple editors.

Indicate (opening and closing) page numbers for articles in journals and for chapters in books.

**Use endnotes rather than footnotes.**

The location of endnotes within the text should be indicated by superscript numbers.

For sources which have insufficient details to be included in the Reference, use endnotes (such as interviews, some media sources, some Internet sources).

**See the following for style and punctuation in References.**

**Books**

Wordsworth, William (1967): Lyrical Ballads (London: Oxford University Press).

Watson, S and K Gibson, ed. (1995): Postmodern Cities and Spaces (London: Macmillan Press)

**Contributions to books**

Elson, D (1996): "Appraising Recent Developments in the World Market for Nimble Fingers" in Chhachhi and R Pittin(ed) Confronting State, Capital and Patriarchy (Basingstoke and London: Macmillan Press) 35–55.

**Journal and other articles**

Helleiner, Eric (2006): "Reinterpreting Bretton Woods: International Development and the Neglected Origins of Embedded Liberalism", Development and Change, 37(5): 943–67.

Poniewozik, James (2000): "TV Makes a Too-Close Call", Time 20 Nov: 70–71.

**Conference papers**

Doyle, Brian (2002): "Howling Like Dogs: Metaphorical Language in Psalm 59." Paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, 19–22 June.

**Unpublished dissertations and theses**

Grabau, Tarez Samra (2006): "Towards a Feminine Ironic: Understanding Irony in the Oppositional Discourse of Women from the Early Modern and Modern Periods," Dissertation, Purdue University.

**Online resources**

**Website**

Surname, given name of author (year): title, Viewed on 10 May 2006(web address).

## Self-Declaration

I, ..... presently posted/working as ..... declare that the article/paper submitted by the title .....is my original work, not plagiarized and never published anywhere else prior to this. I have no objection in accepting that the copyright of the Article/ Paper will vest in the Academy.

Signature:.....

Name:.....

Designation:.....

Mobile No:.....

Date:.....