

## **Guidelines for Contributors to *India Quarterly***

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**Manuscripts:** Manuscripts and all editorial correspondence should be addressed to: The Editor, *India Quarterly*, at Indian Council of World Affairs, Sapru House, Barakhambha Road, New Delhi 110 001. Manuscripts should be submitted via email to [editorindiaquarterly@gmail.com](mailto:editorindiaquarterly@gmail.com)

- Contributors must provide their affiliation; complete postal and e-mail addresses and telephone numbers.
- It is the author's responsibility to disclose any potential conflict of interest regarding the manuscript.
- Preferred length of an article is between 7500 and 8000 words including references. All articles must be accompanied by an abstract of 150–200 words together with approximately six keywords.
- Book reviews should be between 1200 and 1500 words with full details of the book reviewed including the subtitle, the name of the author, place of publication, name of publisher, year of publication, number of pages and the price. Notes should be numbered serially and presented as footnotes. Notes, other than website sources (with access date), must contain more than a mere reference.
- All figures, i.e., diagrams, images, photographs and tables should be placed at the end of the contribution and numbered in the order they appear in text. Table and figure locations should be indicated in text by callouts (e.g., “[See Table 1]”) inserted after the respective paragraphs. Each table or figure should have a heading, an explanatory caption, if necessary, and a source or reference.
- Tables should be submitted in MS Excel or MS Word. All figures should have a resolution of minimum 300 dpi, 1500 pixels, min width 4 inches and their format should be TIFF or JPEG. Do not provide an excessive formatting for tables and figures.
- Limit the levels of heading within an article to two, or at most three. Avoid lengthy headings and do not number them.
- British spellings throughout (‘labour’ not ‘labor’, ‘centre’ not ‘center’); universal ‘s’ in ‘-ise’ and ‘-isation’ words.
- Single quotes throughout; double quotes used within single quotes. Spellings of words in quotations should not be changed.
- Quotations of 45 words or more should be separated from the text and indented with one space with a line space above and below supported by specific page source.
- Use ‘nineteenth century’, ‘1980s’. Spell out numbers from one to nine, 10 and above to remain in figures. However, for exact measurements use only figures (3 km, 9 per cent *not* %). Use thousands, millions and billions, not lakhs and crores.
- Use of italics and diacriticals should be minimised, but used consistently. Avoid excessive use of italics for emphasis, but use them for book titles, journal names, as well as foreign words.

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## References and Citations

For citing and referring to scholarly works we follow a style that is largely based on the **Publication Manual of the American Psychological Association** (APA; 5th edition, 2001), as enumerated below. We will consider manuscripts for publication only if they are written in accordance with this style.

An alphabetical reference list of all books, articles, essays and theses referred to in the text should be provided. References for tables and figures should accompany the table or figure. If more than one publication by the same author is listed, the items should be given in chronological order. References should be embedded in text in the author-date method of citation. For example: '(Sarkar 1987, 145), (Smith et al. 1992, 235–239).

The detailed style of referencing is as follows:

### 1. Journal article

Smith, J.R. (2001). Reference style guidelines. *Journal of Guidelines*, 4, 2–7.

### 2. Book

Smith, J.R. (2001). *Reference style guidelines*. Thousand Oaks, CA: SAGE.

### 3. Edited book by one author

Smith, J.R. (Ed.). (2001). *Reference style guidelines*. Thousand Oaks, CA: SAGE.

### 4. Chapter in an edited book

Smith, J.R. (2001). 'Do not Capitalize Prepositions', in R. Brown (Ed.), *Reference Style Guidelines* (pp. 55–62). Thousand Oaks, CA: SAGE.

### 5. Edited book by two or more authors

Baker, F.M., Lightfoot, O.B. and Smith, A.R. (Eds.). (2001). *Reference style guidelines* (pp. 54–74). Thousand Oaks, CA: SAGE.

### 6. Dissertation (unpublished)

Smith, J.R. (2001). *Reference Style Guidelines*. Unpublished Doctoral Dissertation, University of California, Los Angeles.

**7. Paper presented at a symposium or annual meeting**

Smith, J.R. (2001, January). *A Citation for Every Reference, and a Reference for Every Citation*. Paper presented at the annual meeting of the Reference Guidelines Association, St. Louis, MO.

**8. Conference proceedings**

Schnase, J.L. and Cunniss, E.L. (Eds). (1995). Proceedings from CSCL '95: *The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

**9. Reports**

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

**10. Online reference**

Smith, J.R. (2001, January). Quotes of 45 or more words will be block quotes. *Reference style guidelines*. Retrieved Date, Month, Year, from <http://www.sagepub.com>

*Note: Please do not place a period at the end of an online reference.*

**11. Newspaper Article**

Schultz, S. (2005), Calls Made to Strengthen State Energy Policies. *The Country Today*, December 28: 1A, 2A.

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