

India Review *Style Guide*

Introduction

Authors are encouraged to begin articles with a summary introduction that tells readers what question is addressed, what the argument or answer will be, and how the article is organized. In the introduction or in a separate background section following the introduction, summarize any relevant definitions, methodological notes, historical background, and theoretical and policy debates. Also discuss what is new about the research and argument, how it differs from prior scholarship, and why it matters. Articles should be scholarly but jargon-free.

Spelling

While international in content, the journal is American in its spelling (defense, stabilize, favor). British spellings should be retained only in quoted material, titles or names (Ministry of Defence); other British spellings (defence, stabilise, favour) should be converted by the author. Spell out acronyms where they first appear.

Headings

Section headings and subheadings help the reader follow the argument.

Section Heading: **Bold**

Subheading: *Italics*.

Economy of Style

Authors are encouraged to scrutinize the manuscript for potential deletions, such as expressions, sentences, and paragraphs whose absence would not damage the argument or would help it stand out more prominently.

Tables, Notes, Self-Citation, and Accuracy of Facts

- All references should be placed in footnotes / endnotes, and should follow the note format set forth below.
- Place all tables and figures at the end of the manuscript. The author is responsible for providing camera-ready art and appropriate permissions for any figures and graphs. Tables need only be legible; they will be typeset.
- At the time of submission, authors should not identify themselves in their manuscripts (e.g., with first-person references to their own previous work in notes).
- Authors are responsible for accuracy of facts and citations. While the editors will raise questions and supply information to the best of our time and ability, the journal does not have the staff to check the accuracy of quotations, citations, and facts; this must remain the responsibility of the author. Notes and Citation Format Provide all references and bibliographic information in footnotes/endnotes, in a format that most closely approximates our guidelines below.

Americanization

We request all authors to ensure that their manuscripts are formatted using American standard punctuation and spelling. Our editorial team, though dedicated, is small, and

cannot afford to spend time standardizing punctuation and spelling. We ask all authors to be vigilant in particular about examples such as the below:

1) Quotes and punctuation: all punctuation--periods, commas, semicolons, etc.--should be placed INSIDE quotation marks rather than outside.

**Ex.: ..."at the expense of international solidarity."
and NOT: ..."at the expense of international solidarity".**

See note on quotations below.

2) American standard spellings use a "z" in many places where Indian/English/Commonwealth styles demand an "s," and an "s" in place of a "c" (organized, defense). Please ensure that all such words are Americanized.

See note on spelling in section above.

Quotations

Use square brackets for any matter inserted in quotations. Indent quoted matter of five lines and more without using quotation marks. Quotes within an inset quote: use single quotes. Use US punctuation system; especially at end of quotes; be sure punctuation is inside double quote.

Hyphenation

Use sparingly (cooperate, peacekeeping, ceasefire)

Capital letters

Minimal use of capitals for titles and unique institutions, government, state; the West, Western thought, but for geographical areas western Europe; the Left, but left-wing politics. Labour Party, but the party.

Abbreviations

(i.e., e.g., etc.) can be used in notes and tables, but should be spelled out in text.

Full points

Minimal use of full points. USSR, UN (United Nations), US (adj.) and United States (noun), UK (United Kingdom), ed./eds., Ltd., Co., Vol., No.

Latin words

Italic: *et al.*, *sic*, *inter alia*, *de facto*, *ad hoc*, *fait accompli*, *per se*, *en bloc*, *vis-a-vis*.
Roman, not italic: *cf.*, *a priori*, *prima facie*, *vice versa*, *status quo*.

US states

Use postal abbreviation system MA, CT, CA, Washington DC (no full points), rather than Mass., Conn. etc.

Acronyms

(caps) in text Spell out in full the first time any acronym is used.

Numerals

One to ten to be spelled out; 11, 12 and above in figures.

Percentages

Should be written as percent in the text, as % in the list of notes and in tables.

Dates

January 24, 1963, not 24 January 1963.

Spell out months in full. Use this system in references as well. Use nineteenth century, not 19th century; the mid-1960s; the 1930s (and not '30s or 30's or 'thirties).

Years

always shorten to two digits 1974-75 (not 1974-5) or 1974/75 (according to sense) - except 1907-8.

Page numbering

In references reduce as far as possible: pp. 22-3, 256-7, 256-84, 207-8. But be careful in these examples pp.10-11, 16-17, 20-27, 30-32, and 210-11.

Fractions

Examples such as “two-thirds” (and so on) should be hyphenated. (&) Ampersand should not be used instead of and (for example, between authors' names) except in the names of specific firms (especially in references to publishers, for example, Routledge & Kegan Paul).

Diacritical marks

Restrict the use of diacritical marks in transliteration, except in a few cases where ambiguity could arise.

Special terms

use study, contribution, article, not 'paper.'

Citations

For citations after the first full citation, do not use op.cit or ibid.; please use author's name and a short form of the title.

Journals, Periodicals, Newspapers

Journal articles: Cite full author name and title; give volume number, issue number and date according to the publication's numbering and dating system.

Susanne H. Rudolph and Lloyd I. Rudolph, “New Dimensions of Indian Democracy,” *Journal of Democracy* Vol. 13, No. 1 (2002), pp 52-66.

Sumit Ganguly, "India's Pathway to Pokhran II," *International Security* Vol. 23, No. 4 (Spring 1999), pp. 148-177.

For popular periodicals and dailies, no volume or issue numbers are necessary and parentheses are not needed around the date; include authors and page numbers where available.

"Tax breaks likely for agriculture investments," *Business Standard*, January 10, 2001.

Books, Chapters in Edited Volumes

For books, cite author's full name, title, publishing information in brackets, and page numbers. For chapters in edited books, provide chapter author and title, and book editor, title, and publishing information.

Amartya Sen, *Development As Freedom* (New York: Knopf, 1999).

A. Martin Wainwright, "Regional Security and Paramount Powers: The British Raj and Independent India," in Marvin Weinbaum and Chetan Kumar, eds., *South Asia Approaches the Millenium* (Boulder, Colorado: Westview Press, 1995), pp. 41-62.

Sumit Ganguly and Christine Fair, eds., *Treading on Hallowed Ground: Counterinsurgency Operations in Sacred Spaces* (Oxford: Oxford University Press, 2008).

Institute Reports, Government Documents, Other Publications

Suggested citation formats are as follows:

Center for Monitoring the Indian Economy (CMIE), *Monthly Review of the Economy*, October 1997, p. 180.

International Institute for Strategic Studies (IISS), *The Military Balance* (London: IISS, 1987).

Electronic sources

With the proliferation of electronic information-retrieval sources, access to periodical sources has been vastly simplified. This, however, has vastly complicated citation practice. We have elected to follow one option suggested by the Chicago Manual of Style (15th edition), one that emphasizes clarity of presentation. Please follow our guidelines below to make sure your citations conform to our House Style.

A. For articles in a newspaper, magazine, journal, or government source retrieved by using an information database, provide bibliographic information as if citing those sources in their hardcopy forms, adding the gateway page for the database to the citation.

Example from a journal:

5. Robert H. Bates, "Area Studies and the Discipline: A Useful Controversy?" *PS: Political Science & Politics*, Vol.30, No. 2 (June 1997), 166-170. www.jstor.org

But not:

5. Robert H. Bates, "Area Studies and the Discipline: A Useful Controversy?" *PS: Political Science & Politics*.

links.jstor.org/sici?sici=10490965%28199706%2930%3A2%3C166%3AASATDA%3E2.0.CO%3B2-Q

Example from a daily newspaper:

10. "India-Andhra Pradesh, New Jersey Agreement Envisaged," *The Hindu*, January 31, 1999. www.lexis-nexis.com [Note that page numbers are not necessary for these kinds of sources].

But not:

10. *The Hindu*, January 31, 1999. On Lexis-Nexis.

Example from a foreign-language daily, translated by an information service:

8. "Yet Another Proof of the Enormity and Depth of Eternal Sino-Pak Friendship," (Editorial) *Jang*, May 12, 2001. Trans., FBIS. wnc.dialog.com

But not:

8. Rawapindi *Jang*, 12 May 2001. FBIS-CHI-2001-0515.

Example from a government source retrieved electronically:

12. General Accounting Office, "Report to Congressional Requesters: 'Foreign Language: Human Capital Approach Needed to Correct Staffing and Proficiency Shortfalls'" (Washington, DC: GAO, 2002). www.gao.gov or www.lexis-nexis.com

B. For documents on a website with a "permanent link" to the document, please provide the simplest possible version of a URL, though making sure to include enough information for the reader to find the source. We have elected this style because we publish in hardcopy, and as such find that long URLs with extensive alphanumeric characters inhibit rather than enhance the opportunity to consult the source.

Example:

7. "India Country Assistance Strategy: Progress Report 2002" (Report 25057-IN), World Bank, January 15, 2003. Accessible via www.worldbank.or.in

Rather than:

7. "India Country Assistance Strategy: Progress Report 2002" (Report 25057-IN), World Bank, January 15, 2003. www.worldbank.org.in/sar/sa.nsf/6062ad876fb8c066852567d7005d648a/5706fde9e84e393285256c9f0070741a?OpenDocument

Unacceptable:

7. World Bank Country Assistance Report for India, 2002. www.worldbank.org

For situations not adequately covered by the above examples, please consult Chicago 15, sections 17.4-15 (general), 17.142 (e-books), 17.180 (e-journals), 17.270-1 (other online media).