

Style Sheet

We request authors to follow the following guidelines in the style sheet as listed below. This will help reduce processing times of articles that have been accepted for publication.

House style

- For the main text, use Times New Roman, 12 point, 1.5 line spacing.
- 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.

- 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, as in

- 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**.
- Avoid using abbreviations for two-word names as far as possible. Some may be unavoidable such as the **US or MP**, but where it is part of government/bureaucratic or journalistic usage such as **PM, CM, DM, SC or HC** do avoid abbreviations.

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 1.2 billion.

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

Please ensure that either the Indian terms (lakh, crore) or the Western ones (million, billion) are used consistently within an 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 **9 March 2007**.

Use an en dash rather than a hyphen between numbers denoting pages and dates.

Tables, Figures

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

Table 1. Asset Ownership by Household Category

Figure 5. Communication Flows

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

Column headings in tables should clearly define the data presented.

In-text citations

SAS 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).
- To distinguish different works by the same author in the same year, use the letters a, b, c, etc., **Besson (1993a, 1993b)**.

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.
- When listing two or more works by one author, use --- (19xx), such as after Swann (1967), use --- (1974), etc, in chronologically ascending order□

- Indicate (opening and closing) page numbers for articles in journals and for chapters in books.
- Note that italics are used only for titles of books and names of journals. Double quotation marks are used for titles of journal articles, book chapters, dissertations, reports, working papers, unpublished material, etc.
- For titles in a language other than English, provide an English translation in parentheses.

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.

Online resources

Always indicate the date that the source was accessed, as online resources are frequently updated or removed.

Website

Felluga, Dino(2003): *Guide to Literary and Critical Theory*, 28 November, Purdue University, Viewed on 10 May 2006 (<http://www.cla.purdue.edu/english/theory>).

Page on a website

"Caret." *Wikipedia: The Free Encyclopedia*, 28 April 2006, Viewed on 10 May 2006 (<http://en.wikipedia.org/w/index.php?title=Caret&oldid=157510440>).

Article in a web magazine

Bernstein, Mark (2002): "10 Tips on Writing The Living Web." *A List Apart: For People Who Make Websites*. No 149 (16 Aug). Viewed on 4 May 2006 (<http://alistapart.com/articles/writeliving>).