

## **Notes for editors of *South Asia Chronicle* articles**

### **1. General information**

- Length** The length of the articles can vary from 8,000-10,000 words or 55,000-80,000 characters. We reserve our right to shorten or edit articles.
- Information about the author** The author's information should include: your name (without academic titles) and your email address.
- Language** Articles may be submitted in German or English. For articles in the German language, please use the German style guide. If English was not your medium of instruction, please have your article proofread before submitting it. Only articles proofread by a native speaker will be accepted.
- Sentence length*  
Please use short sentences. Reader attention wanes dramatically after word 14.
- Font** Verdana, 11 pt.
- Spelling** Please use British English spelling. For example, write "organised" instead of "organized", "globalisation" instead of "globalization", and so on.
- Special characters*  
Do not use special characters such as \$, %, § in the text. Please spell these out (per cent, Dollar etc.) But use '%' in tables and figures.
- Numbers*  
In the text, spell out numbers one to ten and put numbers higher than ten in numerals;  
Sentences that contain both numbers less than ten and greater than ten should use numerals.  
Fractions are always hyphenated, whether adjective or noun: one-half, two-thirds.  
Spell out ordinals: second (instead of 2nd)  
Please use the following spelling for thousands separators: 1,000, 10,000, 20,000, 200,000, 30,000,000
- Years and Dates*  
Please write all dates according to the following examples:  
on 28 October 1997; or

in October 1997  
decades: the 1980s;  
centuries: the twentieth century.  
Do not use superscript. Eg.: twenty-first century.  
Use BCE and CE (not BC and AD)  
Date ranges: 1994-95

#### *Abbreviations*

To ensure a general academic understanding, we request you to avoid abbreviations. If you use abbreviations, please use the full term when first mentioning it and add in parentheses the abbreviation that you will use throughout the following text.

### **Punctuation**

Please keep in mind the difference between the dash (horizontal bar) and the hyphen/minus sign. Please use the dash to denote a break in a sentence or to set off parenthetical statements.

E.g.: In matters of grave importance, style—not sincerity—is the vital thing.

Please do not leave a space before or after a slash: E.g.: "2003/2004."

## **2. Formal Information**

### **Acknowledgement**

If you wish to include an acknowledgement, please make sure it is not longer than 100 words. Include it in an endnote inserted at the end of your article's title.

### **Hyphenation**

Do not use the hyphenation option in your word processor.

### **Quotations**

- Please indicate omissions with square parentheses: quote [...].'
- Please use 'single quotation marks' for quotations
- The dot is to be set before the quotation mark when the quoted sentence ends
- Use double quotation marks for quotes within quotes: 'The full stop should "follow the quotation" mark' (Author year: page number).
- Indicate own emphasis in a quote: 'It was Charnock and his successors *alone* who transformed it into an imperial capital' (Losty 1990: 7, emphasis added).  
Or: for indicating that the emphasis is in the original quote: (Losty 1990: 7, emphasis in original).
- As indicated above, single quotation marks are used for quotes

## Referencing Style

All citations must be referenced in-text based on the Harvard style: (Author Year: Page number)

### Examples:

(Malik 2009: 9)

(ibid.: 11)

(Smith 2010a: 12)

(Smith 2010b)

(Smith 2010 a & b)

(Talbot & Singh 2010: 44-8)

(Jalal 2009: 25, 44), non-consecutive numbers (Jalal 2009: 25-6), consecutive numbers

(Jalal 2000; cf. Alavi 1989)

(Breckenridge et al. 1999)

Paul Brass (1990: 6) argues...

(Toor 2011: 55 ff.) (discourage use of ff.)

(Mishra 2011: Ch. 16).

### For citations picked up from other works:

(cit. in Farook 2009: 104)

### For in-text citation of a monograph without an author

(see also **Bibliography**), italicize a shortened version of the article title: (*War and Peace* 2010)

### For in-text citation of an article without an author (see

also **Bibliography**) use shortened version of the article title in quotation marks: ("Italy's deficit" 2011: 4)

For online sources please use endnotes (for reference form see below **Endnotes - Online Sources**)!

Please indent quotes that are longer than four lines with 0,5cm on both sides.

## Highlighting

Please avoid italicizing and bold type unless absolutely necessary.

Please use double inverted commas for terms you want to highlight.

Book-, journal-, poetry-, conference-, film-titles in the running text should be italicised. "Article titles" should be put into inverted commas. Law cases and names of legal documents should only be italicised when mentioned in their full form

Names of organizations, parties, institutions, international conventions, should NOT be italicised or put in inverted commas.

## Translations

Established terms or titles in common academic languages need not be translated. Terms and titles in subject-specific languages such as Hindi or Urdu should be quoted in the original language and then translated (in parenthesis). Italics are used only for the first mention. Please do not use diacritics for words, so simply write *bhasa* instead of *bhāṣā*.

## Headings/Subheadings

Use the following form for headings/subheadings (please do not use the automatic word function):

### **Main Heading**

*Sub-heading*

Third-level Heading

Font size of all headings: 11 Pts.

## Capitalisation:

For referenced title's in English language:

Please note that the maximum capitalisation will only be applied to Journal- and periodical-titles, that means, only in these cases will all words except prepositions and articles be capitalized. All other forms of publication are to be written with minimum capitalization, that means, only the first word and names are capitalized. This will also apply to book/etc.

## Endnotes

Please only use endnotes for explanatory purposes, for purposes of giving further information, and for citation of online sources. (All other references must be made in-text as mentioned above: See **Referencing Style**).

Insert the numbers before commas<sup>1</sup>, directly after 'quotations'<sup>2</sup> and after full stops.<sup>3</sup> If you wish to include more than one comment in a single note, use semicolons to separate them. All notes end with a full stop.

Examples:

### **Online Journal Articles**

Harris, Ted. 1970. Migration, unemployment and development: a two-sector analysis. *The American Economic Review*, 60 (1), pp. 126-42, <http://www.jstor.org/stable/1807860> [retrieved 27.04.11].

### **Online Newspaper Articles**

Ali, Ahmed. 2010. More dead than alive. *The News*, 1 Sept., <http://www.thenews.com.pk/TodaysPrintDetail.aspx?ID=2319&Cat=4&dt=9/1/2010> [retrieved 23.01.11].

### **Other Online Sources**

International Organization for Migration [IOM]. 2010. *Bangladesh. Facts and Figures*, <http://www.iom.int/jahia/Jahia/bangladesh> [retrieved 20.02.11].

2006. Unemployment and Development,  
<http://www.unemploymentanddevelopment.com>  
[retrieved 09.02.11].

adityajhas28. 2010. *Baba Nargajun* [Video],  
<http://www.youtube.com/watch?v=7CNW0pDPkKY> [retrieved 13.08.12].

## Bibliography

The bibliography should be included under the headline: **Bibliography**.

The bibliography follows the endnotes.

If there is more than one place of publication, then include only one.

### **Bibliographical abbreviations:**

References without:

- date: n.d.
- place of publication: n.p
- name of publisher: n.p.

Especially for works in the discipline of history, please list the **Sources** separated from literature.

Use the following style for bibliographies:

## Examples for bibliography **Monographies**

One author: Format last name, first name:  
Raghavan, Srinath. 2010. *War and peace in modern India*. New York: Palgrave Macmillan.

When two or three authors: 2nd and 3rd authors written in format First Name Second Name:  
Talbot, Ian & Gurharpal Singh. 2009. *The partition of India*. 1st edn. Cambridge: Cambridge University Press.  
Sharma, Kavita, Rajul Jain & Uma Iyer. 2008. *Counseling mothers in child feeding practices*. .....

When more than three Authors:  
Surname, Firstname, et al. 2008. *Title*. .....

Without Author:  
*War and Peace in Modern India*. 2010. New York: Palgrave Macmillan.  
For in-text citation, italicize a shortened version of the article title: (*War and Peace* 2010)

When a monograph has more than one volume:  
Hussein, Asiff. 2008. *The lion and the sword: an ethnological study of Sri Lanka*, vol. 2. Colombo: pp. ...

### **Edited Books**

One editor:  
Das, Veena, ed. 2004. *Handbook of Indian sociology*.

New Delhi: Oxford University Press.

Two editors:

Hall, Stuart & Paul du Gay, eds. 2008. *Questions of cultural identity*. London: Sage Publications.

Reprint:

Deb, Raja Binaya Krishna. [1905] 1977. *The early history and growth of Calcutta*. Calcutta: RDDHI India.

**Chapter in an edited book**

One author and editor:

Appadurai, Arjun. 2004. Public culture. In: Veena Das, ed. *Handbook of Indian sociology*. New Delhi: Oxford University Press, pp. 257-74.

One author, multiple editors:

Makropoulos, Michael. 2000. Historische Kontingenz und soziale Optimierung. In: Rüdiger Bubner & Walter Mesch, eds. *Die Weltgeschichte – das Weltgericht? Akten des Internationalen Hegel-Kongresses 1999*. Stuttgart: Klett-Cotta, pp. 77-92.

**Journal Articles**

One author:

Metcalf, Barbara D. 1995. Presidential address: too little and too much: reflections on Muslims in the history of India. *The Journal of Asian Studies*, 54 (4), pp. 951-67.

**Newspaper Articles**

With author:

Simpson, Lane. Tasmania's railway goes private. *Australian Financial Review*, 13 Oct. 1997, p. 10.

Without author:

Italy's deficit: the perils of procrastination. *The Economist*, 1 July, 2011, p. 4.  
In the in-text citation, use quotation marks around a shortened version of the article title: ("Italy's deficit", 1 July 2011).

Unpublished Dissertations:

Werner, Hanna. 2013. *Arguing with dams: developmental perspectives and social critique in 20th century India*. Unpublished PhD Thesis, Humboldt-University, Berlin.

Reports and Working Papers:

Asher, Mukul G. 2009. Pension coverage and linkages in low-and middle-income countries. *Working Paper*, 11. Genf: International Social Security Association Publications.

Asian Development Bank. 2012. *Social protection for*

older persons. *Social Pensions in Asia, Manila.*

### **Saving**

Please save your text in a usual text format:  
(.doc; .docx; .odt)

## **3. Review Essay**

### **Review Essay**

If you are submitting a review essay please list the reviewed works at the beginning directly before the main text under the heading **Reviewed Works** in order of mention in the essay. The reference should include ISBN, pages and price.

E.g.:

Humeira Iqtidar. 2011. *Secularizing Islamists Jama'at-e-Islami and Jama'at-ud- Da'wa in Urban Pakistan*. Chicago: University of Chicago Press, 232 pp., ISBN: 9780226384689, \$40.00.

Humeira Iqtidar & David Gilmartin, eds. 2011. Secularism and the State in Pakistan. *Modern Asian Studies* 45, (3), pp. 491-757, ISSN 0026749X.