

Style Guide January 2020

Typesetting

- Body Font: Times New Roman (TNR)
- Point size: 12
- Line Spacing: 1.5
- Margins: 1 inch (2.55cm) on all four sides
- Ensure page numbers on all pages (except Title Page when used) Use Arabic numerals (1,2,3,...) at the centre of the footer (TNR, 12)
- As far as possible, keep the body text justified (aligned to both left and right margins)

Printed Submissions:

- Use **A4** paper (unless otherwise specified)
- Print on **both sides** of the paper; except on the title sheet (when added)
- For submissions up to **30 sheets** long, use single stapling on the top left side of the title sheet
- For submissions longer than 30 sheets, use spiral binding, with a Title Page

General Rules:

- Be consistent
- **Spelling:** Use British English
 - Eg 1:** **Programme** (NOT program); **centre** (NOT center); **colour** (NOT color)
 - Eg 2:** Where interchangeable, use 's' instead of 'z'; **finalise** (NOT finalize)
- **Paragraph Indent:** All paragraphs (including the first) must begin with a single 'Tab' indent
- Ensure a space of one line between paragraphs
- NEVER use two spaces between words or punctuation marks
- Do not use spaces before commas, inverted commas, or full stops
- Use bold font for titles, heads, and sub-heads
- Use oxford commas (the comma before the 'and' in lists)
 - Eg:** **She loved her parents, Lady Gaga, and Humpty Dumpty**
- Always include a list of references

Quotations:

Direct quotations must be reproduced exactly; not only the wording, but also the spelling, capitalisation, and internal punctuation of the original. The following changes are, however, permissible:

- Single quotation marks may be changed to double quotation marks and vice versa
- The initial letter may be changed to a capital or a lowercase letter
- The final punctuation marks may be changed, and punctuation marks may be omitted where ellipsis points are used
- Obvious typographical errors may be corrected, but idiosyncrasies of spelling and errors in usage must be preserved using '[sic]'

- Use single quotation marks for direct quotations; double quotation marks for quotations within quotations

Eg 1: Others, including Warne and Chappell, have described Buchanan as ‘someone with the most fortunate timing in the game’, crediting his success to a team of great players who would have dominated world cricket anyway.

Eg 2: The authors even go so far as to suggest that it would be ‘more responsible of commentators to remark that, “Hawk-Eye was 99.9 per cent sure the ball was going to hit the wicket so the umpire was right,” or “Hawk-Eye was only 90 per cent sure the ball was going to hit the wicket—the umpire should not have given it out,”’.

(There is a space between ‘ and “ at the end of the quotation in the above Eg. to make it clear, but it **SHOULD NOT** be there in the actual text)

- **Block Quotations:** A quotation exceeding **four lines** of text or **forty words** must be indented without quotation marks, in a smaller font size. Blocks are typed in single-space and indented from the left and right, leaving a line space above and below.
- Quotations within a blocked text must be enclosed in single quotation marks.
- **Font:** Times New Roman; **Font Size:** 11; **Line Spacing:** 1.0

Eg: He describes a shot once played by Wilton St. Hill that was not one of his usual grace and elegance shots. ‘There was a primitive hidden in him,’ writes James recounting what St. Hill would do if a bowler blocked his leg-glance, and then goes on to describe the shot:

He stretched his left foot down the wicket and, with a sweep that seemed to begin from first-slip and encompassed the whole horizon, smashed the ball hard and low to square-leg. Sweep is not the correct word. It was a swing, begun when the ball was almost within reach, and carried out with a violence that seemed aimed at the ball personally, to hit it out of sight or break it to bits.

The point of note here is that the description of the game, whether or not accompanied by an illustrative image or two, appeared *after* the match was over.

Abbreviations:

- All abbreviations must be spelt out at first occurrence. (Full form first; followed by the abbreviation in brackets; **NO** full stops).
- Eg:** ...came to be known as World Series Cricket (WSC) – complete with large-scale logistics and massive financing.
- No full stops in abbreviations that are in lower case. **Eg:** am, pm
- No full stops after any symbols for units. The same symbols are used for both singular and plural. **Eg:** kg, cm, m
- A unit of measurement used without a numeral should always be spelled out. **Eg:** Measurements were taken in kilometres

Numbers:

- Numbers from one to nine must be spelt out
- Numbers greater than nine are written in numeral form, except while writing about very large round numbers, which can be expressed as a mixture of numerals and spelt out numbers

Eg 1: Srinivas and Vivek point out that this translated into a payment of \$62 million paid every year for the first five years and double of that in the next five.

Eg 2: This vehicle includes 78 screens and takes around four hours to ‘de-rig’.

- At the start of a sentence, numbers must be spelt out, and not written in numerals

Eg: Fifteen new novels were on display at the book store

- Crores/lakhs or Billion/million: Both the Indian and international system are acceptable.
Stick to one system throughout the text

- Percentages: Percentages must be expressed in numerals followed by the words ‘per cent’ NOT %

Eg: At the end of the 1951 season in England, the MCC announced a sharp increase in the number of matches drawn – 50 per cent as compared to 25 per cent in 1946 and 1947

- Years are always expressed in numerals, as in the example above

Dates:

- Give specific dates in the form <Date-numeral> <Month-word> <Year-numeral>. No commas

Eg: 10 September 1960

- Decades are either spelt out in lower case, or expressed in numerals

Eg 1: the 1980s and 1990s; **Eg 2:** the fifties and sixties were...

Capitalisation/Italicisation:

- Proper nouns and titles of books, movies, etc must be written with initial capital letters and italicised

Eg: Cricket writer Ayaz Memon, in the Prologue to the *Wills Book of Excellence*, tells a story of the Australian cricketer Bobby Simpson.

- Non-English words that are not in everyday use must be italicised.

Eg: ...helmets and elbow guards have now become *de rigueur* for any cricketer

Eg: He called not just the IPL, but all of present day cricket on Indian TV a *tamasha*.

- Names of organisations, ethnic and national groups, titles, etc must be capitalised
Eg: International Olympic Committee; the French; Defence Minister Nirmala Sitharaman
- No full stops after initials in names. **Eg:** JK Rowling; PG Wodehouse

Tables, Figures, Images, Maps:

- **Tables, figures, images, and maps** should all be identified by both a number and a descriptive title. Each must have its sources indicated.
- Number them in the order in which they appear in the text. The following rules apply to tables, figures, images, and maps
 - ❖ The number of a table is usually <Chapter Number>.<Table Number>. So, the third table in the fourth chapter would be **Table 4.3**
 - ❖ When cited in the text, use the number, either directly, ‘as seen in **Table 4.3,**’ or parenthetically ‘(see **Table 4.3).**’ Tables should be referred to only by their serial numbers; expressions such as ‘in the table below’ and ‘in the table above’ must be avoided
- **Figures, images, maps, etc** should be numbered separately from tables.
- **Maps**, if redrawn be shown as ‘Based on [Source]’.
- Include a list of tables, figures, images, maps, etc with page numbers in submissions.

Hyphens, En-Dashes, and Em-Dashes:

- Use hyphens with care. The rule of thumb is to **be consistent**. Stick to one style throughout the text
Eg: either use ‘**macroeconomic**’ or ‘**macro-economic**’ consistently throughout
- Do not use spaces before or after a hyphen
- En-dashes are used to enclose a word, or a phrase, or a clause in the middle of a sentence. There must be a space before and after each en-dash.
Eg: **The spectacle of sport – be it individual sports like tennis, or team sports like football, or even endurance sports like the Tour de France – are all much loved and much viewed spectacles that make them excellent platforms for those seeking to be seen.**
- En-dashes also denote ranges; **Eg:** **1985–1992**
- Em-dashes are used to separate a word, or a phrase, or a clause at the end of a sentence. No spaces before or after an em-dash.
Eg: **Commentary had become an advertisement itself—shepherding consumption and orienting brand focus**

Citations:

- In-line citations must be in the <Author> <Date> format, to be linked to a list of references placed at the end of the paper or thesis/dissertation
Eg: The crowd is compared to a living body that is comprised of several wholly different cells that come together to form the organism (LeBon, 1896)
- When the name of the author is part of the running text, only the year of the publication appears in parenthesis
Eg: Writing on memory and forgetting in Indian cricket, Satadru Sen (2005) attempts to explain this proclivity of modern day Indian fans of cricket
- For page numbers, use a colon after the year within parenthesis. For a range of page numbers, the beginning and ending pages are joined by an En-dash
Eg: The spectator in football is categorised into four types: supporters, followers, fans, and flâneurs (Giulianotti, 2002, p.25)
- Multiple authors must be listed in the same order as credited in the work
Eg: Both Chandra and Packer created separate cricket leagues after being refused television rights by their respective national boards (Mehta, Gemmel, & Malcolm, 2009)
- The same set of authors and different works must be listed chronologically, separated by commas
Eg: Guha has written about the changes in the game from test matches to one-day games and now to the new Twenty20 form of cricket (Guha, 1998a, 1998b, 2002, 2008)
- To cite more than one work in the same parenthesis, list them alphabetically separated by a semi-colon
Eg: Much has been written about the setting up of the IPL (Guha, 2012; Majumdar, 2008; Srinivas & Vivek, 2009) and the extravaganza that followed (Gupta, 2009; Marqusee, 2008)
- When there is no author name, cite the institution, publisher, title of the work, etc
Eg: The match fixing scandal of 2000 broke around the same time that football (in the form of the English Premier League) began to be televised in India (Times of India 2001)
- Cite secondary references as well
Eg: (quoted in or cited in)

Footnotes

- Use footnotes for explanatory and bibliographic notes. Notes must follow a number (in superscript) in the text. Use Arabic numerals (1,2,3...) for superscripts
- DO NOT use asterisks (*), angle brackets (>), or other symbols for note references
- Footnote style: **Font:** Times New Roman; **Font Size:** 10; **Line Spacing:** 1.0

List of References

- List in alphabetical order (by last name of author) every work cited in the paper or thesis/dissertation
- The general rule for citations is:
Contributors. (Date). Title. Publication Information
- Each entry must begin at the left margin (DO NOT use bullets or numbering of any kind). Use a hanging indent for the following lines of 0.5 inch from the left margin
- For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent

Reference Styles:

Books

Smit, B. (2007). *Pitch Invasion: Adidas, Puma and the Making of Modern Sport*. London, England: Penguin

Translated Books

Debord, G. (1994). *Society of the Spectacle*. (Donald Nicholson-Smith, Trans.). New York: Zone Books

Article or Chapter in an Edited Volume

Nader, L. (1972). Up The Anthropologist: Perspectives Gained from Studying Up. In Dell H. Hymes (Ed.) *Reinventing Anthropology*. New York, Pantheon Books.

E-Books

Stoker, B. (2000). *Dracula*. Available from <http://www.gutenberg.org/ebooks/345>

Journal Article

Collins, H & Evans, R. (2008, May 22). You cannot be serious! Public understanding of technology with special reference to “Hawk-Eye”. *Public Understanding of Science*, 17(3), 283-308. doi: 10.1177/0963662508093370

Article in a Newspaper/Magazine:

Bharatan, R. (1973, February 4). The Final Test of Strength. *The Illustrated Weekly of India*, 10-17.

Webpage:

Ugra, S. (2011, January 11). *The joke was on cricket*. Retrieved 24 September 2017, from ESPN Cricinfo: <http://www.espncricinfo.com/magazine/content/story/496295.html>