

## Social Scientist Guidelines and Style Sheet for Authors

### 1. SUBMISSION OF ARTICLES

- (i) Submit articles as Word document attachments via email to: mail.socialscientist@gmail.com.
- (ii) Format articles with minimum 1 inch margins on all sides, justified text and double spacing.
- (iii) The opening page of the article should carry the title and sub-title (if any), the full name of the author, a brief author's bio-line, and author's contact details (including telephone and postal address).

### 2. SUB-HEADINGS

Do not use more than three levels (maximum) of sub-headings within an article, and do not number them (2, 2.1, 2.1.1, etc.). The level of sub-heading will be distinguished typographically.

### 3. SPELLINGS

- (i) Use British spellings, not American: programme, not program; labour, not labor.
- (ii) Use '-ise' spellings instead of '-ize': recognise, organise, civilise.

### 4. ITALICS/ROMAN AND CAPITALS

- (i) Use italics for: unfamiliar foreign words; titles of books, journals, works of art, films; the Latin abbreviations *et al.*, *c.*, *a priori*, *ad infinitum*, *ad nauseam*, *fait accompli*.
- (ii) Use roman (non-italics) for: names of places and institutions; commonly used Latin abbreviations such as *i.e.*, *e.g.*, *viz.*, *ibid.*, *ad hoc*, *de facto*, *en route*, *status quo*.
- (iii) Use initial capital letters for: proper nouns; formal names of institutions, organisations, buildings; to distinguish between specific and general use – 'the state of Tamil Nadu' but 'the Indian State'.

### 5. ELLIPSES AND ABBREVIATIONS

- (i) For ellipsis indicating omitted content, use three full stops spaced from each other and from the words on either side: 'Political language . . . makes lies sound truthful.' Where a sentence ends immediately before the ellipsis, retain the punctuation: 'A crow began to caw. . . . It was a strange sound.'
- (ii) For words shortened by omitting the end, include a final full stop: p., vol., ed. For words shortened by omitting the middle, do not include any full stops: Mrs, Mr, vols, figs
- (iii) For acronyms, do not include any full stops: CPI(M), US, UK, UN

### 6. NUMBERS

Numbers one to nine should be written out in words and above that in numbers. Exceptions are: units of measurement (numbers); dates (numbers); at the beginning of a sentence (words).

### 7. DATES

- (i) Dates should be in the form 'day month year' without commas in between: 8 August 2020.
- (ii) Spell out 'nineteenth century', etc.
- (iii) Retain only two digits in date ranges except when they cross centuries: 1866–76, 1866–1901.

### 8. QUOTATION MARKS

- (i) Use single quotation marks first, and double quotation marks for quotes within quotes.
- (ii) Do not use quote marks for passages of 50 words or more, which are set apart from the text.

### 9. NOTES AND REFERENCES

- (i) Notes should be consecutively numbered and given at the end of the article.
- (ii) In the notes, books and articles should be referred to using the last name of the author and short titles, with page reference where applicable.
- (iii) If a work is cited in consecutive notes, use 'ibid.'. Avoid using 'op. cit.' and 'loc. cit.'
- (iv) References should follow notes at the end of the article and include all works cited in the article, notes, tables, figures, in alphabetical order of the author's last name and with all publication details.
- (v) References should be cited as follows for books, articles in edited volumes, articles in journals:  
Habib, Irfan, *The Agrarian System of Mughal India 1556–1707*, Delhi: Oxford University Press, 1999.  
Sunder Rajan, Rajeswari (2010) 'Death and the Subaltern', in R.C. Morris, ed., *Can the Subaltern Speak? Reflections on the History of an Idea*, New York: Columbia University Press, 2010, pp. 117–39.  
Patnaik, U. (1984), 'Tribute Transfer and the Balance of Payments in *The Cambridge Economic History of India, Vol. II, Social Scientist*, 12 (12), pp. 43–55.

### 10. FIGURES, TABLES

- (i) For figures/maps/photographs, please provide separate image files of minimum 300 dpi resolution in Jpg or Tiff format and in single colour (black/grayscale), along with the Word document file.
- (ii) Distinguish between figures (diagrams and charts) and tables (statistical material) and number them in separate sequences: e.g., 'Figure 8' and 'Table 8'.
- (iii) Notes relating to tables should be placed at the foot of the table, followed by sources.