



# SYMBIOSIS SCHOOL OF INTERNATIONAL STUDIES

## IRGA Style Guide

### **Style guide and submission requirements**

The Indian Review of Global Affairs (IRGA) is the research portal of the Symbiosis School of International Studies, which was launched in June 2015 as a platform to highlight research activities and projects pertaining to issues of the contemporary world and serve as a knowledge repository. The compendium of writings is intended to shed light on the various issues covering the perspectives of academia, corporates, policy makers, and civil society.

Contributors should be familiar with the aim and scope of IRGA.

IRGA's referencing style is based on *the APA style*. Please refer to the complete APA's Publication Manual, 6th Edition (<http://www.apastyle.org/learn/quick-guide-on-references.aspx>) for issues that are not covered by the following instructions.

**Kindly send your submissions to [editor.irga@ssispune.edu.in](mailto:editor.irga@ssispune.edu.in).**

**While submitting any written piece to IRGA kindly provide the following details:**

- Designation and Institutional Affiliation
- Email Address and Twitter Handle (if any)
- Brief bio-profile
- Bank and PAN card details

**Submissions should be made in MS WORD (97-2003 compatibility format)**

**Kindly use the following template for the file name**

**<IRGASubmission\_FIRSTNAME\_LAST NAME>**

### ***Research Article***

- Research articles/ Commentaries should be between **800 and 1000 words**, and should not contain footnotes or endnotes.
- A title and at least three keywords will need to be provided during the online submission process.
- Titles should be concise, accurate, and informative, enabling readers to find your article through search engines.

### ***Book Reviews***

- Book reviews should be between **600 and 800 words**, and should not contain footnotes or endnotes.
- Page references within the review should be in brackets, for example (27).
- Bibliographic details should be in the following format:



# SYMBIOSIS SCHOOL OF INTERNATIONAL STUDIES

*Schatz, B. R. (2000, November 17). Learning by text or context? [Review of the book *The social life of information*, by J. S. Brown & P. Duguid]. *Science*, 290, 1304. doi:10.1126/science.290.5495.1304]*

- If the review is untitled, use the material in brackets as the title; retain the brackets to indicate that the material is a description of form and content, not a title.
- Identify the type of medium being reviewed in brackets (book, motion picture, television program, etc.).
- If the reviewed item is a book, include the author names after the title of the book, separated by a comma.
- If the reviewed item is a film, DVD, or other media, include the year of release after the title of the work, separated by a comma.

(adapted from the sixth edition of the APA Publication Manual, © 2010)

## ***Research Paper***

- Papers should be between **5000 to 7000 words**, including footnotes.
- An abstract, title, and at least three keywords will need to be provided during the online submission process.
- Titles and abstracts should be concise, accurate, and informative, enabling readers to find your article through search engines.

**PLEASE NOTE: Content is subject to approval by the IRGA editorial team.**

## ***Format***

- Use a standard font—such as Times New Roman, Arial, or Calibri—in twelve-point size.
- Use double spacing, and indent the first line of each paragraph. Insert a carriage return between sections, but not between paragraphs or footnotes, and not following headings or block quotations.
- Avoid extra space or blank lines between paragraphs. If such a break is intended to appear in the printed version, indicate this explicitly with three asterisks set on a separate line.
- Headings can be used to improve the flow and cohesion of the article. Use a maximum of two levels of headings; first level headings should be in bold, and second level headings should be in italics.

## ***Figures and illustrations***

- Photos or illustrations must be supplied as separate electronic image files (in .JPG or .TIF format) that are at least 300 dpi.
- Figures, diagrams, and maps should be labelled consecutively (Figure 1, Figure 2, etc.) and placed in the text in their correct positions. They must include a title and source, and copyright information if applicable.



# SYMBIOSIS SCHOOL OF INTERNATIONAL STUDIES

- Each illustration should appear as close as possible after its first reference in the text. All text references to illustrations should use numbers. Illustrative material under copyright requires permission from the copyright owner before it can be reproduced.
- Tables must be formatted in Microsoft Word using the table menu commands—not as manually spaced text—to create a proper table object. They should be labelled as tables, not as figures.
- A consistent style for table elements should be selected and followed for all tables in a single work.
- Tables should be numbered separately from any illustrations and table titles should be succinct.

## *Style*

- Use clear, active language. Avoid clichés and jargon, particularly if terms are not well known outside of your discipline.
- Use historical present tense when referring to scholarly works (for example, “Smith argues that”, not “Smith argued that”).
- Minimise the use of scare quotes. If introducing a coined expression, or highlighting that a term is problematic or not your own, only use double quotation marks when it first appears in your article.
- Only use abbreviations or acronyms if the term is used five or more times in your article, and spell the term in full in the first instance, unless it is universally known (such as DNA or GPS).

## *Spelling*

- UK Spellings (Thus use -ise, -isation (organise, organisation)).
- Commas and periods go outside quotation marks.
- Consult the Oxford English Dictionary (*Second edition* or <https://en.oxforddictionaries.com/english>)

## *Punctuation*

- One space, not two, should be used between sentences.
- Use unspaced em dashes to set off an amplifying or explanatory element (for example, “settlers found—whether by chance or design—vulnerabilities in the earlier structure”), to set off an introductory noun, or to indicate a sudden break in speech or thought.
- Use en dashes to connect numbers within a series (for example, “1990–2000”).
- Use a full stop followed by a space after initials that represent part of a name (for example, “P. D. James”), but not after signifying qualifications, honours or appointments (for example, “Dr”, “FRSA”, “MP”).

## *Quotations*

- Quoted material that is less than **one hundred words (at least six to eight lines)** should be enclosed within double quotation marks. Single quotation



# SYMBIOSIS SCHOOL OF INTERNATIONAL STUDIES

marks can be used to denote a quote within a quote. Use curly or smart quotation marks (“”), not straight marks (”).

- Quotations of at least one hundred words should be typed as a separate indented paragraph (a block quotation), and should appear without quotation marks. To denote a quote within a block quotation, use double quotation marks.
- Within the quotation, preserve the style and punctuation of the original, even if it does not align with these guidelines, or with contemporary practice. Obvious typographic errors may be corrected silently but indicate originality using *sic* within square brackets (i.e. [sic]) when the passage quoted is from an older work or a manuscript source where idiosyncrasies of spelling are generally preserved.
- The initial letter may be changed to a capital or a lowercase letter, the latter enabling the quotation to be incorporated within the semantic structure of the surrounding text.
- Ellipsis points [...] should be used for truncated quotations. However, they are not normally used before the first word of a quotation if the beginning of the original sentence has been omitted, or after the last word of a quotation if the end of the original sentence has been omitted.
- If interpolating a work or phrase, indicate the inserted material with square brackets.
- Punctuation should fall outside of quotation marks, unless it is included in the original quote (for example, an exclamation or question mark) or the quotation is a complete sentence. Numbered notes should be placed outside of quotation marks, and after the closing punctuation.

## ***Use of Capitals***

- Use minimal capitalisation for the main text of articles; that is, use capitals for proper nouns, but otherwise only use sparingly. For footnote references, use maximal capitalisation.
- *Minimal (sentence-style) capitalisation*
- No capital initial is required for official ranks or titles, unless they are combined with the name of the holder. For example, “the prime minister” would not require capitals, but “Prime Minister Curtin” would. A title used in apposition with a personal name (for example, John Curtin, the prime minister) does not require capitalisation.
- Capitals are not required for generic titles of institutions or organisations (for example, “the society”, “the commission”), but they are required when a full and specific title is used (for example, “the Australian Society for French Studies”, “the Royal Commission into Institutional Responses to Child Sexual Abuse”).
- Some names of historical periods are capitalised, either by tradition or to avoid ambiguity. For example, the Middle Ages (but the medieval era), the Common Era, the Reformation.
- *Maximal (headline-style) capitalisation*



# SYMBIOSIS SCHOOL OF INTERNATIONAL STUDIES

- Capitalise the first and last words in titles and subtitles, as well as all other major words (nouns, pronouns, verbs, adjectives, and adverbs). Use lowercase for articles (such as “the”, “a”, and “an”) and conjunctions (such as “and”, “or”, and “but”).

## ***Dates and numbers***

- Dates are to be written in the format - 15 January 2014. The full date should always be spelt out.
- The names of centuries should be spelt in full (the “fifteenth century”), but decades should be described in numbers (“the 1960s”).
- Numbers under 100 should be spelt in full. Numerals should be used for numbers equal to or greater than 100. For whole numbers used in conjunction with millions, billions, and so on, follow the aforementioned guidelines (for example, “nine million” or “120 million”). Words and numerals should not be mixed within a single sentence (for example, use “99 to 101”, not “ninety-nine to 101”).
- Insert a comma in numbers of more than three digits (1,066), except when they represent dates or mathematical workings.
- Percentages should be expressed in the following format: “ten per cent”, except when used very frequently within the article, in which case use of the percentage symbol is acceptable.
- Numbers referring to pages, chapters, parts, volumes, and other divisions of a book are set as numerals.

## ***Documentation***

- Use numbered footnotes for references and explanatory notes. Explanatory notes should be brief; more substantive matter should be incorporated into the body of the article.
- References must be complete and accurate to allow reviewers, editors, and readers to locate your source material.

## **APA style Referencing**

This is a quick guide to the APA referencing style (6th edition)

- The American Psychological Association reference style uses the Author-Date format.
- Refer to the *Publication Manual of the American Psychological Association* (6th ed.) for more information.
- When quoting directly or indirectly from a source, **the source must be acknowledged in the text** by author name and year of publication.



# SYMBIOSIS SCHOOL OF INTERNATIONAL STUDIES

## IN-TEXT

To cite information directly or indirectly, there are two ways to acknowledge citations:

1) Make it a part of a sentence or 2) put it in parentheses at the end of the sentence.

**Direct quotation** – use quotation marks around the quote and **include page numbers**

- 1) Cohen and Lotan (2014) argue that "many different kinds of abilities are essential for any profession" (p.151).
- 2) "Many different kinds of abilities are essential for any profession" (Cohen & Lotan, 2014, p.151). *N.B. See the Library's APA webpage for a quotation of 40 or more words.*

**Indirect quotation/paraphrasing/summarising** – no quotation marks

- 1) Professional knowledge alone does not make someone a very capable professional (Cohen & Lotan, 2014).
- 2) According to Cohen and Lotan (2014), professional knowledge alone does not make someone a very capable professional.

*N.B. Page numbers are optional when paraphrasing, although it is useful to include them (Publication Manual, p. 171).*

**Citations from a secondary source**

- 1) Gould's (1981) research "raises fundamental doubts as to whether we can continue to think of intelligence as unidimensional" (as cited in Cohen & Lotan, 2014, pp. 151-152).
- 2) Intelligence cannot be believed to consist of one single entity any more (Gould, 1981, as cited in Cohen & Lotan, 2014).

*N.B. To cite a source you found in another source, you must acknowledge all the authors.*

- *The author(s) of the source referred to  
i.e. Gould, 1981*
- *The author(s) of the work which contains the original source i.e.  
Cohen & Lotan, 2014*

*In the reference list, only the book by Cohen & Lotan should be acknowledged. Do not list Gould.*

At the end of your article, you are required to provide the full bibliographic information for each source. References must be listed in alphabetical order by author.



# SYMBIOSIS SCHOOL OF INTERNATIONAL STUDIES

EXAMPLES OF REFERENCES BY TYPE	
In a reference list	In-text citation
<p><b>1. Book with one author</b> King, M. (2000). <i>Wrestling with the angel: A life of Janet Frame</i>. Auckland, New Zealand: Viking. <i>N.B. The first letter of the first word of the main title, subtitle and all proper nouns have capital letters.</i></p>	<p>(King, 2000) <i>or</i> King (2000) compares Frame ...</p>
<p><b>2. Book with two authors</b> Dancey, C. P., &amp; Reidy, J. (2004). <i>Statistics without maths for psychology: Using SPSS for Windows</i> (3rd ed.). Harlow, England: Pearson/Prentice Hall. <i>N.B. Before "&amp;" between authors, do not forget to put a comma.</i></p>	<p>(Dancey &amp; Reidy, 2004) <i>or</i> Dancey and Reidy (2004) said... <i>When paraphrasing in text, use <b>and</b>, not <b>&amp;</b>.</i></p>
<p><b>3. Book with three to five authors (see Library APA referencing webpage for six or more authors)</b> Krause, K.-L., Bochner, S., &amp; Duchesne, S. (2006). <i>Educational psychology for learning and teaching</i> (2nd ed.). Melbourne, Australia: Thomson. <i>N.B. Use <b>&amp;</b> between authors' names, except when paraphrasing in text. When a work has three, four or five authors, cite all authors the first time, and in subsequent citations include only the first author followed by <i>et al.</i></i></p>	<p>(Krause, Bochner, &amp; Duchesne, 2006) <i>then</i> (Krause et al., 2006)</p>
<p><b>4. Book or report by a corporate author e.g. organisation, association, government department</b> International Labour Organization. (2007). <i>Equality at work: Tackling the challenges</i> (International Labour Conference report). Geneva, Switzerland <i>N.B. When the author and the publisher are the same, use Author in the publisher field. In text, some group authors may be abbreviated in subsequent citations if they are readily recognisable</i></p>	<p>(International Labour Organization, 2007) <i>or</i> (International Labour Organization [ILO], 2007), <i>then</i> (ILO, 2007)</p>
<p><b>5. Book chapter in edited book</b> Kestly, T. (2010). Group sandplay in elementary schools. In A. A. Drewes, &amp; C. E. Shaefer (Eds.), <i>School-based play therapy</i> (2nd ed., pp. 257-282). Hoboken, NJ: John Wileys &amp; Sons. <i>N.B. Include the page numbers of the chapter after the book title</i></p>	<p>(Kestly, 2010) <i>or</i> Kestly (2010) compares educational settings of ...</p>
<p><b>6. Conference paper online</b> Bochner, S. (1996, November). <i>Mentoring in higher education: Issues to be addressed in developing a mentoring program</i>. Paper presented at the Australian Association for Research in Education Conference, Singapore. Retrieved from <a href="http://www.aare.edu.au/96pap/bochs96018.txt">http://www.aare.edu.au/96pap/bochs96018.txt</a></p>	<p>(Bochner, 1996) <i>or</i> Bochner (1996) illustrates that...</p>



# SYMBIOSIS SCHOOL OF INTERNATIONAL STUDIES

<p><b>7. Course handout/Lecture notes</b> (electronic version)          Archard, S., Merry, R., &amp; Nicholson, C. (2011). <i>Karakia and waiata</i> [Powerpoint slides]. Retrieved from TEPS757-11B (NET):          Communities of Learners website:  <a href="http://elearn.waikato.ac.nz/mod/resource/view.php?id=174650">http://elearn.waikato.ac.nz/mod/resource/view.php?id=174650</a>  <i>N.B. Put format in square brackets - e.g. [Lecture notes] [Panopto video].</i>  <i>This referencing format should be used only for your assignments.</i></p>	<p>(Archard, Merry, &amp; Nicholson, 2011) <i>then subsequently, if 3-5 authors</i> (Archard et al., 2011)</p>
<p><b>8. Film</b>          Preston, G. (Director/Producer). (2010). <i>Home by Christmas</i> [Motion picture]. New Zealand: Gaylene Preston Production.  <i>N.B. For films, DVDs or video recordings use [Motion picture] in square brackets. Give the country of origin and the name of the motion picture studio.</i></p>	<p>(Preston, 2010)</p>
<p><b>9. Journal article (academic/scholarly) with DOI</b>          Cavenagh, N., &amp; Ramadurai, R. (2017). On the distances between Latin squares and the smallest defining set size. <i>Journal of Combinatorial Designs</i>, 25(4), 147–158.  <a href="https://doi.org/10.1002/jcd.21529">https://doi.org/10.1002/jcd.21529</a>  <i>N.B. DOI (Digital Object Identifier) is a unique code assigned to a scholarly/academic publication. The DOI's code links to the article online.</i></p>	<p>(Cavenagh &amp; Ramadurai, 2017) <i>or</i> Cavenagh and Ramadurai (2017) recommend...</p>
<p><b>9a. Journal article with no DOI</b>          Germann, F., Ebbes, P., &amp; Grewal, R. (2015). The chief marketing officer matters!  <i>Journal of Marketing</i>, 79(3), 1-22.  <i>N.B. Retain original punctuation of titles. A capital letter is used for key words in the journal title. The journal title and volume number are italicised, followed by the issue number in brackets (not italicised).</i></p>	<p>Germann, Ebbes, and Grewal (2015) claim that “there have been ...” (p. 19).  <i>then subsequently, if 3-5 authors</i> Germann et al. (2015) argue ...</p>
<p><b>10. Magazine – popular/trade/general interest</b>          Goodwin, D. K. (2002, February 4). How I caused that story. <i>Time</i>, 159(5), 69. <i>N.B. Full date is used if published weekly; month and year if monthly.</i></p>	<p>(Goodwin, 2002) <i>or</i> Goodwin (2002) defends ...</p>
<p><b>11. Newspaper article</b>          Coster, D. (2017, June 12). Driver who caused man's death is placed into dementia care. <i>Stuff</i>. Retrieved from <a href="http://www.stuff.co.nz/">http://www.stuff.co.nz/</a>  <i>N.B Use the URL of the newspaper's homepage, as a direct link to an online article in a newspaper website is not a persistent link.</i></p>	<p>(Coster, 2017) <i>or</i> Coster (2017) reports ...</p>
<p><b>12. Personal Communication</b>  <i>N.B. Information such as Letters, telephone conversations, emails, interviews, and private social networking is called “Personal Communication”, and no reference list entry is required</i></p>	<p>(W. Bush, personal communication, March 19, 2017)</p>





# SYMBIOSIS SCHOOL OF INTERNATIONAL STUDIES

<p><b>13. Reference book – dictionary or encyclopaedia entry</b> Cervený, R. S., &amp; Haines-Young, R. (2016). Climate change. In D. S. G. Thomas, &amp; A. Goudie (Eds.), <i>The dictionary of physical geography</i> (4th ed.). Oxford, United Kingdom: Blackwell. <i>N.B. If no author stated, the entry's title takes the author position. For online dictionaries and encyclopaedias, a retrieval statement takes the place of publisher location / name</i></p>	<p>(Cervený &amp; Haines-Young, 2016) <i>or</i> Cervený and Haines-Young (2016) state ...</p>
<p><b>14. Webpage</b> New Zealand Trade and Enterprise. (n.d.). <i>Agribusiness</i>. Retrieved from <a href="https://www.nzte.govt.nz">https://www.nzte.govt.nz</a> <i>N.B. (n.d.) = no date. The basic format is: (1) Author (could be organisation). (2) Date (either date of publication or latest update). (3) Title. (4) URL.</i></p>	<p>(New Zealand Trade and Enterprise, n.d., para. 1) <i>For direct quote, cite the paragraph number in text</i></p>