# AUTHOR GUIDELINES & STYLE MANUAL



# THE CENTRE OF JOINT WARFARE STUDIES (CENJOWS)

# **Table of Contents**

A	About CENJOWS		
L	ayo	out	
Citations			
	l.	Books	5
	II.	Journal Articles	7
	III.	Articles from Newspapers/Magazines	8
	IV.	Book Reviews	9
	٧.	Theses and Dissertations	9
	VI.	Encyclopaedias and Dictionaries	10
	VII I	Repetition of Citation	11
	VIII	Maps	11
	Pict	ures/Images	12
	IX.	Tables	12
	Χ.	Social Media	12
	XII.	Internet Sources	13
Bibliography15			
	l.	Books	15
	II.	Journal Articles	17
	III.	Newspapers, News Sites, Magazines, Blogs, etc	18
	IV.	Book Reviews	18
	٧.	Theses and Dissertations	18
	VI.	Interview	18
	VII.	Government, International Organisations and NGO publications	19

#### About CENJOWS

CENJOWS is an Independent Think Tank engaged in the research work for subjects of concern and interest to its valued audience, on subjects listed in CENJOWS website. It is a premier think tank promoting jointness, integration and transformation in Indian Armed Forces. To promote jointness, CENJOWS acts as a synergistic enabler for the growth of Comprehensive National Power and provide alternatives in all dimensions of its applications through focused research and debate. The think tank emphasises on free dialogue and discussion on all issues with a bearing on joint warfare and on the formulation of independent policy options. It endeavours to mould opinion and influence the national security elite on synergy of India's national power, nurtures and facilitates study, scholarship and discourse on joint warfare issues. CENJOWS being a visionary think tank seeks to engage foreign institutions having common interests and commitments which would involve institutions of immediate neighbourhood and farther afield, and undertake an exchange of ideas to enhance mutual understanding and cooperation in the joint warfare field. The research organisation mostly targets the military leadership, foreign policy makers, bureaucrats, academia, scientific community, think tank fraternity, media, serving officers, veterans etc. The research body is actively involved in seminars, project studies, round tables, lectures, publications, environment scans, technology scan (on request of NSCS), book reviews tables and interactions. Web Articles and Papers offered by CENJOWS members and other authors for uploading on the CENJOWS website must relate to the key areas of research of CENJOWS and aimed at the visualised audience. Articles and Papers should be submitted through e-mail to the ID; cenjows@cenjows.in with the subject: —Article submission for CENJOWS Website. All articles/papers will carry the certificate that —This article/paper is original in content, unpublished and has not been submitted for publication/web upload elsewhere. The facts and figures quoted are duly referenced, as needed, and are believed to be correct. The paper does not necessarily represent the organisation views of CENJOWS. Chicago Manual of Style shall be conformed for publications of the CENJOWS

#### <u>Layout</u>

- 1. All documents submitted for publication should be in Arial Font 12. The line-spacing for all submissions is to be 1.15.
- 2. All content is to be in the Latin script, with English (UK) as the default language. Care is to be taken to ensure that British spellings are used.
- 3. **Quotations**. Quotations are to be in italics and are to open and close with double-inverted commas (double quotation marks).
- 4. **Paragraphs**: Within a given group, text should be segmented into paragraphs. These paragraphs assist the author in presenting his or her arguments in smaller, 'easy-to-read' packages of information or logical argument. Segmentation into paragraphs also assists the reader, making it easier for him or her to absorb the arguments being made by the author.

# **Citations**

- The Chicago Manual of Style offers two systems for citations. The first is known as the 'author-date' system. This requires that you document your sources with parenthetical references, i.e., within brackets, in the text of your paper. These are also known as 'intext' citations. Examples of in-text citations are: (Kaplan 2018, 12), (Mahan and Kris 2015, 44), (Singh and Samaddar 2019, 45-49), (Friedman, Sharma et al 2015, 176-179), etc.
- 2. There are two types of 'notes': Footnotes and 'Endnotes'. Footnotes appear the bottom of a page whereas endnotes appear at the end of the article, chapter, or back of the book. Footnotes are more common in scholarly works due to their ease of access for quick reference. The limiting factor for footnotes is the amount of physical space they occupy on each page (additionally, footnotes must be located on the same page as their reference point). Endnotes avoid the shortcoming of footnotes but are not as conveniently accessible and in texts with a very large numbers of citations, finding a particular note can prove burdensome.
- 3. A footnote generally lists the 'author' (given-name first, followed by any middle-name(s) or initial(s) and followed by the surname), 'title', and 'facts of publication', in that order. Elements are separated by commas and the 'facts of publication' are enclosed in parentheses. Titles are capitalised in headline-style. Titles of larger works (e.g., books and journals) are italicised; titles of smaller works (e.g., chapters, articles) or unpublished works are presented in roman and enclosed in quotation marks. Such

terms as editor/edited by, translator/translated by, volume, and edition are abbreviated.

#### I. Books

### 1. Book being cited for the First Time.

# a. Single Author

The basic sequence is to be 'Author, *Title* (Place of publication: Publisher, Year of publication), Page number(s).'

Example:

Sunil Gupta, The Lost Territory (New Delhi: Pentagon Press, 2016), 210–17.

#### b. Two Authors

Example:

Jaya Nahin and Rumi Patgiri, Found in the Horizon (New Delhi: Studera Press, 2018), 16.

# c. **Multiple Authors** (more than two)

Example:

Ramesh Upadhyay et al, The Future of Democracy (Kolkata: Princeston Press, 15), 49-66

# d. An edited compilation

Example:

Prompel Rahen and Dhiraj Shikhawat, eds., Wandering Streets (Bangalore:Ridan Press, 2017).

# 2. Subsequent Citations of Book

If the book has already been cited earlier, 'shortenedcitations' are to be used. Examples are:

# a. Single Author

Example:

Gupta, The Lost Territory, 214.

#### b. Two Authors

Example:

Nahin and Patgiri, Found in Horizon, 16.

# c. Multiple Authors (more than two).

Example:

Ramesh Upadhyay et al, The Future of Democracy, 61.

# d. An Edited Compilation.

Example:

Rahen and Shikhawat, Wandering Streets, 113.

# 3. Citation for an 'e-book' or an 'Online Version' of a Book.

If the book being cited isan e-book, or, if an online version has been accessed, in addition to the details provided above, the URL is to be indicated. A 'URL' (Uniform Resource Locator) is the address of a specific webpage or a file on the internet.

# a. Single Author

Example:

Arihana Kinpai, Falling Apart of the Empire (New Delhi: Pentagon Press, 2008), 28. <a href="http://press-pubs.reveraarc.accolades">http://press-pubs.reveraarc.accolades</a>

#### b. Two Authors

Example:

Aruna Bali and Bipin Sharma, The Burning Soul (New Delhi: Rohini Publications, 2019), 56-59. <a href="http://www.rohinipublication.burning.soulhtml">http://www.rohinipublication.burning.soulhtml</a>

#### **c. Multiple Authors** (more than two)

Example:

Ramesh Upadhyay et al, The Future of Democracy (Kolkata: Princeston Press, 15), 49-66 http://www.princetonpress.thefurutreofdemocracy

## d. Edited Compilation.

Example:

Prompel Rahen and Dhiraj Shikhawat, eds., Wandering Streets (Bangalore: Ridan Press, 2017), 55-67 http://www.Ridanpress,wanderingstreets

\

If the book has already been cited earlier, use 'shortened citations' such as described earlier. There is no need to repeat the URL.

# 4. 'Chapter' of an Edited Book.

# a. An Edited Compilation

Example:

Kanwal Sidhu, "The Indian Military: a Constitutional Orphan", in Constitutional Crises, eds Ramesh S Guleria and Sudha Karnawat, (Mumbai: Oxford University Press, 2020), 230-242

# b. If the chapter has already been cited earlier, a 'shortened citation' is to be used a. Example:

Sidhu, "The Indian Military: a Constitutional Orphan", 235

#### 5. Translated Book.

a. If being cited for the first time.

Example:

Nancy Kharbangar, "Into the Blackhole. (New York: Penguin House, 2018), 109.

b. If the book has been cited earlier.

Example:

Kharbangar, "Into the Blackhole", 109.

For many more examples, covering virtually every type of book, see 14.100–163 in *The Chicago Manual of Style*.

#### II. Journal Articles

A *journal* is a scholarly or professional periodical available mainly by subscription (e.g., *Library Quarterly, New England Journal of Medicine*). Journals are normally cited byvolume and date.

a. **Journal Article being Cited for the First Time**. Specific page numbers are invariably to be cited. The title of the article is to be placed within double inverted commas, while the name of the journal is to be italicised. For articles consulted online, the URL or the name of the database is to be specified. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins https://doi.org/. Such a URL is preferable to the URL thatappears in the browser's address bar. The following examples are offered:

Suresh Sharma, "Relearning Geopolitical Lessons," *Strategic Ruminations* 111, No2 (April 2016): 70.

Xiaoning Zeng, Olaf Petersson, and Sharmila Kapoor, "Ocean Energy as a Tool for Regional Cooperation: Opportunities and Challenges," *Journal of the Oceans* 141,No 4 (Summer 2019): 9–15, https://doi.org/12.4086/318235.

Pankaj Singh, "The Pakistan Conundrum: Abandoning Prudence," *Indian NavalReview* 38, No 16 (2017): 95-96.

b. **Subsequent Citations of the Same Journal Article**. A shortened form, as indicated bythe following examples, is to be used:

Sharma, "Relearning Geopolitical Lessons," 172–73.

Zeng et al, "Ocean Energy," 143.

Pankaj Singh, "Pakistan Conundrum," 101.

For more examples, see 14.168–87 in *The Chicago Manual of Style*.

# III. Articles from Newspapers/Magazines

A magazine is a weekly or monthly (or sometimes daily) periodical — frequently professionally produced and sometimes specialized, but usually more accessible than journals, especially to general readers — that is available in individual issues at libraries or bookstores or newsstands or offered online, with or without a subscription (e.g., South Asia Defence & Strategic Review, the Economist, Sea & Coast, etc.). Magazines are normally cited by date alone

a. Article being cited for the First Time. Articles from newspapers or news sites, magazines, blogs, and the like are all cited similarly. Page numbers, where applicable, are to be cited. If the article has been consulted online, the URL or the name of the database is to be included. The basic sequence remains unchanged (given name and surname - comma - open double inverted commas - title - close double inverted commas - comma - space - name of newspaper/magazine - comma - date [dd-mmm-yyyy] - comma - page number(s) - full stop -URL). The following examples are offered:

Radhika Grover, "My Nuclear Umbrella Won't Open!", Nayi Khabar, 16 April 2019, 43.

Manoj Kumar Mitra, "Climate Change and Regional Uncertainty", *The Kharagpur Times*, 09 February 2020. <a href="https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html">https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html</a>

Rabindra Mitra, "Playing the Blame Game Indian Style", *First Strike StrategicReview*, 05 July 2017. http://www.fssr.com/strategy/2017/4/11/15209084/opinion

Bharat Sangi, "From Mountains to Seas," *RIMC Alumni Magazine*, September/October 2018, 48.

b. **Subsequent Citations of the Same Article**. A shortened form, as indicated by the following examples, is to be used:

Grover, "Nuclear Umbrella!", 43.

Manoj Kumar Mitra, "Climate Change and Regional Uncertainty", *The Kharagpur Times*, 09 February 2020. <a href="https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html">https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html</a>

Rabindra Mitra, "Playing the Blame Game Indian Style", *First Strike Strategic Review*, 05 July 2017. <a href="http://www.fssr.com/strategy/2017/4/11/15209084/opinion">http://www.fssr.com/strategy/2017/4/11/15209084/opinion</a>

#### IV. Book Reviews

# 1. Book Review being cited for the First Time.

Citations being made for the first time, in respect of a segment of a book review, are to be recorded as indicated in the following example:

Michiko Kakutani, "Friendship Takes a Path That Diverges", review of *Swing Time*, by Zadie Smith, *New York Times*, November 7, 2016.

#### 2. Subsequent Citations of the Same Book Review.

A shortened form, as indicated by the following examples, is to be used:

Kakutani, "Friendship."

# V. Theses and Dissertations

# 1. Thesis or Dissertation being cited for the First Time.

Citations being made for the first time, in respect of an interview, are to be recorded as indicated in the following example:

Cynthia Lillian Rutz, "King Lear and Its Folktale Analogues" (PhD diss., University of Chicago, 2013), 99–100.

#### 2. Subsequent Citations of the Same Thesis or Dissertation.

A shortened form, as indicated by the following examples, is to be used:

Rutz, "King Lear," 158.

# VI. Encyclopaedias and Dictionaries

- a. Well-known reference books, such as major dictionaries and encyclopaedias (whether physical editions or online resources), are normally cited in notes and not in bibliographies.
- b. Physical Editions of Encyclopaedias and Dictionaries. If the physical edition of an encyclopaedia or a dictionary is cited in a footnote. The elements of the citation are to be separated by commas and are to include: the name of the encyclopaedia or dictionary (in italics), the edition (if it is not the very first edition), the date on which the volume or series was issued, followed by the abbreviation s.v. (*with* the full-stops in it 's.v.' stands for *sub verbo* and means 'under the word/title'), and, the title of the entry (within quotation marks). Examples are:

Encyclopaedia Britannica, 15th ed. (1980), s.v. "salvation."

Dictionary of American Biography (1937), s.v. "Wadsworth, Jeremiah."

Oxford English Dictionary, 2<sup>nd</sup> ed. (CD-ROM, version 4.0, 2009), s.v.

"hoot(e)nanny, hootananny."

c. Online Encyclopaedias and Dictionaries. For continually updated online resources, an edition number is unnecessary. Instead, a date on which the publication was posted, or, a revision date for the cited entry is to be included. The web-address (URL) or, better still, the Digital Object Identifier (DOI) is to be included Include a URL as the last element of citation; if the entry lists a recommended form for the URL, use that version. If neither the publication date nor, a revision date is available, the date on which the resource was accessed is to be recorded. Time stamps should be included for frequently updated resources (such as Wikipedia). Examples are as follows:

Encyclopaedia Britannica Online, Academic ed., s.v. "Arturo Toscanini", accessed 06 April 2020, http://academic.eb.com/EBchecked/topic/600338/Arturo-Toscanini

Grove Music Online, s.v. "Toscanini, Arturo," by David Cairns, accessed 12January 2020, http://www.oxfordmusiconline.com/subscriber/article/grove/music/28197

*Wikipedia*, s.v. "Stevie Nicks", last modified 02 April 2016, 18:30, <a href="http://en.wikipedia.org/wiki/Stevie\_Nicks">http://en.wikipedia.org/wiki/Stevie\_Nicks</a>

*Merriam-Webster*, s.v. "app (*n*.)," accessed 14 February 2020, http://www.merriam-webster.com/dictionary/ap

# VII. Repetition of Citation

The first note for each source is to include all relevarft information about the source: author's full name, source title and facts of publication. All subsequent repetitions of a particular citation are to be done as listed below:

#### a. Repeat Consecutive Citation with same page of source:

If citing the same source and page number(s) from a single source two or more consecutive times consecutively, the corresponding note is to use the word "Ibid.," an abbreviated form of the Latin ibidem, which means "in the same place."

Example. Ibid.

# b. Repeat Consecutive Citation with different page of source:

In case it is a citation just as the one before it with then instead of giving the full citation, ibid followed is any) is to be written in the footnote/endnote.

Example. Ibid., p. 345

# c. Repeat citation after a gap

If citing the same source again, the note only includes the surname of the author, number of original note and page number(s).

Note: In order to denote the original note number use only (n.) and not (no.)

Book Example. Chawla, n.23,p.65.

#### VIII. Maps

If a citation in respect of a map is to be included in footnote or bibliography, itselements should the include: the cartographer (if known) and the title of the map (in italics) or a description (in roman), followed by the scale and size (if known) and publication details or location of the map. A citation referencing undated maps obtained or consulted online is to include the date of last revision and the date of accession. Examples include the following:

Samuel de Champlain, cartographer, Carte geographique de la Nouvelle Franse, 1612, 43 x 76 cm, in The History of Cartography, Vol. 3, Cartography in the European

Renaissance (Chicago: University of Chicago Press, 2007), fig. 51.3.

*Yu ji tu* [Map of the tracks of Yu], AD 1136, Forest of Stone Steles Museum, Xi'an, China, stone rubbing, 1933, 84 × 82 cm, Library of Congress, <a href="http://www.loc.gov/item/gm71005080/">http://www.loc.gov/item/gm71005080/</a>

Satellite view of Chicago, Google Earth, accessed 02 August 2019, https://www.google.com/maps/@41.7682665,-87.723154,93759m/data=!3m1!1e3

US Geological Survey. *California: Yosemite Quadrangle*. 1909; repr., 1951. 30-minute series quadrangle, 1:125,000 scale. National Map, Historic Topographic Map Collection. <a href="http://nationalmap.gov/">http://nationalmap.gov/</a>

# Pictures/Images

An author creating an illustration adjusted from, or using data from, anothersource should credit that source for reasons of professional courtesy and readers' information.

To cite an image that has been found through Google using the image-search function, the Web site where the image was posted is to first be identified. The image is thereafter to be cited as it would have been had it been found in the original website where it was posted. If the image has no official title, a short description may be created.

# IX. Tables

If a figure or table is being cited, the abbreviation fig. may be used for figure, but the words table, plate, and other forms of illustration, are to be spelt out. The page number, if given, is to precede the illustration number, with a comma between them. An example is:

Jean-Paul Chavas, David Hummels, and Brian D. Wright, eds., *The Economics of Food Price Volatility* (Chicago: University of Chicago Press, 2014), 167, Table 4.4.

#### X. Social Media

Social media platforms such as Twitter have become popular sources of information.

#### a. Twitter (Tweets)

In citing a tweet, the elements are to be: Given name and surname, twitter post, month day, year, time, URL. The following example illustrates this:

<sup>&</sup>lt;sup>7</sup> Encyclopaedia Britannica, Twitter post, July 18, 2017, 11:45 a.m., https://twitter.com/Britannica/status/887382776747630594

#### b. YouTube.

YouTube is a social media network, like any other. The elements, which areto be separated by commas, are: the name or title of the video (in quotation marks with 'initial capitals'), YouTube video, the vide length in the format 'hours:minutes:seconds', the name or company or brand that has published the video (in quotation marks), the date the video was published (in dd/mmm/yyyy format), the URL. An example of such a citation is:

<sup>16</sup> "Adam Ruins Everything - A Big Bed of Lies | truTV," YouTube video, 1:54, "truTV," 01 Dec 2019, https://www.youtube.com/watch?v=g8pFqdn1r5s&t=21s

#### c. Podcast.

When citing a podcast, the episode title (and number, if it is included in the title of the episode) is be placed within quotation marks, followed by the date of publication, the title (in italics), the producer, the word 'podcast', the format used, the length of the podcast, and, the URL. This is shown in the following example:

Sean Cole and Ira Glass, "622: Who You Gonna Call?," August 4, 2017, in *This American Life*, produced by WBEZ, podcast, MP3 audio, 1:00:27, <a href="https://www.thisamericanlife.org/radio-archives/episode/622/who-you-gonna-call">https://www.thisamericanlife.org/radio-archives/episode/622/who-you-gonna-call</a>

#### XI. Interviews

An Interview being cited for the First Time.

Citations being made for the first time, in respect of an interview, are to be recorded as indicated in the following example:

Kory Stamper, "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English", interview by Terry Gross, *Fresh Air*, NPR, April 19, 2017, audio, 35:25, <a href="http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english">http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english</a>

#### XII. Internet Sources

Brin, D. (1993), "The good and the bad: Outlines of tomorrow", [Online: web] Accessed 5 Sept. 1995 URL: <a href="http://kspace.com/KM/spot.sys/Brin/pages/piece1.html">http://kspace.com/KM/spot.sys/Brin/pages/piece1.html</a>.

Harvey, G. (1995), Writing with Sources: A Guide for Harvard Students, Gordon Expository Writing Program, Harvard University, [Online: web] Accessed 15 May 2005, URL: http://www.fas.harvard.edu/~expos/sources/

ICTSD (2004), International Centre for Trade and Sustainable Development (Geneva), "India Submits Cautious Services Offer", BRIDGES Weekly Trade News Digest, 8 (3), 28 January: 4-5, URL: http://www.ictsd.org/weekly/04-01- 28/BRIDGESWeekly8-03.pdf.

IFATPC (2004), International Food and Agricultural Trade Policy Council, "TwentyFive Ways to Improve the Derbez Draft on Agriculture", 10 February, URL: http://www.agritrade.org/Doha/Derbez/Assessment%20Paper.pdf.

Przeworski, Adam and Frank Salomon (1995), "The Art of Writing Proposals: Some Candid Suggestions for Applicants to Social Science Research Council Competitions", New York: Social Science Research Council, revised 1998, [Online: web] Accessed 3 February 2006, URL: <a href="http://www.ssrc.org/fellowships/art\_of\_writing\_proposals.page">http://www.ssrc.org/fellowships/art\_of\_writing\_proposals.page</a>

# **Bibliography**

The following general aspects, germane to a bibliography, are to be borne in mind:

- a. A bibliography is required solely when writing a book.
- b. All sequential entries are to be organised alphabetically by the surname of the author (or, in the case of multiple authors, the surname of only the first-named author).
- c. A bibliography entry starts with a capital letter unless the first word would normally be lower-cased (as in a last name that begins with a lowercase particle (e.g., "de Lima, Manuel").
- d. In a bibliography entry, the elements are separated by periods rather than by the use of commas as separators in a footnote.
- e. As in a footnote, titles in a bibliography are capitalised in headline-style unless they are in another language; titles of larger works (e.g., books and journals) are italicised; and titles of smaller works (e.g., chapters, articles) or unpublished works are presented in roman and enclosed within quotation marks. Noun-forms, such as 'editor', 'translator', 'volume', and 'edition' are abbreviated, but whereas even verb-forms, such as 'edited by' and 'translated by', are abbreviated in a footnote, they are spelled-out in a bibliography.
- f. The 'facts of publication' are not enclosed in parentheses.
- g. Single line-spacing is to be used (NOT 1.15).
- h. The bibliography is to categorised under 'Books', 'Journal Articles', 'Newspapers and Magazines', etc. The alphabetical listing is to begin afresh in each category.

#### I. Books

The sequence of entries in the bibliography is to be as follows:

- a. Author: full name of author(s) or editor(s) or, if no author or editor is listed, the name of institution standing in their place.
- b. Title: full title of the book, including subtitle if there is one.
- c. Editor, compiler, or translator, if any, if listed on title page in addition to author.
- d. Edition (if this is not the first edition).

- e. Volume: total number of volumes if a multivolume work is referred-to as a whole; or, the individual number if single volume of multivolume work is cited, and the title of the individual volume if applicable.
- f. Series title, if applicable, and, the volume number within the series, in case the series has been numbered.
- g. 'Facts of publication': city, publisher, and date.
- h. Page number (or numbers) if applicable.
- i. For books consulted online, a URL (or DOI-based URL); and, for other types of electronic books, the application, format, device, or medium consulted.

#### j. Example:

Austen, Jane. Pride and Prejudice. New York: Penguin Classics, 2007. Kindle.

Berkman, Alexander, Henry Bauer, and Carl Nold. *Prison Blossoms: Anarchist Voices from . . .* 

Borel, Brooke. *The Chicago Guide to Fact-Checking*. Chicago: University of Chicago Press, 2016. ProQuest Ebrary.

D'Agata, John, ed. *The Making of the American Essay*. Minneapolis: Graywolf Press, 2016.

Daum, Meghan, ed. Selfish, Shallow, and Self-Absorbed: Sixteen Writers on the Decision Not to Have Kids. New York: Picador, 2015.

García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988.

Gould, Glenn. "Streisand as Schwarzkopf." In *The Glenn Gould Reader*, edited by Tim Page, 308–11. New York: Vintage Books, 1984.

Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of

Chicago Press, 1987. http://press-pubs.uchicago.edu/founders/.

Lahiri, Jhumpa. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf, 2016.

Melville, Herman. *Moby-Dick; or, The Whale*. New York: Harper & Brothers, 1851. <a href="http://mel.hofstra.edu/moby-dick-the-whale-proofs.html">http://mel.hofstra.edu/moby-dick-the-whale-proofs.html</a>.

Strayed, Cheryl. Wild: From Lost to Found on the Pacific Crest Trail. New York: Alfred A.Knopf, 2012.

#### II. Journal Articles

a. Citations of journals typically include the volume and issue number and date of publication. The volume number follows the italicized journal title in roman and with no intervening punctuation. The range of pages that the article occupies in the journal is to be specified in the bibliography.

## b. Examples:

Bagley, Benjamin. "Loving Someone in Particular." *Ethics* 125, no. 2 (January 2015): 477-07

Bay, Rachael A., Noah Rose, Rowan Barrett, Louis Bernatchez, Cameron K. Ghalambor, Jesse R. Lasky, Rachel B. Brem, Stephen R. Palumbi, and Peter Ralph. "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures." *American Naturalist* 189, no. 5 (May 2017): 463–73. <a href="https://doi.org/10.1086/691233">https://doi.org/10.1086/691233</a>

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. "Expanding College Access in Taiwan, 1978-2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1 (Spring 2017): 1–34. <a href="https://doi.org/10.1086/690235">https://doi.org/10.1086/690235</a>

Liu, Jui-Ch'i. "Beholding the Feminine Sublime: Lee Miller's War Photography." *Signs* 40,No 2 (Winter 2015): 308-19. https://doi.org/10.1086/678242

LaSalle, Peter. "Conundrum: A Story about Reading." *New England Review* 38, no. 1(2017): 95-109. Project MUSE.

Satterfield, Susan. "Livy and the *Pax Deum*." *Classical Philology* 111, no. 2 (April 2016):165-76.

# I. Newspapers, News Sites, Magazines, Blogs, etc.

- a. Articles from newspapers or news sites, magazines, blogs, and the like, are all cited similarly. Unlike the case with a footnote, wherein page numbers (if any) are to becited, these are omitted from a bibliography entry.
- b. The URL or the name of the database from which an online article has been consulted, is to be included.
- c. Readers' comments are to be omitted from a bibliography.

#### d. Examples:

Manjoo, Farhad. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times*, March 8, 2017.

https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html

Mead, Rebecca. "The Prophet of Dystopia." New Yorker, April 17, 2017

Pai, Tanya. "The Squishy, Sugary History of Peeps." *Vox*, April 11, http://www.vox.com/culture/2017/4/11/15209084/peeps-easter

Pegoraro, Rob. "Apple's iPhone Is Sleek, Smart and Simple." Washington Post, July 5, 2007. LexisNexis Academic.

#### IV. Book Reviews

Kakutani, Michiko. "Friendship Takes a Path That Diverges." Review of *Swing Time*, by Zadie Smith. *New York Times*, November 7, 2016.

#### V. Theses and Dissertations

Rutz, Cynthia Lillian. "King Lear and Its Folktale Analogues." PhD diss., University of Chicago, 2013.

#### VI. Interview

Stamper, Kory. "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English." Interview by Terry Gross. *Fresh Air*, NPR, April 19, 2017. Audio, 35:25. <a href="http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english">http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english.</a>

# VII. Government, International Organisations and NGO publications

Name of the Government/ International Organisation (year), Title, Publication Details (number etc) if any, Place.

# Examples:

Government of India (2005), Economic Survey 2004-2005, Ministry of Finance, New Delhi.

Ministry of Commerce (2000), Government of India, Ministry of Commerce, Newsletter of Ministry of Commerce: India and the WTO, 2 (12) December.

Ministry of Commerce (2001), Government of India, Ministry of Commerce, 'India reaffirms position on WTO issues at Mexico meet', Newsletter of Ministry of Commerce: India and the WTO, 3 (6-7), June-July: 3-9.

Ministry of Commerce (2001), Government of India, Ministry of Commerce, 'India reaffirms position on WTO issues at Mexico meet', Newsletter of Ministry of Commerce: India and the WTO, 3 (9), September.

World Bank (2003), World Development Report 2003, Oxford University Press: New York.

Congressional Hearings, I, (1999), US 106 th Congress, Session 1 st, Senate, Committee on Foreign Relations, Hearings, The Taiwan Security Enhancement Act, August 4, 1999 (US Government Printing Office: Washington. DC).