STYLE MANUAL OF THE NATIONAL MARITIME FOUNDATION (NMF)

1.   A 'style guide', or 'style manual', is a set of standards for the writing and design of documents, either for general use or for a specific publication, organisation or field. The implementation of a style guide provides uniformity in style and formatting within a document and across multiple documents.

2.   The NMF has two broad genres of publication of its research-content. The first is the content that is uploaded on its website (www. maritimeindia.org). The second is content that is published in hard-copies (i.e., on paper). Examples of the latter include the Foundation's flagship journal, "Maritime Affairs", and, hard-copy print-version of the year's online content, which is titled "Maritime Perspectives".

3.   M/s Taylor and Francis, who publish a very large number of books and academic journals worldwide, is contracted by the National maritime Foundation (NMF) to publish the Foundation's flagship journal, "Maritime Affairs". M/s Taylor & Francis is an international publishing company that originated in England and is a division of M/s Informa Private Limited (plc), which is a United Kingdom-based publisher and conference company.

4.   Although the large majority of writing on the Internet is by American authors of one or another kind, formal writing in India relies upon British (English UK) forms, formats and style. **The 'house-style' of the National Maritime Foundation (NMF) will, henceforth, conform largely to the Chicago Manual of Style**.

LAYOUT

Font, Font-size, Line-spacing, and Language

5.   There are two main font-types: serif and sans serif. Serif fonts have little protrusions at the ends of the letters, and sans serif fonts do not. Serif fonts tend to be easier to read, especially when printed on paper, because the serifs help guide the reader's eyes by creating an imaginary line under the letters, making it easier for him or her to follow sentences and stay concentrated.

6.   All documents submitted for publication to the NMF are to be in 'Garamond' font (size 12). Footnotes are to be in Garamond Size 10. The line-spacing for all submissions is to be 1.15

7.   All content is to be in the Latin script[1], with English (UK) as the default language. English (US) and English (India) will **NOT** be accepted by the NMF.

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[1] The Latin alphabet is the alphabet that is normally used to write the English language, as well as most other western European languages, including German, French, Italian, Spanish, Portuguese, *et al.*

8.   Care is to be taken to ensure that British spellings are used.

9.   **Foreign Words**.

    (a)   French words and those drawn from other languages using the Latin script may use accents appropriate to the word.

    (b)   Words drawn from languages that do not use the Latin script (e.g., Hindi, Urdu, Arabic, Persian, Chinese, Japanese, Korean, Myanmar, Thai, Cyrillic, Greek, Turkish, Hebrew, etc.) are to be used extremely sparingly, if at all. These words are to invariably be accompanied by their English translation placed within parentheses (i.e., brackets).

10.   **Horizontal Spacing between Sentences**. Sentences in a paragraph, sub-paragraph, are to be separated from one another by adding two spaces after the full stop of the preceding sentence.

11.   **Text Justification**. Although Microsoft Word does have a feature to 'justify' text, this does not work in the same way as software that is custom-designed for desktop publishing (DTP software) does. When producing full justification of text, Word simply adjusts the inter-word spacing, often causing visual confusion and producing overstretched lines (especially the last line of a paragraph). Most Style Manuals that have been updated for the computer age recommend that text be kept left-aligned (i.e., with a ragged right-hand edge). A printer or a publisher uses a very different software (such as 'Xara Page & Layout Designer', 'Adobe InDesign', etc.) that will import the Word document, then subject it to multiple processes such as 'kerning' and 'ligatures'. For the most part, authors do not have or use professional DTP software and seldom have mastery even over simpler DTP packages such as Microsoft Publisher. In recognition of this, and being acutely conscious of the severe limitations of Microsoft Word in attempting to produce fully justified text, the NMF requires that all text submissions be 'left aligned', with the right edge being 'ragged'.

12.   **Capitalisation**.

    (a)   **Title and Centre Headings**. Block capitals are to be used for the 'title' and for all 'centre headings'.

    (b)   **Author's Name**. 'Initial capitals' are to be used to record the author's name — i.e., the initial letters of important words are to be capitalised (i.e., placed in upper case). The entire name is to be in italics. This norm is to apply to multiple authors as well. No full stops are to be used to denote initials (e.g., *"Ritika V Kapoor"* and NOT *"Ritika V. Kapoor"*.

    (c)   **'Group Headings', 'Paragraph Headings', 'Sub-Paragraph Headings', and 'Sub-sub-Paragraph Headings'**. 'Initial capitals' are to be used in 'group headings', 'paragraph headings', 'sub-paragraph headings', and 'sub-sub-paragraph headings'. However, the definite or indefinite article ('a', 'an', and 'the') is NOT to be capitalised

unless it occurs at the commencement of the heading. Similarly, in any of these headings, prepositions (e.g., 'on', 'over', 'under', 'with', 'at', 'against', 'above', 'about', 'before', 'by', 'below', 'for', 'in', 'into', etc.) are NOT to be capitalised. Likewise, conjunctions (e.g., 'and', 'or', 'nor', 'but', 'yet', 'so', 'after', 'because', 'of', 'only', 'until', 'unless', 'while', etc.) are NOT to be capitalised.

(d)   **Capitalisation in the Main Body of the Text**. Capital letters should be used sparingly and for the specific rather than the general. For instance, use 'the king', but 'King George V'; 'the government' but the 'Government of India'. Since India uses the word 'state' for its internal political and administrative divisions, use 'state' when referring to these, but 'State' when referring to a country. Offices of the State should be capitalised ('e.g., the Prime Minister', 'the Minister for External Affairs', the 'Defence Secretary'), as should government ministries (e.g., 'the Ministry of Defence', the 'Ministry of Petroleum and Natural Gas', etc.). The names of political parties are capitalised (e.g., 'the Congress Party', 'the *Bharatiya Janata Party*', the Communist Party of India', etc.). However, the lower case is used for political movements (e.g., 'the labour movement', 'liberalism', 'communism', 'capitalism', 'the far left', 'the far right', 'left-wing parties', 'the women's movement', etc.). When referring to compass-directions, use 'the North', but 'northern England', 'south Wales', 'north America', 'east Africa', 'southeast Asia', 'India's eastern seaboard', the 'west coast of India', the southern Indian peninsula', etc.

13.   **Names of Ships**.

(a)   The name of a ship is invariably to be italicised.

(b)   The names of warships are never to be placed within single inverted commas (single quotation marks) or double inverted commas (double quotation marks) or spelt using block-capital letters.

(c)   If the prefix 'INS' (for Indian warships) or other national-equivalents (e.g., 'HMS' [His/Her Majesty's Ship], HMNLS [His/Her Majesty's Nether Lands Ship], PNS [Pakistan Navy Ship', HS [Hellenic Ship], etc) is being used, the use of the definite letter ('The') before a ship's name is optional and is to be determined by the context.

(d)   Similarly, for ships of the merchant marine, if a prefix (usually an abbreviation for the propulsion-system that the ship has (e.g., MV [Motor Vessel], SS [Steam Ship], MT [Motor Tanker], SV [Sailing Vessel], etc.) or the function of the vessel (e.g., CS [Cable Ship/Cable-layer], RMS [Royal Mail Ship], RV [Research Vessel], etc.) is used before its name, the use of the definite letter ('The') before a ship's name is optional and is to be determined by the context.

(e)   If, however, a prefix is not used, the name is to be prefixed by the definite article ('the'). Thus: "The *Hood* has located the *Bismarck*", and **NOT** "*Hood* has located *Bismarck*"; "He had served aboard the *Delhi*", and **NOT** "He had served aboard *Delhi*"; "The Indian Navy sailed two frigates, the *Brahmaputra* and the *Shivalik*", and **NOT** "The

Indian Navy sailed two frigates, *Brahmaputra* and *Shivalik*"; "He recounted the infamous collision between the *Lotus* and the *Bozkourt*…", and **NOT** "He recounted the infamous collision between *Lotus* and *Bozkourt*…".

14.   **Names of Operations, Exercises and Projects**. Names of naval and coast guard operations (often abbreviated to 'Op'), exercises (often abbreviated to 'Ex') are to be written in block-capitals (e.g. Op PYTHON, Op SAHAYATA, Op GOAL KEEPER, Ex SEA VIGIL, Ex DOSTI, Ex KONKAN, Ex MALABAR, Ex SIMBEX, etc.). Where a word is used as the name of a project or a political-doctrine can have more than one meaning, the name of the project is to be written in block capitals. (e.g., SAGARMALA, SAGAR, etc.).

15.   **Apostrophes**. Use 's' for the possessive case in English names and surnames wherever possible: Charles's, Jones's. Use 1960s, the early-70s, the mid-nineties, but NEVER 1960's, 1990's, etc.

16.   **Hyphens**.

     (a)   Hyphens are to be applied consistently.

     (b)   Use 'the inter-war years', not 'the interwar years'; 'the working class', but 'working-class aspirations', 'the twentieth century', but 'twentieth-century politics'; 'in the long term', but 'long-term trends', etc.

     (c)   American writing is peppered with a multiplicity of nouns and adjectives, and, verbs and adverbs. Use hyphens (without a space preceding or succeeding them) to indicate which noun is being qualified by which adjective. (e.g., 'long range radar seeking rolling airframe air to surface missile' should be written as 'long-range radar-seeking rolling-airframe air-to-surface missile'; 'thermal expansion valve' could be thermal expansion-valve' or, alternatively, thermal-expansion valve'. Use an 'em-dash' (long dash '—') to insert a thought or phrase that is distinct from the main sentence (e.g., *"he sent for the document — something that the Secretary had expressly warned him against — and waited impatiently for Thomas to meet him in the foyer"*).

     (d)   A hyphen (without any preceding space) is also used with successive adjectives to indicate that each of these adjectives will eventually connect with a noun. Examples are: the eighteenth- and nineteenth-century technologies.

17.   **Quotations**. Quotations are to be in italics and are to open and close with double-inverted commas (double quotation marks). A large textual quotation (also known as a 'block quotation') is to be indented 0.5-inches from the left page-margin. If the block quotation exceeds a single paragraph, each succeeding paragraph is to be separated from the preceding one by the insertion of a line-break.

Title Headings, Author's Name and Centre Headings

18.　　**'Title' and Author's Name**. The 'Title' of the article is to be in boldface, block capitals, and, centred between the page margins. The name of the author or authors and any salutations pertinent thereto are to be in italics, using initial capitals and regular typeface (not in boldface). The name(s) of the author(s) is/are to be vertically separated from the 'title' by inserting a line-break between the two. For example:
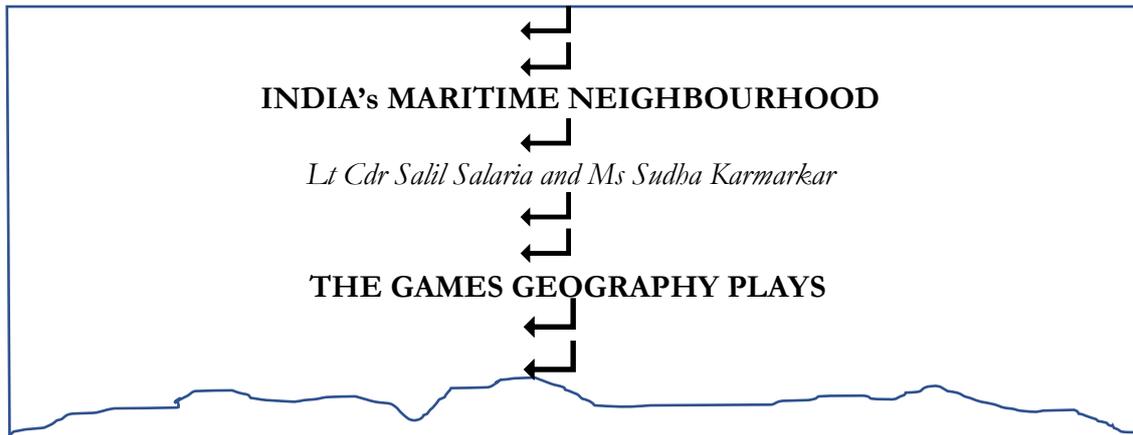
INDIA's MARITIME NEIGHBOURHOOD

Lt Cdr Deepak Salaria and Ms Dipti Sawant
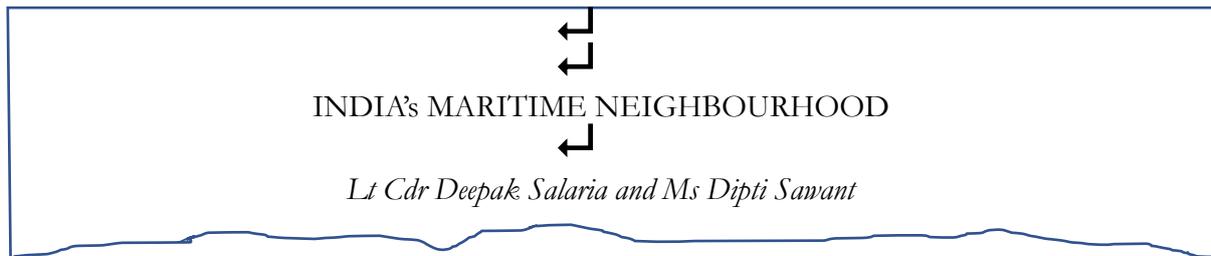
Segmentation of the Main Body of the Text

19.　　In order to make the flow of the logic evident to the reader, the text of the main body of the article is to be broken up into a series of segments. Each segment is created to enable a reader to readily discern the logical flow of the argument(s) being made by the author.
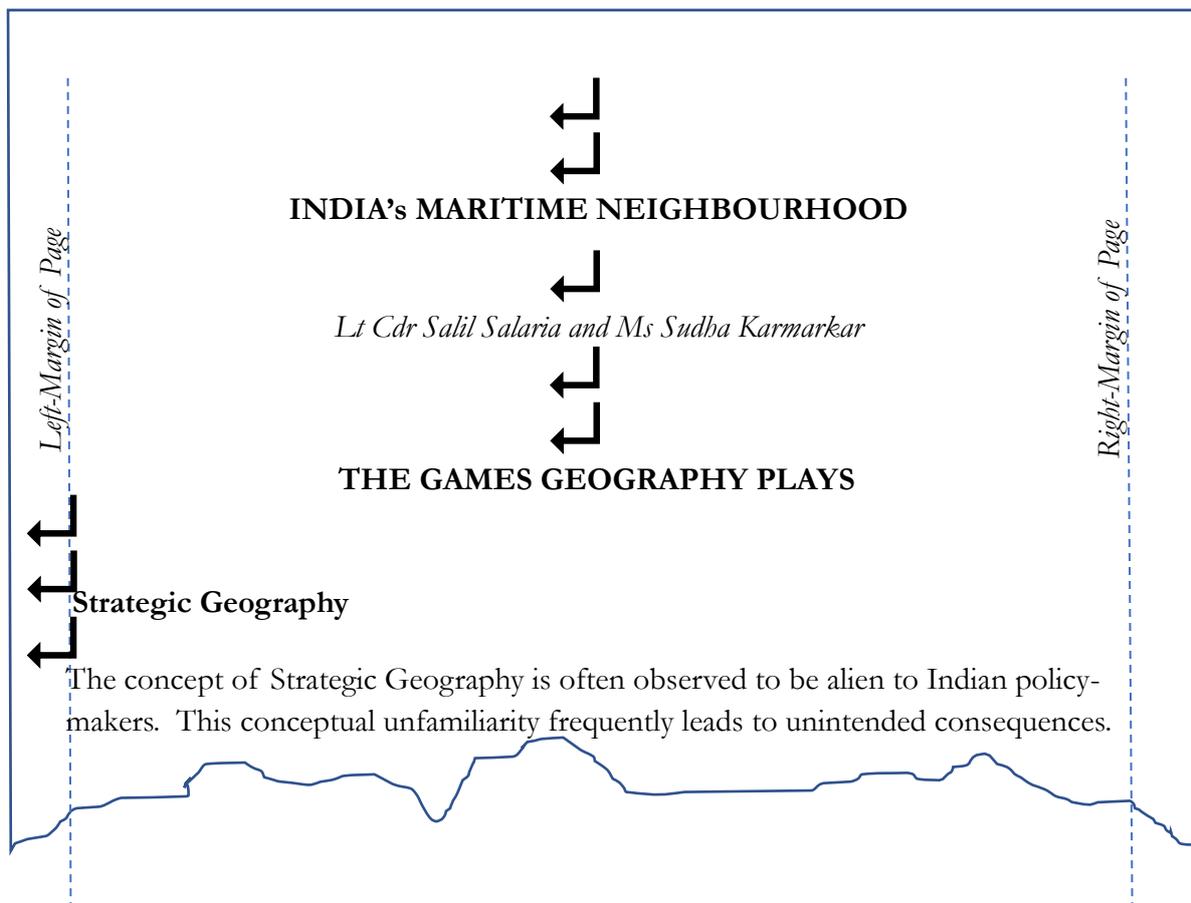
20.　　**'Centre Headings'**.

　　(a)　　In an article or a monograph, the largest segments might well be separated from one another by the use of successive 'centre headings'. Centre headings are not mandatory but their use is certainly recommended if the main body of the text is lengthy. In a book, these would correspond either to 'sections' or to 'chapters'. The theme or idea conveyed by a given centre heading governs the logical presentation of subordinate segments (groups, paragraphs, sub-paragraphs and so on) until the reader arrives at the next centre heading. The latter informs the reader that a new string of coherently-connected logical thoughts, which differ substantially from those that were contained in the preceding segment, is now about to be presented. The reader is being asked to make a significant mental shift to a distinctly different facet of the overall argument being made by the author.

　　(b)　　Successive 'centre headings' provide the largest segmentation of the logical flow that underpins the arguments being made via the main body of the text. Centre headings (where used) are to be in boldface, block capitals, and, are to be centred between the page margins. Every centre heading is to be vertically separated from the preceding text by inserting two successive line-breaks. Thereafter, the first line of the following text (or heading) is once again to be vertically separated from the 'centre heading' by inserting two successive line-breaks. For example:

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21.   **Groups and Group Headings**.

(a)   Within two successive centre headings, a lengthy text might next be segmented into 'groups' each of which must then have a 'group heading'.

Left-Margin of Page

Right-Margin of Page

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Strategic Geography

The concept of Strategic Geography is often observed to be alien to Indian policy-makers. This conceptual unfamiliarity frequently leads to unintended consequences.

(b)   The ideas conveyed by the text following a given 'group heading' must have a coherent flow of logic that is logically governed by the group heading and is evident to the reader. A given group heading governs the logical and thematic flow of the ensuing text until the reader arrives at the next group heading.

(c)   Group headings (where used) are to be in in boldface, use initial capitals (see norms for capitalisation), and be aligned with the left page-margin. A 'group heading' has no full stop at the end. Group headings are to be vertically separated from the preceding text by inserting two successive line-breaks, and, from the succeeding text (or heading) by inserting one line-break.

22.   **Paragraphs, Paragraph Numbers, and Paragraph Headings**.

(a)   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.

(b)   In order to provide the reader a brief preview of the arguments or thoughts within a given paragraph, use is often made of 'paragraph headings'. These are, however, not mandatory.

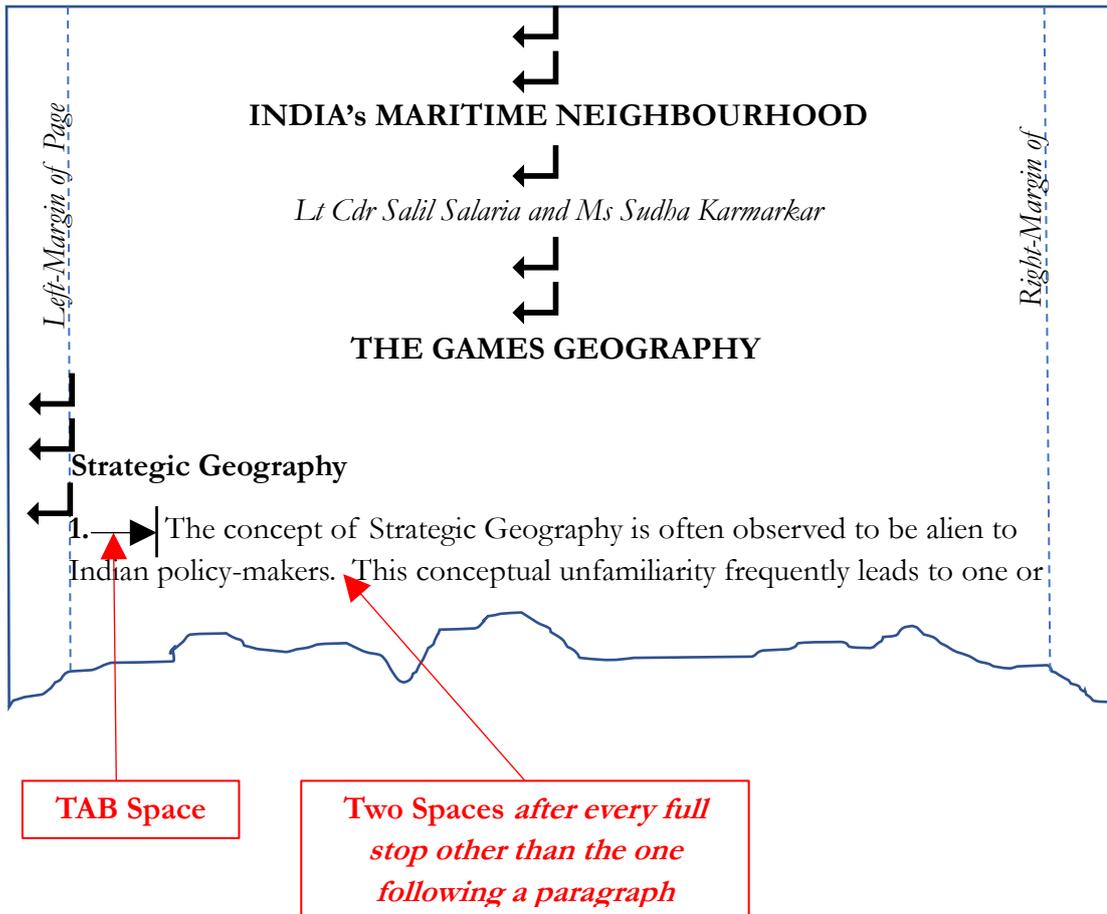(c)   **Paragraph Numbers**.

    (i)   It is not mandatory to use paragraph numbers. In fact, most academic journals prefer that paragraph numbers not be used.

    (ii)   On the other hand, writing norms for personnel of India's Defence Forces mandate that paragraphs (and sub-divisions thereof) are invariably to be numbered. There is a very good reason for this: subsequent references to a specific portion of the document becomes easy.
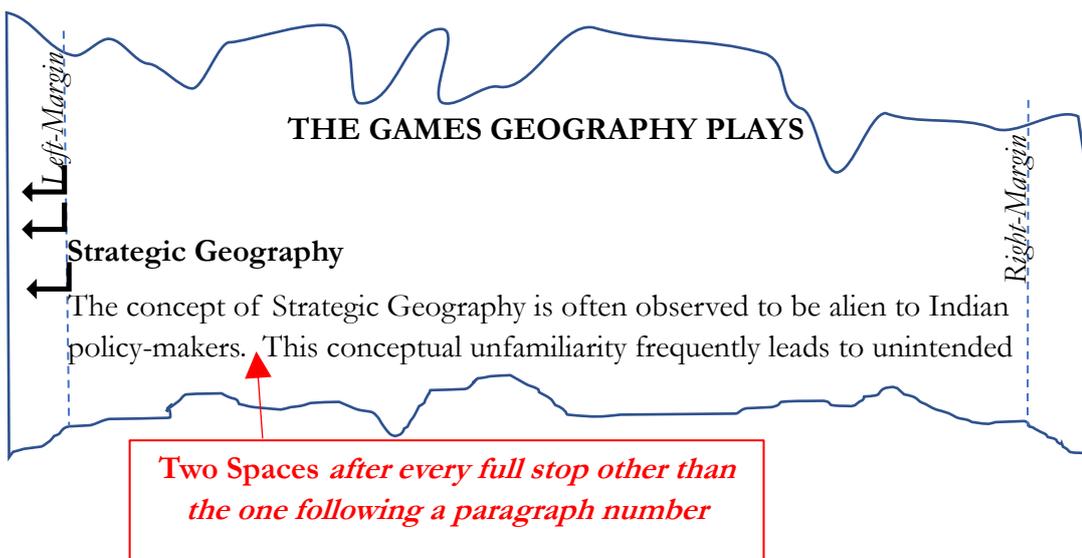
    (iii)   However, given that the large bulk of writing by authors writing for the NMF is intended for publication either on the NMF Website or in print journals, authors are to avoid giving paragraph-numbers in the final submission of their articles, monographs or books.

    (iv)   In interim drafts, however, which are meant for editors to edit and polish-up the article to the point where it could be published, the numbering of paragraphs, sub-paragraphs, sub-sub paragraphs, etc., is an option that may be exercised if so desired by the author or if so mandated by the editor(s).
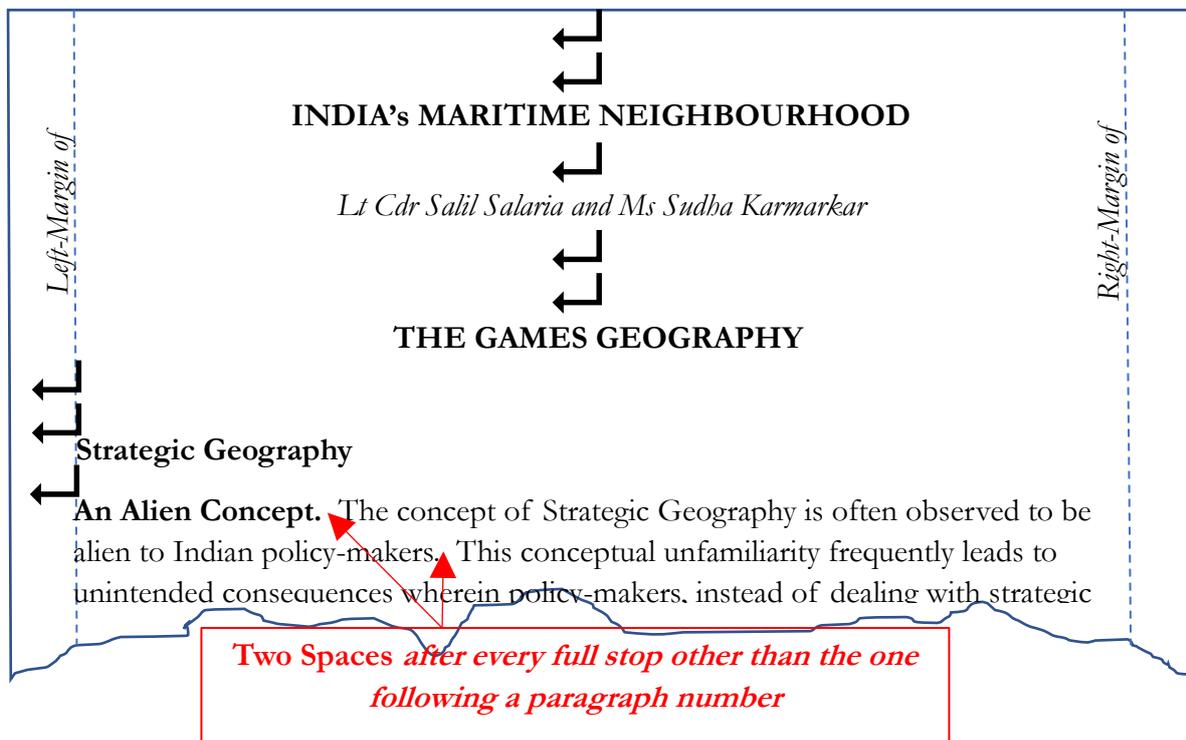
    (v)   If the author opts to use paragraph numbers, Arabic numerals (1, 2, 3, etc.) are to be used. The paragraph number is to be immediately followed by a full stop. The first letter of the ensuing text is to be separated from this full stop by two spaces (and NOT by a tab-space). Example:

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Strategic Geography

1. The concept of Strategic Geography is often observed to be alien to Indian policy-makers. This conceptual unfamiliarity frequently leads to one or

TAB Space

Two Spaces *after every full stop other than the one following a paragraph*

(vi) **Layout without Paragraph Numbering**. If the author does not wish to use paragraph numbers, the first letter of the paragraph-heading, or, if there is no paragraph-heading, the first letter of the ensuing text, is to be aligned to left margin of the page. Example:

THE GAMES GEOGRAPHY PLAYS

Strategic Geography

The concept of Strategic Geography is often observed to be alien to Indian policy-makers. This conceptual unfamiliarity frequently leads to unintended

Two Spaces *after every full stop other than the one following a paragraph number*

(d)   **Paragraph Headings**. Paragraph headings (where used) are to be in in boldface and are to use initial capitals (see norms for capitalisation). It is perfectly acceptable for some paragraphs to have headings while others do not. If used, a 'paragraph heading' is to invariably end with a full stop. This full stop is to be followed by two-spaces (and NOT by a tab-space). The ensuing text is to commence after these two-spaces. Paragraph headings are to be vertically separated from the preceding text by inserting a single line-break.   Example:

Left-Margin of

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Strategic Geography

An Alien Concept. The concept of Strategic Geography is often observed to be alien to Indian policy-makers. This conceptual unfamiliarity frequently leads to unintended consequences wherein policy-makers, instead of dealing with strategic

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Two Spaces *after every full stop other than the one following a paragraph number*

23.   **Sub-paragraphs, Sub-Paragraph Numbers and Sub-Paragraph Headings**.

(a)   Quite often, the text of a given paragraph itself need further segmentation into sub-paragraphs. As in the case of their parent paragraphs, sub-paragraphs should be used by authors to present their arguments in small, 'easy-to-read' packages of information or logical argument. An example of the layout of a sub-paragraph is:

(b)   **Sub-paragraph Headings**. In order to provide the reader a brief preview of the arguments or thoughts within a given paragraph, use may be made of sub-paragraph headings. Sub-paragraph headings are to be in boldface, use initial capitals (see norms for capitalisation), and inserted one tab-space of 0.5 inches after the closing bracket of the sub-paragraph number. It is perfectly acceptable for some sub-paragraphs to have headings while others do not. A 'sub-paragraph heading' is to invariably end with a full stop. This full stop is to be followed by two-spaces (and NOT by a tab-space). The text of the sub-paragraph text is to commence after these two-spaces.

(c)   **Sub-paragraph Numbers**. Authors are to use sub-paragraph numbers and are discouraged from using bullets in lieu of sub-paragraph numbers. Sup-paragraph numbers are to be in the form of lower-case Latin letters (alphabets commencing with 'a') and placed within parentheses. Examples are (a), (b), (c), (d), and so on. The closing bracket is to be immediately followed by a tab-space of 0.5-inches and the ensuing text is to commence thereafter.

(d)   **Indentation of Sub-paragraphs**. The entire sub-paragraph, including the sub-paragraph number and all ensuing text, is to be right-indented by a horizontal distance of 0.5 inches from the left-hand margin of the page.

(e)   **Example:**

24.　**Sub-sub-paragraphs, Sub-sub-paragraph Numbers, and Sub-sub-paragraph Headings**.

(a)　In the interests of clarity, a given sub-paragraph may likewise be further segmented into sub-sub-paragraphs.

(b)　**Sub-sub-paragraph Numbers**. Sub-sub-paragraphs may be given numbers or the author may choose to use bullets in lieu of numbers. If the author opts to use sub-sub-paragraph numbers, lower-case Roman numerals, placed within parentheses are to be used: (i), (ii), (iii), (iv) and so on. The closing bracket is to be immediately followed by a tab-space of 0.5-inches and the ensuing text is to commence thereafter.

(c)　**Bulleted Sub-sub-paragraphs**. If bullets are used in lieu of sub-sub-paragraph numbers, these bullets are to be round and of the same colour as the succeeding text, with the bullet size being specified as 100%.

(d)　**Sub-sub-paragraph Headings**.

　　(i)　If the author so chooses, he or she may generate 'sub-sub-paragraph headings'. These are, however, not mandatory.

　　(ii)　Sub-sub-paragraph headings are to be in in boldface, use initial capitals (see norms for capitalisation), and, be inserted one tab-space of 0.5 inches after the closing bracket of the sub-sub-paragraph number.

(e)　It is, of course, perfectly acceptable for some sub-sub-paragraphs to have headings while others do not. A sub-sub-paragraph heading is to invariably end with a full stop. This full stop is to be followed by two-spaces (and NOT by a tab-space). The text of the sub-sub-paragraph text is to commence after these two-spaces.

(f)　**Indenting of Sub-sub-paragraphs**. The entire sub-sub-paragraph, including the sub-sub-paragraph number or bullet, and all ensuing text, is to be indented by a horizontal distance of 1.0 inch from the left-hand margin of the page.

(g)　An example of the layout when sub-sub-paragraph numbers and sub-sub-paragraph headings are used is provided for ease of understanding.

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THE GAMES GEOGRAPHY PLAYS

Strategic Geography

An Alien Concept. The concept of Strategic Geography is often observed to be alien to Indian policy-makers. This conceptual unfamiliarity frequently leads to unintended consequences wherein policy-makers, instead of dealing with strategic geography end-up restricting themselves to India's neighbourhood in terms of 'real geography' alone. This has a number of secondary adverse effects, some of which may be summarised as follows:

(a)　　Self-imposed Geopolitical Constriction is a common result of a lack of conceptual clarity, especially when policy-makers are engaged in competitive bargaining. Some contemporary examples are:

(1)　**Sino-Indian Venture in South Sudan**. This was touted as a harbinger of a new model of cooperation with China and generated a great deal of exciteme̶ and much speculation within the corridors

(h)   The next figure offers an example of the layout when bullets are used instead of sub-sub-paragraph numbers and sub-sub-paragraph headings are used:

(i)   This, on the other hand, is an example of the layout when a sub-sub-paragraph number is used but the author chooses NOT to use a sub-sub-paragraph heading:

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    (a)   Self-imposed Geopolitical Constriction is a common result of a lack of conceptual clarity, especially when policy-makers are engaged in competitive bargaining. Some contemporary examples are:

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        (i)   The short-lived Sino-Indian venture in South Sudan had been touted as a harbinger of a new model of cooperation with China and generated a great deal of excitement and much speculation within the corridors of power

(j)   Finally, here is an example of the layout when a bullet is used in lieu of a sub-sub-paragraph number, and the author chooses NOT to use a sub-sub-paragraph heading:

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    (a)   Self-imposed Geopolitical Constriction is a common result of a lack of conceptual clarity, especially when policy-makers are engaged in competitive bargaining. Some contemporary examples are:

        •   The short-lived Sino-Indian venture in South Sudan had been touted as a harbinger of a new model of cooperation with China and generated a great deal of excitement and breathless speculation within the corridor

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CITATIONS

1.   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 'in-text' citations. Examples of **in-text citations** are: (Sudhakaran 2018, 12), (Sharma and Sobti 2015, 44), (Singh and Samaddar 2019, 45-49), (Friedman, Sharma et al 2015, 176-179), etc. In addition, full bibliographic details are required to be included in an alphabetically-arranged 'List of References' at the end of the paper, chapter or book. Names of authors in the 'List of References' are placed in the order of Surname, followed by his/her given name or initials. The author-date system is popular in many scientific journals worldwide. However, the NMF does **not** follow this system. The second system is known as the **'notes and bibliography'** system. This is the system followed within the NMF. The term 'notes' refers to sequentially-numbered 'citations'.

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.   There is actually no right or wrong answer to the question of whether to use footnotes or endnotes. However, as a matter of 'house style', **authors writing for the NMF are to use footnotes**. Microsoft Office has a popular word-processor programme called 'Word'. It allows one to insert sequentially-numbered footnotes automatically and this feature is to be used in all documents prepared by or for the NMF.

4.   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.

5.   The order of writing a citation using a footnote is shown in the examples that follow. As a matter of the NMF's 'house-style', the author's name is recorded in the normal sequence, that is, given name (or his/her initials, but without any full stops separating the initials. Abbreviated salutations and titles do not have any periods at the end. Thus: "Dr FR Sudarshan", and NOT "Dr. F.R. Sudarshan"; "Prof AN Rangachari", and NOT "Prof. A.N. Rangachari"; "Cdr AK Sharma", and NOT "Cdr. A.K. Sharma"; "VAdm HCS Bisht", and NOT "V.Adm. H.C.S. Bisht"; "Amb James R Johnson, Jr", and NOT "Amb. James R. Johnson, Jr."; "Col MK Negi",

and NOT "Col. M.K. Negi"; "Ms Asha M Bhave", and NOT "Ms. Asha M. Bhave"; "Mrs VR Kapoor", and NOT "Mrs. V.R. Kapoor"; "Mr HG Mahajan", and **NOT** "Mr. H.G. Mahajan", and so on.

Citations for Books

6.   **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:
[4] Ramesh K Agrawal, *Indian Demographics* (New Delhi: Pentagon Press, 2016), 315–16.

(b)   **Two Authors**.
Example:
[17] Swami Sanathan Dev and Rashmi P Deora, *My Wandering Mind: The Art of Meditation* (New Delhi: Aggarwal Publishers, 2019), 12.

(c)   **Multiple Authors (more than two)**.
Example:
[3] Sukhdev Singh et al, *The Complexities of Vedic Mathematics* (Kolkata: Kingston Press, 2020), 45-51.

(d)   **An edited compilation**.
        Example:
        [8] Ramesh S Guleria and Sudha Karnawat, eds., Constitutional Crises (Mumbai: Oxford University Press, 2020).

7.   **Subsequent Citations of Book**. If the book has already been cited earlier, 'shortened citations' are to be used. Examples are:

(a)   **Single Author**.
        Example:
        [5] Agrawal, *Indian Demographics*, 412.

(b)   **Two Authors**.
        Example:
        [29] Dev and Deora, *My Wandering Mind*, 22.

(c)   **Multiple Authors (more than two)**.
        Example:
        [31] Sukhdev Singh et al, *Complexities of Vedic Mathematics*, 71.

(d)   **An Edited Compilation**.
        Example:
        [13] Guleria and Karnawat, Constitutional Crises, 223.

8.   **Citation for an 'e-book' or an 'Online Version' of a Book**. If the book being cited is an 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. *Note that the NMF does **NOT** insist that the author includes the date on which the URL was accessed.*

        (a)   **E-book being Cited for the First Time:**

                (i)   **Single Author**.
                        Example:
                        [1] Nisha K Nair, *Contemporary Maritime Mistakes* (New Delhi: Pentagon Press, 2018), 28. http://press-pubs.delhiuniv.edu/founders

                (ii)   **Two Authors**.
                        Example:
                        [17] Swami Sanathan Dev and Rashmi P Deora, *My Wandering Mind: The Art of Meditation* (New Delhi: Aggarwal Publishers, 2019), 56-59. http://www.aggarwalbros.com/yoga_meditation.html

                (iii)   **Multiple Authors (more than two)**.
                        Example:
                        [3] Sukhdev Singh et al, *The Complexities of Vedic Mathematics* (Kolkata: Kingston Press, 2020), 45-51, http://www.kingstonindia.net/book/vedic-math

                (iv)   **An Edited Compilation**.
                        Example:
                        [8] Ramesh S Guleria and Sudha Karnawat, eds., Constitutional Crises (Mumbai: Oxford University Press, 2020), 220-226. https://www.oxfordbooks.com/law/9780-e-3

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

9.   **Citations for a 'Chapter' of an Edited Book**.

        (a)   **An Edited Compilation**
Example:
[2] 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**.
Example:
[15] Sidhu, "The Indian Military: a Constitutional Orphan", 235

10.   **Citations for a Translated Book**.

(a)   **If being cited for the first time**.
Example:
[43] Jhumpa Lahiri, "In Other Words", trans. Ann Goldstein (New York: Alfred A. Knopf, 2016), 146.

(b)   **If the book has been cited earlier**.
Example:
[60] Lahiri, "In Other Words", 184.

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

Citations for Journal Articles

12.   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 by volume and date.

13.   **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 that appears in the browser's address bar. The following examples are offered:

(a)   [4] Suresh Sharma, "Relearning Geopolitical Lessons," *Strategic Ruminations* 111, No 2 (April 2016): 70.

(b)   [16] 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.

(c)   [31] Pankaj Singh, "The Pakistan Conundrum: Abandoning Prudence," *Indian Naval Review* 38, No 16 (2017): 95-96.

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

    (a)   [47] Sharma, "Relearning Geopolitical Lessons," 172–73.

    (b)   [12] Zeng et al, "Ocean Energy," 143.

    (c)   [46] Pankaj Singh, "Pakistan Conundrum," 101.

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

Articles from Newspapers and/or Magazines

16.   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

17.   **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:

    (a)   [17] Radhika Grover, "My Nuclear Umbrella Won't Open!", *Nayi Khabar*, 16 April 2019, 43.

    (b)   [21] Manoj Kumar Mitra, "Climate Change and Regional Uncertainty", *The Kharagpur Times*, 09 February 2020. https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html

    (c)   [7] Rabindra Mitra, "Playing the Blame Game Indian Style", *First Strike Strategic Review*, 05 July 2017. http://www.fssr.com/strategy/2017/4/11/15209084/opinion

    (d)   [8] Bharat Sangi, "From Mountains to Seas," *RIMC Alumni Magazine*, September/October 2018, 48.

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

(a) [17] Grover, "Nuclear Umbrella!", 43.

(b) [21] Manoj Kumar Mitra, "Climate Change and Regional Uncertainty", *The Kharagpur Times*, 09 February 2020. https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html

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

Book Reviews

19. **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:

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

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

[14] Kakutani, "Friendship."

Theses and/or Dissertations

21. **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:

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

22. **Subsequent Citations of the Same Thesis or Dissertation**. A shortened form, as indicated by the following examples, is to be used:

[12] Rutz, "*King Lear*," 158.

Encyclopaedias and Dictionaries

23.   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.

24.   **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:

(a)   [21] *Encyclopaedia Britannica*, 15th ed. (1980), s.v. "salvation."

(b)   [3] *Dictionary of American Biography* (1937), s.v. "Wadsworth, Jeremiah."

(c)   [30] *Oxford English Dictionary*, 2nd ed. (CD-ROM, version 4.0, 2009), s.v. "hoot(e)nanny, hootananny."

25.   **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:

(a)   [11] *Encyclopaedia Britannica Online*, Academic ed., s.v. "Arturo Toscanini", accessed 06 April 2020, http://academic.eb.com/EBchecked/topic/600338/Arturo-Toscanini

(b)   [21] Grove Music Online, s.v. "Toscanini, Arturo," by David Cairns, accessed 12 January 2020, http://www.oxfordmusiconline.com/subscriber/article/grove/music/28197

(c)   [5] *Wikipedia*, s.v. "Stevie Nicks", last modified 02 April 2016, 18:30, http://en.wikipedia.org/wiki/Stevie_Nicks

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

Maps, Pictures/Images and Tables

26.   **Maps**. If a citation in respect of a map is to be included in footnote or bibliography, its elements 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:

(a)   [55] Samuel de Champlain, cartographer, *Carte geographique de la Nouvelle Franse*, 1612, 43 × 76 cm, in *The History of Cartography*, Vol. 3, *Cartography in the European Renaissance* (Chicago: University of Chicago Press, 2007), fig. 51.3.

(b)   [12] *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, http://www.loc.gov/item/gm71005080/

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

(d)   [16] US Geological Survey. *California: Yosemite Quadrangle*. 1909; repr., 1951. 30-minute series quadrangle, 1:125,000 scale. National Map, Historic Topographic Map Collection. http://nationalmap.gov/

27.   **Pictures/Images**.

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

(b)   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.

28.   **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:

[9] 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.

Social Media

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

30.   **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:

> [7] Encyclopaedia Britannica, Twitter post, July 18, 2017, 11:45 a.m., https://twitter.com/Britannica/status/887382776747630594

31.   **YouTube**. YouTube is a social media network, like any other. The elements, which are to 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:

> [16] "Adam Ruins Everything - A Big Bed of Lies | truTV," YouTube video, 1:54, "truTV," 01 Dec 2019, https://www.youtube.com/watch?v=q8pFqdn1r5s&t=21s

32.   **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:

> [25] 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, https://www.thisamericanlife.org/radio-archives/episode/622/who-you-gonna-call

Interviews

33.   **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:

> [11] 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, http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english

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

> [21] Stamper, interview.

Website Content

35.   **Website Content being Cited for the First Time**. Citations in respect of website content are to be as indicated in the following examples:

(a)   [6] "Privacy Policy," Privacy & Terms, Google, last modified April 17, 2017, https://www.google.com/policies/privacy/

(b)   [21] "About Yale: Yale Facts," Yale University, accessed May 1, 2017, https://www.yale.edu/about-yale/yale-facts

(c)   [3] Katie Bouman, "How to Take a Picture of a Black Hole," filmed November 2016 at TEDxBeaconStreet, Brookline, MA, video, 12:51, https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.

36.   **Subsequent Citations of the Same Website Content**. Citations are to be as indicated in the following examples:

(a)   [14] Google, "Privacy Policy."

(b)   [25] "Yale Facts."

(c)   [6] Bouman, "Black Hole."

BIBLIOGRAPHY

37.   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.

38.   **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.

39.   **Journal Articles**. 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.

40.   **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 be cited, 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.

Example of a Bibliography

41.   The following example of a bibliography is merely an indicative one. Further details are to be sourced from the Chicago Manual of Style, whose 17th edition is currently (as of 2020) available online.

Books

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. http://mel.hofstra.edu/moby-dick-the-whale-proofs.html.

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

Book Reviews

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

Theses and Dissertations

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

Journal Articles

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. https://doi.org/10.1086/691233

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. https://doi.org/10.1086/690235

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.

Newspapers, News Sites, Magazines, Blogs, etc.

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, 2017.
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.

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. http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english