

Style Guidelines

- The text should be 1.15-spaced, using a 11-point font in Times New Roman, and all illustrations, figures, and tables should be placed within the text at the appropriate points – with proper citation and acknowledgement - rather than at the end.
- Use single quotation marks, except where ‘a quotation is “within” a quotation’. Long quotations should be indented without quotation marks.

Spelling and Language: Use American English spellings. For example, ‘organization’, instead of organisation.

Abbreviations: Do not use full stops in abbreviations such as MP, MPP, NDP, PQ, USA, OECD. In the first mention, the name should be spelt out in full, followed by the abbreviation in brackets used in subsequent references.

Italics: Italicize titles of books, journals, newspapers.

Numerals: Spell out one to nine. From 10 up, use numerals. Use % rather than per cent or percent (example, 10%). Do not use figures to excessive decimal places. At most two decimal places should be reported, with occasional exceptions to this rule, e.g., a regression coefficient of less than 0.005. Millions and thousands should be used instead of crores and lakhs.

Dates: Write out a series of years in full, for example, 1980-1993 (not 1980-93); refer to a decade without an apostrophe, for example, the 1990s (not the 1990's); for specific dates, cite day month and year in that, for example, 25 May 2004. References to centuries are written in full, e.g., twentieth century (not 20th century).

References

- The reference list should include every work cited in the text. It should follow the American Psychological Association (APA) style of citation, and where available, URLs for the references should be provided. The content and form of the reference list should conform to the examples below:

- Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. 2019. Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. Available at: <https://doi.org/10.1037/ppm0000185>, Accessed on: March 21, 2020.
 - Jerrentrup, A., Mueller, T., Glowalla, U., Herder, M., Henrichs, N., Neubauer, A., & Schaefer, J. R. 2018. Teaching medicine with the help of “Dr. House”. *PLoS ONE*, 13(3), Article e0193972. Available at: <https://doi.org/10.1371/journal.pone.0193972>, Accessed on: February 2, 2012.
 - Nanda, A. 2011. India’s Look East Policy. *The New York Times*, March 12, 2001.
 - Mueller, R. 1990. *Ethics and Dilemmas in Politics*. London: Oxford University Press, p 20-22.
- Do not use et al. in the reference list. Spell out each author’s full name or surname and initials. But et al. may be used in citations within the text when a paper or book has three or more authors.
 - Page numbers are required for articles, both place of publication and publisher are required for books cited and, where relevant, translator and date of first publication should be included. Page spans in references should be given in full, e.g. Sedgewick (1935: 102-103).
 - Ibid. (and the like) are not used when repeating citations. Simply repeat the original citation verbatim, e.g. (Orwell, 1945).
 - Multiple citations within parentheses should be divided by a semi-colon, and there should be no use of '&' within such multiple references. References to works published in the same year should be cited as, for example, (Smith, 1991a, b).
 - Multiple citations within the text should be ordered by date, not alphabetically by author’s name, e.g. (Smith, 1902; Jones and Bower, 1934; Brown, 1955, 1958a, b; Green, 1995).