

## Contributions to Indian Sociology


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### Submission guidelines

#### Submission Guidelines for *Contributions to Indian Sociology*

1. Manuscripts and all editorial correspondence should be addressed to: The Editors, *Contributions to Indian Sociology*, Institute of Economic Growth, University Enclave, Delhi 110007, India. Email: [journal.contributions@gmail.com](mailto:journal.contributions@gmail.com)
2. Contributors must provide their affiliations and complete postal and e-mail addresses with their articles. In case there are more than two authors, then the corresponding author's name and address details should be clearly specified.
3. All articles should be **double-spaced** throughout (not only the text but also displayed quotations, footnotes, references and all other matter). A soft copy, in MS Word, should be sent as an attachment through email. No hard copies are required.
4. All articles must be accompanied by an **abstract** of 150–200 words and four to six **keywords** to be placed at the beginning of the article but following the abstract. The length of an article should be **between 8,000 and 10,000 words**, including notes and references. Use **footnotes** rather than endnotes. Footnotes must contain more than a mere reference. For example, '1. Nevertheless, the work of Brown (1982) on later antiquity needs to be borne in mind'.
5. Submissions **must** follow the *CIS* stylesheet guidelines. Otherwise, articles will be returned and will need to be re-submitted. A submission to the journal constitutes an acknowledgement that the piece has neither been published nor is being considered for publication elsewhere.



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- 6.
7. Submissions will be internally evaluated by the Editorial Team and, in the normal course, sent for refereeing. As we follow a double anonymize system of refereeing, all references by which an author might be identified should be removed or suitably modified.
8. *CIS* will acknowledge receipt of submissions but regrets that it **cannot** respond to requests for updates on the status of articles under review.
- 9.
10. Authors will be provided with a copyright form once the contribution is accepted for publication. The submission will be considered as final only after the filled-in and signed copyright form is received. In case there are two or more authors, the corresponding author needs to sign the copyright form.
11. **Headings:** Limit the levels of heading within an article to two, or at most three. If you do have a third level, the text should continue on the same line. Avoid lengthy headings and do not number them with an explicit structure such as 1.1, 1.1.2. The printed style will denote the level. Roman numbers ‘I, II’ should be used as the first level of heading.
12. British **spellings** throughout; universal ‘s’ such as in ‘civilise’ and ‘civilisation’.
13. **Quotations:** Single quotes throughout. Use double quote marks within single quotes. Place end quotation marks **before** comma or full stop. Spellings of words in quotations should not be changed. Quotations in excess of 45 words should be separated from the text with a line space above and below, and set in from the left margin. No quote marks are needed around such displayed quotes. Spellings of words in quotes should not be changed to match the journal style, and all quotes should have the source and page numbers from where they are cited.
14. **Numbers:** Use ‘20<sup>th</sup> century’ and ‘1980s’. Spell out numbers from one to nine, 10 and above to remain in figures. However, for exact measurements, use only figures (3 km, 9 per cent *not* %). Use the system of inclusive numbers in referring to page numbers and years—for example, ‘pp. 166–68’, ‘1960–70’, ‘1860–1910’. Use thousands and millions, not lakhs and crores.
15. Use **italics** sparingly. For non-English words, which are not found in a standard English dictionary or which are otherwise uncommon, use italics only the **first** time. Use italics for book titles and journal names, and less frequently for emphasis. Terms like ‘et al.’ and ‘ibid.’ are not to be italicised, while italics should be used for ‘passim’. Translations of foreign words within parentheses and English translations of foreign titles or words are not to be italicised. For example: ‘Villagers call on *aeduro* (folk healers) to cure

illness'; 'As he wrote in *Kattapommana kollaikkaran?* (Is it Kattabomman who is a plunderer?). With regard to literature, all generic names, or the name of a body of literature, should be in roman type and without capitals: 'vedas', 'puranas', 'dharmashastras'. If the reference is to a particular work but one with no edition, use capitals but not italics—'Ramayan', 'Bible', 'Koran'. However, if the reference is to a particular work, then it is treated as a book, italicised, with capitals restricted to the initial letter and proper nouns—'*Manavadharmashastra* 3.64'.

16. **Hyphens** should be used consistently and the distinction between noun and attributive adjective should be noted: Thus, do not alternate between 'macro-economic' and 'macroeconomic' and note the distinction between 'the middle class' and 'middle-class values'.
17. The use of **diacritical marks** is left to the discretion of the contributors but must be correct and consistent. Where diacriticals are not used, the word should be spelt in its English form. Thus, either 'Siva' or 'Shiva', *not* 'Siva'.
18. **Tables and figures** should be indicated in the text by a number (e.g. see Table 1), not by placement (e.g. see Table below). Present each table and figure on a separate page at the end of the article. Each table and figure should have a heading, an explanatory caption and the complete source reference.
19. All photographs and scanned images should have a resolution of minimum 300 dpi/1500 pixels and their format should be TIFF or JPEG. Due permissions should be taken for copyright protected photographs/images. Even for photographs/images available in the public domain, it should be clearly ascertained whether or not their reproduction requires permission for purposes of publishing (which is a profit-making endeavour). All photographs/scanned images should be provided separately.
20. Use **capitals** sparingly but consistently. Do not capitalise 'state' and 'centre'. Caste names should retain the capital letter, while generic terms should be in lower case; hence 'Khatri' but 'vaishya'. Derivative adjectives should retain the capital letter, for example, 'Marxist'.
21. Insert **Acknowledgements**, if any, after the main text of the article and before the list of references.
22. **References** should be embedded in the text in the anthropological style. Citations should be first alphabetical and then chronological, for example, (Ahmed 1987, 1990; Sarkar 1987; Wignaraja 1960). 'Ibid.' (in Roman type) can be used in footnotes and in

the text, if the same reference is cited more than once (consecutively) and in the same paragraph.

Here are a few examples of in-text citations:

**One work by one author:** (Sarkar 1987: 145) or 'as mentioned by Sarkar (1987: 228–30)'.

**One work by two authors:** (Schuman and Scott 1987: 50–66); (Armstrong and Malacinski 1989; Pickett and White 1985).

**One work by more than two authors:** (Schonen et al. 2009)  
[Only the name of the first author is used, followed by et al. (and others). Note that et al. is not italicised in text citations.]

**Groups or organisations or universities:** (BSI 1985); (ISO 1997).

**Works with same authors and year:** (Fogel 2004b: 218); (Fogel 2004a: 45–46).

**Authors with same surname:** Include the initials in all the in-text citations even if the year of publication differs, e.g., (C. Doershuk 2010) and (J. Doershuk 2009).

**Works with no identified author or anonymous author:** (*True and Sincere Declaration* 1610); (*Stanze in lode della donna brutta* 1547) or (*Stanze* 1547) [**Short form of the title and year**].

**Two or more works by the same author:** (Wong 1999: 328; 2000: 475).

**Forthcoming works:** (Faraday, forthcoming).

**Reprint editions and modern editions (more than one date):** Maitland 1998 (1898).

**Direct quotations:**

As Edward Tufte points out, 'A graphical element may carry data information and also perform a design function usually left to non-data-ink' (2001: 139).

*or*

As Edward Tufte (2001: 139) points out, 'A graphical element may carry data information and also perform a design function usually left to non-data-ink.'

## References

At the end of the article, a consolidated alphabetical list of all books, articles, essays and dissertations referred to (including any cited in the tables, figures, graphs and maps) should be provided. The list should be typed in double-space. In the reference list, provide full name of author/s instead of just initials, wherever applicable. In case of multiple authors, provide names of all the authors. We follow the *Chicago Manual of Style, 16<sup>th</sup> edition* in the formatting of the reference details. The brief style of referencing for some common types of references is as follows:

- **Book (One author):**

Madan, T.N. 1994. *Pathways: Approaches to the Study of Society in India*. Delhi: Oxford University Press.

- **Book (Two authors):**

Ward, Geoffrey C. and Ken Burns. 2007. *The War: An Intimate History, 1941–1945*. New York: Knopf.

- **Book (Three or more authors):**

Heatherton, Joyce, James Fitzgilroy, and Jackson Hsu. 2008. *Meteors and Mudslides: A Trip through . . .*


- **Edited book:**

Soltes, Ori Z., ed. 1999. *Georgia: Art and Civilization through the Ages*. London: Philip Wilson.

- **Book chapter:**

Knudsen, Are J. 1999. 'Deforestation and Entrepreneurship in the North-West Frontier Province, Pakistan.' In *State, Society and the Environment in South Asia*, edited by Stig Toft Madsen, 200–35. Richmond: Curzon Press.

- **Journal article:**

 Srinivas, M.N. 1959. 'The Dominant Caste in Rampura.' *American Ethnologist* 61 (1): 1–16. Wherever issue number is not available, give some specifications such as—

Supplement/Special Issue/July-Sept., etc.

- **Works with same authors, same year:**

Two or more works by the same author in the same year must be differentiated by the addition of *a*, *b*, and so forth (regardless of whether they were authored, edited, compiled, or translated), and are listed alphabetically by title. Text citations consist of author and year plus alphabet.

Fogel, Robert William. 2004a. *The Escape from Hunger and Premature Death, 1700–2100: Europe, America, and the Third World*. New York: Cambridge University Press.

———. 2004b. ‘Technophysio Evolution and the Measurement of Economic Growth.’ *Journal of Evolutionary Economics* 14 (2): 217–21.

- **Groups or organisations or universities**

BSI (British Standards Institution). 1985. *Specification for Abbreviation of Title Words and Titles of Publications*. London: BSI.

ISO (International Organization for Standardization). 1997. *Information and Documentation—Bibliographic References. Part 2, Electronic Documents or Parts Thereof*. ISO 690-2. New York: American National Standards Institute.

- **Anonymous or unknown author:**

*Stanze in lode della donna brutta*. 1547. Florence.

*A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which It Hath Received, and Means by Which It Hath Been Advanced*. 1610. London.

- **Forthcoming work:**

Faraday, Carry. Forthcoming. ‘Protean Photography.’ In *Seven Trips beyond the Asteroid Belt*, edited by James Oring. Cape Canaveral, FL: Launch Press.

- **Reprint editions and modern editions:**

Maitland, Frederic W. 1998 (1898). *Roman Canon Law in the Church of England*. Reprint,



- **Books in other languages:**

Lele, R.K. 1964. *Marathi Vruttapatrancha Itihaas* (A history of the Marathi press). Pune: Continental Prakashan

- **Translations:**

Bourdieu, Pierre and A. Accardo, eds. 1999. *The Weight of the World: Social Suffering in Contemporary Society*. Translated by P.P. Ferguson, S. Emanuel, J. Johnson and S.T. Waryn. Stanford, CA: Stanford University Press.

- **Dissertations:**

Deshpande, Satish. 1991. 'To Mold and Harness: Race and Disciplinary Power in California's Capitalist Agriculture.' PhD diss., University of California.

As far as possible, citations should be by editor, translator or annotator—thus 'Buhler 1895' rather than '*Manusmriti*'

- **References to newspaper and magazine articles** should be placed in footnotes (and not in the final list of references) and cited thus: 'Pilot charged with cheating airhostess', *The Times of India*, 30 May 2010. Or, Aarti Sharma, 'Will a caste census help social welfare programmes?', *The Hindu*, 15 March 2010.

- **References to websites** should be placed in footnotes (and not in the final list of references) and cited thus: <http://cis.sagepub.com/current.dtl>. Accessed on 31 May 2010.

## 1. **Book Reviews**

Book reviews must contain name of author/editor and book reviewed, place of publication and publisher, year of publication, number of pages and price, and should be mentioned as follows:

Patricia Uberoi. 2006. *Freedom and Destiny: Gender, Family and Popular Culture in India*. New Delhi: Oxford University Press. xix + 309 pp. Plates, notes, references, index. ?695 (hardback).

- Since the reference citations would generally be from the reviewed book, only page numbers to be given (p. 54; pp. 65–78).



- For quotations please refer to point 11 above.
- The left running head would be the journal name, vol no., page range as followed throughout the journal. The right running head would just be 'Book Reviews'.
- The reviewer's name would appear at the end of the review as follows:  
*Jawaharlal University, Delhi* AUTHOR NAME

For a more detailed stylesheet of referencing, look up the 16<sup>th</sup> edition of *Chicago Manual of Style* (**Chapter 15: Author-Date sample citations**).

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