

**INSTRUCTION FOR AUTHORS FOR MANUSCRIPT SUBMISSION IN THE  
HUMANITIES AND COMMERCE ISSUES OF *Communique*.**

**MANUSCRIPT STRUCTURE**

- Full-fledged papers may be of 4500 to 5,000 words. All articles must be accompanied by an abstract of 150–200 words and 5–6 relevant keywords.

**The following general pattern must be followed:**

**TITLE**

**Author(s)**

**Abstract**

**Key words**

**The manuscript should be structured as follows:**

- The Title should be written in bold 12 pt front in Times New Roman followed by the author(s)' name(s), institutional affiliation(s). In case there are two or more authors, then corresponding author's name and address details must be clearly specified on the first page itself.
- All articles must be accompanied by an abstract of 150–200 words and 5–6 keywords.
- Endnotes should be used instead of footnotes, and should be numbered serially using standard figures (e.g., 1, 2, 3). The notes should be embedded in the text. Notes should be used to elaborate an issue that is already made in the main text.
- Use of italics and diacriticals should be minimized but consistent. For non-English and uncommon words and phrases, use italics throughout the text. Meaning of non-English words should be given in parenthesis just after the word when it is used for the first time.

- 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). Use thousands and millions, not lakhs and crores.
- Use ‘percent’ instead of % in the text. In tables, graphs, etc., % can be used.
- Give specific dates in the form 22 November 1980. When referring to a century it should be in words, e.g., ‘twentieth century’ and when reference is being made to a decade use numbers, e.g., ‘1980s’.
- Ibid should not be used.
- Tables and figures to be indicated by numbers separately (see Table 1), not by placement (see Table below). Present each table and figure on a separate sheet of paper, gathering them together at the end of the article.
- Figures, including maps, graphs and drawings, should not be larger than page size. They should be numbered and arranged as per their references in the text. All photographs and scanned images should have a resolution of minimum 300 dpi and 1,500 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 in a folder along with the main article.

## **SECTION IN ARTICLES**

Sections within sections should be titled in italics, separated from the preceding, but not the succeeding text, thus:

### *3.1 Sub-section title*

This is the first sub-section within §3.

Sections (or examples, cases, etc.) within sub-sections should be in italics, separated from the preceding, with the text of the sub-sub-section following after the title, thus:

*3.1.1 Sub-sub-section title* The text follows immediately after the heading like this.

## **REFERENCE STYLE**

Reference style: The journal shall follow the Chicago Manual of Style. Author names in the Reference section should be enlisted as [Last name, First name in full] e.g., Thomson, William [It should not be listed as Thompson, W.].

References must be given in a references section at end of paper.

- In-text citations: (Smith *et al.* 1994), (Magarey 1988; Maitland 2001), Smith & Jones (1994a).
- Citing specific page numbers: (Smith *et al.* 1994: 53–7), Smith & Jones (1994a: 101).
- Journal articles:
  - Format: Author surname, author initial(s) (year) ‘Article Title’, *Journal Title*, volume/issue: page range.
  - Example: Stookey, R.W. and J. Smith (1974) ‘Social Structure and Politics in the Yemen Arab Republic’, *Middle East Journal*, 28/3: 248–60.
- Books
  - Format: Author surname, author initial(s) (year) *Book Title*, edition number. Publisher location: Publisher name.
  - Example: Balassa, B. (1961) *The Theory of Economic Integration*, 6th edn. London: Allen and Unwin.
- Chapters in books: Shearman, J. (1993) ‘The Vatican Stanze: Functions and Decoration’, in G. Holmes (ed.) *Art and Politics in Renaissance Italy: British Academy Lectures*, 185–240. Oxford: OUP.
- Websites: Strunk, W. (1999) *The Elements of Style* ([publication details, if applicable]) <<http://www.bartleby.com/141>> accessed 14 December 2001.

## **QUOTATIONS**

- In text quotes: Single quotation marks should be used

- Quotes within quotes: Use double quotation marks
- Quotations of 45 words or more should be separated from the text and indented with one space with a line space above and below. When directly quoting from a work, include the page number in the citation.
- Spellings of words in quotations should not be changed.

## **ABBREVIATIONS**

- Abbreviations are spelled out at first occurrence. Very common ones (US, GDP, BBC) need not be spelled out.

## **SPELLINGS**

- Use American spellings instead of British spellings. Eg ‘z’ spellings instead of ‘s’ spellings. This means that words ending with ‘-ise’, ‘isation’, etc., will be spelt with ‘z’ (e.g., ‘recognize’, ‘organize’, ‘civilize’). Use American spellings in all cases rather than British spellings (hence, ‘program’ not ‘programme’, ‘labor’ not ‘labour’, and ‘center’ and not ‘centre’) but if a book title has a British spelling please do not try to change it.

## **PUNCTUATION**

- Oxford comma (if required) may be used
- Please provide punctuation after closing single quotes if the punctuation is not part of the sentence in quotes.

## **PLAGIARISM**

- *Communique* shall take issues of copyright infringement, plagiarism in publication very seriously. We intend to protect the rights of our authors. At the same time we shall try to protect the reputation of the journal against malpractice. Submitted articles will be checked with anti-plagiarism

software. Where an article, for example, is found to have plagiarized other work or included third-party copyright material without permission or with insufficient acknowledgement, we reserve the right to take action including retracting the article or taking appropriate legal action.

### **PEER REVIEW POLICY**

- There shall be a reviewing policy in which the identity of both the reviewer and author shall be concealed from both parties.