

# **Author's Style Guide for Transarea: A Peer Reviewed Interdisciplinary Journal**

The authors who intend to send us their submissions are requested to adhere to the following instructions in toto for maintaining consistency of style and language throughout the Journal.

## **1) Document Type**

The submission should be sent in a MS Word file. The submissions sent in a Google Docs file or a PDF are unlikely to elicit any response from the editorial board.

## **2) Font and Spacing**

The text for submission in its entirety should be in the Times New Roman font.

The font size of the title should be 16 and the body text (including the sub-headings) should be sized 12. The body text should be aligned to the left-hand side with spacing set at 1.15.

The end-notes and references should be sized 11 with spacing set at 1.0.

## **3) Designation, Abstract and Keywords**

The author's name and their designation should be mentioned below the title.

The authors are expected to provide their full name, in **bold**. Current designation and the institutional affiliation should be provided in the next line.

If the author has retired from the service, they are required to mention the same by providing the last designation on which they served, preceded by 'Former.'

For example:

**Dr ABC**

Former Associate Professor, Department of Economics, Somaiya Vidyavihar University,  
Mumbai.

The designation should be followed by an abstract in the range of 150–200 words. After providing the same, at least five keywords should be identified and stated below the abstract.

#### 4) Spelling and Punctuation

- **Language:** The Transarea Journal is published in British English. The words should be spelt accordingly, that is, ise not ize (visualise instead of visualize); yse not yze (catalyse instead of catalyze); tre not ter (centre instead of ter); our not or (candour instead of candor).

In case of non-English words, if the word is not a part of either the Merriam Webster dictionary nor the Oxford dictionary, it should be italicised.

For example: Bazaar need not be italicised since it has been included in both dictionaries. But, a word like *abhang* or *nukta*, which is not to be found in either of the two dictionaries, should be italicised.

- **Name and title:** Names must be preceded by titles and not the other way round. For example, President Donald Trump's decision to curb asylum for refugees has been criticised widely.

After initially spelling the title/designation along with the name in full, only the second name ought to be used thereafter. For example, Trump is slated to address a press conference in the White House on Monday.

In case of the title of a book, the same should be mentioned in *italics*.

- **Abbreviations and short forms:** As a thumb rule, the name of every phenomena or an organisation which has been abbreviated later in the text, should be expanded in full where it is used first.

For example: The universities in the United States of America (USA) have produced a bevy of scholars specialising in South Asian studies. As a result, apart from the United Kingdom, the USA continues to dominate the scholarship on Indian history.

- **Numbers:** Numbers between one to nine should be spelt in words. Those above nine should be mentioned in numerals. For example, one not 1.

However, in case of round numbers, the same should be spelt in full, such as a hundred and not 100, eleventh century and not 11<sup>th</sup> century.

The same exception applies if the sentence begins with a number. For example: Three hundred members of the central assembly were stripped of their ranks by Mao during the Cultural Revolution.

In case of dates, mention the same in the ‘month day, year’ format. For example, August 15, 1947.

In case of currency value, the short hand is preferred over the symbol. For example, USD 200 million or Rs 78 crore.

In case if a number is a percent, refrain using % symbol and spell it as percent.

- **Em dash and En dash:** Most often a hyphen (-) is incorrectly used in the place of an em dash (—) or en dash (–). An em dash is used to either highlight a word or a part of a sentence, where as an en dash is used to indicate either a page or a date range. In the MS Word, both symbols can be inserted using the following short keys. For em dash (—) press ‘Ctrl+Alt+Numerical –’ and for en dash (–) press ‘Ctrl+Numerical –.’

The hyphen (-) on the other hand should be strictly used only in the case of compound words (such as, life-size or clean-cut) or when a year is used as an adjective against a noun (such as, an eighteenth-century painting).

The authors are expected to note that whether it is an em dash or an en dash, no space should be left on either side.

Consider the following examples to understand the correct usage of an em dash and en dash:

- a. Sumati was advised to write an article on the three noted composers from the *carnatic* tradition—Tyagaraja, Shyamashastri, and Muthuswami Dikshitar.
- b. Patel graduated college—with honors—with a degree in mechanical engineering.
- c. In case of a range of page numbers in in-text citations, consider the following example: (Rajadhyaksha 2013, 35–40).
- d. Maharashtra was affected by severe droughts from 1983–1985.

- **Comma:** Apart from its usage to separate two clauses or a phrase and a clause in a sentence, an Oxford comma should be used before a conjunction like ‘and,’ ‘or’ or ‘nor.’

For example: *Ahimsa, Satya, Asteya, Brahmacharya, and Aparigraha* constitute the core tenets of Jainism.

Please note that whether it is a comma or a quotation mark, only the regular curly comma (,) and quotation marks (‘,’;“,”) should be used.

- **Quotation marks:** The authors are suggested to use single quotation marks only in case of a quote within a quote or to highlight a specific phenomenon or the meaning of a term which is not commonly used. While quoting something that is in direct speech, double quotation marks should be used.

In case of both quotation marks, a comma or a period should precede the closing quotation mark. However, if the closing quotation mark is followed by an in-text citation, the period should be added after the citation.

The authors should ensure that there is space between the comma and the opening quotation mark.

For example:

- a. It is not Voltaire, but Evelyn Beatrice Hall who said, “I disapprove of what you say, but I will defend to the death your right to say it.”
- b. The term ‘Islamicate’ coined by Marshall Hodgson in the last century has now found new takers in the academic milieu.
- c. “Those guardians, who have benevolently taken up the oversight of mankind, take care that the far greater part of mankind (including the entire fairer sex) regards the step to maturity as not only difficult but also very dangerous” (Kant 1985a, (36), p. 41).

## 5) Table

Authors who intend to include a table in their submission should ensure that the table is referenced within the text. The table should be numbered consecutively (for example, Table 1, Table 2, etc.) and placed after the paragraph where it is first mentioned.

Each table should have a brief and descriptive title, and placed above the table. The title of the table and the column heads should be highlighted in **bold**. The table, the table title, column heads and all columns (except the first column which defines each row) should be aligned to the centre.

The author should ensure that the abbreviations, symbols and sources used within the table are explained in a note below the table.

The table title and table contents should be sized to point 12 and the note below the table should be sized to point 10.

## 6) Citations

The Transarea Journal adheres to the 18th edition (2024) of the Chicago Manual of Style (CMS) for uniformity in citations.

Please note that the Journal uses the ‘**end-notes and references**’ format along with ‘**in-text citations**.’ At the same time, only those books/articles which have been cited in-text should be mentioned in the reference list at the end of your submission.

**A. In-text citations:** The in-text citation should be placed inside a parentheses in the following format–(Second name of the author>space<Year of publication>comma<space>page numbers in numerical).

- The usage of *Ibid* and *Op-Cit* is discouraged in the in-text citations for style compliance with the recent edition of the CMS. Hence, if a citation is repeated, it should be mentioned in the same format across the text.

For example: Civilisations continually mingle with and draw on other civilizations (Trautmann 2012, 2–3).

- If the in-text citation is mentioned elsewhere in the sentence, it should be preceded by either a comma or a semicolon.

For example: It has been five years since the state government came up with guidelines to protect mangroves (Ghosh 2018), however the execution of mitigating measures is dismal.

- In case the author intends to cite the **entire book** in-text, then just the second name and year of publication in parentheses. For example: (Thapar 2024).

**B. Books:** The title of the books should be italicised and mentioned in the references in the following manner–

Second name of the author>**comma**<space>First name<**period**>space<Year of publication>**period**<space>*Title of the book*<**period**>space<Place of publication (preferably city)>**colon**<space>name of the publisher<period>

- For example:

**In-text citation:** (Terada 2023, 25).

**Reference list entry:** Terada, Yoshitaka. 2023. *T. N. Rajarattinam Pillai: Charisma, Caste Rivalry and the Contested Past in South Indian Music*. New Delhi: Speaking Tiger.

- In case, a specific **chapter** has been cited in-text, the name of the chapter should be mentioned in double quotation marks. The authors are also expected to note that as per the recent edition of the CMS, page range is no longer required in the reference list entry.

Consider the following examples for clarity.

**In-text citation:** (Devy 2023, 45–50).

**Reference list entry:** Devy, G. N. 2023. “Introduction.” In *The Indians: Histories of a Civilization*, edited by G. N. Devy, Tony Joseph, and Ravi Korisettar. New Delhi: Aleph Book Company.

- If the same author has published multiple books in the same year, then the citations should be differentiated by adding a lower-case character in alphabetical order immediately after the year of publication.

For example, **in-text:** (Thapar 2024a, 32–33).

- If the author has referred to a **translated book**, the same can be cited considering the following example.

**In-text citation:** (Rajwade 1922, 56–58).

**Reference list entry:** Rajwade, Vishwanath K., ed. 1922. *Jairam Pindye krut Radha–Madhav Vilas Champu*. Translated by Shreedhar Ketkar. Pune: Aryabhushan Press. (Note: the abbreviation ‘ed’ in the reference list entry above denotes ‘edited’ and should not be confused with ‘edition.’)

- In case the author has referred to a book written in a non-Roman script, the same should be cited considering the following example.

**Reference list entry:** Sawarkar, Rev. Dinkar Shankar. 1967. *Ayushyachi Kahani*. Bombay: Bombay Tract & Book Society.

**C. DOI:** The Digital Object Identifier (DOI) is a unique number assigned to either an article, a chapter of a book or a book made available online in its entirety. In case either of the

aforementioned text variants are cited by the author and if a DOI is available for the same, it should be provided immediately after the reference is mentioned in the reference list.

For example: Therborn, Goran. 2021. “States, Nations, and Civilizations.” *Fudan Journal of the Humanities and Social Sciences* 14, June: 225–242. <https://doi.org/10.1007/40647-020-00307-1>.

In case, the DOI for the stated reference is not available, the author should provide a URL (Uniform Resource Locator) that can be copied from the search bar of your browser.

**D. Journal Article:** The format for citing a journal article in the reference list is similar to that followed for referencing a chapter. However, this referencing does not require the journal editor’s name. Apart from the journal’s name, the author here is expected to provide the volume number, the issue number, the page range, and if available, the DOI as well.

Consider the following reference list entry for clarity:

Thapar, Romila. 1992. “Black Gold: South Asia and the Roman Maritime Trade.” *South Asia*, Volume XV, Number 2: 1–27. <https://doi.org/10.1080/00856409208723165>

In case the referenced journal article has three or more than authors, the in-text citation should include the second name of the first author alone, followed by ‘et al.’

Consider the following example from the Chicago Manual of Style for clarity:

**In-text citation:** (Dror et al. 2022, 10–11).

**Reference list entry:** Dror, Amiel A., Nicole Morozov, Amani Daoud, et al. 2022. “Pre-Infection 25-Hydroxyvitamin D3 Levels and Association with Severity of COVID-19 Illness.” *PLOS ONE* 17 (2): e0263069. <https://doi.org/10.1371/journal.pone.0263069>.

**E. News or Magazine Article:** The authors are expected to note that as per the recent edition of the CMS, page number or page range is no longer required to be included in the reference list entry. If a news or a magazine article has been referred online, a URL of the same should be provided immediately after the reference has been stated.

Consider the following examples for clarity:

**In-text citation:** (Singh et al. 2025)

**Reference list entry:** Singh, Santosh; Paul, Partha, and Vishwanath, Apurva. 2025. “In a new nation, when abolition of the zamindari system was challenged in the Supreme Court.” *The*

*Indian Express*, February 12. <https://indianexpress.com/article/long-reads/new-nation-abolition-zamindari-system-challenged-supreme-court-9829064/>

**F. Interview:** The method of citation in case of interview will depend upon the mode in which it was conducted.

- If the interview has been conducted by the author first-hand, the in-text citation should have only the name of the person interviewed in parentheses. The reference list entry too must start with the name of the interviewee.

**In-text citation:** (Talukdar 2023).

**Reference list entry:** Pallavi Talukdar, in discussion with the author, April 2024.  
Transcript available on request.

- If the person who has been interviewed wishes to remain anonymous, the author can either refer to him by his designation or change his name followed by indicating the same in parentheses. In case the author opts for the latter, the change of name should be indicated in text.

**In-text citation:** Nagaraj (name changed), a resident of Kodai Kanal, was visited by officials from the multi-national company which had allegedly released mercury into the river. He was offered a substantial amount as hush money, which if he did not accept would lead to him “and my family face dire consequences” (Nagaraj 2001).

**Reference list entry:** Nagaraj (name changed), in discussion with the author, June 2001.  
Transcript available on request.

Or, in case the subject has been referred by their designation.

**Reference list entry:** Interview with the factory worker, June 14, 2001.

- If the author has referred to an interview which has been published, the in-text citation as well as the reference list entry should be in the name of the interviewee and not the interviewer.

**In-text citation:** (Thapar 2020)

**Reference list entry:** Romila Thapar. 2020. “Romila Thapar on the history of dissent and how it shaped Hinduism and India.” Interview by Rohit Venkataramakrishnan. Scroll,



October 31. <https://scroll.in/article/977026/interview-romila-thapar-on-the-history-of-dissent-and-how-it-shaped-hinduism-and-india>

**G. Thesis:** In case the author has referred to an unpublished MA, MPhil or a PhD Dissertation, the same should be cited considering the example provided below. Also, if the PhD Dissertation has been accessed through academic aggregators like ShodhGanga, the exact URL of the web-page should be provided immediately after the reference has been cited in the reference list.

**In-text citation:** (Pinge 1953, 46–50)

**Reference list entry:** Pinge, S.M. 1953. “Europeanancha Marathi Bhasha Va Vangmayacha Abhyas Va Seva.” Phd diss., University of Mumbai.  
<https://shodhganga.inflibnet.ac.in/handle/10603/568792>

**H. Web Page:** The reference list entry of a web page or a blog that has been referred by the author should start with the name of the website owner followed by the year in which it was last updated.

**In-text citation:** (Ananthapuramu District Collectorate 2025)

**Reference list entry:** Ananthapuramu District Collectorate, Government of AP. 2025. “Penukonda Babayya Swami (Baba Fakruddin) Dargah Urs.” Last updated February 21.  
<https://ananthapuramu.ap.gov.in/festival/penukonda-babayya-swami-baba-fakruddin-dargah-urs/>

If the web page does not mention the last date on which it was modified, the author is expected to provide the date on which they had accessed the same at the end of the reference list entry. Consider the following example from the 18<sup>th</sup> edition of the CMS for clarity. Note n.d. indicates no date.

**Reference list entry:** Yale University. n.d. “About Yale: Yale Facts.” Accessed March 8, 2022.  
<https://www.yale.edu/about-yale/yale-facts>.

## 6) Miscellaneous

- All entries in the reference list should be made in the alphabetical order. For compliance, the initial letter of the author’s second name should be considered.

The authors are also expected to note that if they intend to make reference entries manually, instead of the references feature available in the MS Word, they need not repeat the name of the author in the reference entry if it appears consecutively. An

appropriately sized underscore mark should be used instead.

Consider the following example for clarity.

Hossain, Rokeya Sakhawat. 2005a. "Sultana's Dream." In *Sultana's Dream and Padmarag: Two Feminist Utopias*. Translated by Barnita Bagchi. Gurugram: Penguin.

\_\_\_\_\_. 2005a. "Padmarag." In *Sultana's Dream and Padmarag: Two Feminist Utopias*. Translated by Barnita Bagchi. Gurugram: Penguin.

\_\_\_\_\_. 2013b. "Women's Downfall." In *The Essential Rokeya: Selected Works of Rokeya Sakhawat Hossain (1880-1932)* edited by Mohammed A. Quayum. Leiden, Boston: Brill.

- If the author intends to include any image as a part of the submission, the same should be centre aligned. The author is expected to provide a brief note (font size 10) below the image that describes the image and also cite the image source (along with the URL and copyright details).

The aforementioned guideline also applies in case of an illustration (including charts). The author is also expected to share the image separately in a JPEG or JPG format along with the submission.

- In case the author intends to include a map within the text, they are expected to refrain from using those made by the Survey of India, any government entity or those protected by the copyright laws.
- The authors are expected to avoid using diacritical marks throughout the text.
- The authors are suggested to check the website of the Journal for the recent edition of the Style Guide before sending their submission.

