

NOTES FOR CONTRIBUTORS 2010

- 1) Research articles will be evaluated by double-blind peer review. Open Forum articles will not be subject to peer review but require approval by a reader other than the editor.

Research articles should:

- Contain original research or scholarship
- Not be under consideration by any other publication
- Not normally exceed 8000 words
- Be written in a clear and concise style
- Conform to the instructions outlined below

Open Forum pieces should normally not exceed 3000 words, and be written in a particularly clear, concise and readable style while avoiding slang.

2) Format of submitted articles

- Submissions to SAFM should be sent as an attachment to an e-mail message to the editors. The attached article should be 'anonymised', and contain an abstract and up to six keywords. This is to maintain confidentiality during peer review. You should delete the 'File properties' or 'Summary info' of your document (see file menu) that reveal your name and institution. Be sure to add your full name and address in the e-mail message to the editor.
- Data required before publication of any article: Articles accepted for publication cannot be sent to the publishers (*Intellect*) until they contain:
 - Correct Harvard system references (see below for details)
 - Author name and institutional affiliation
 - Abstract (max. 150 words) in English
 - Keywords (max. 6) in English
 - Author biography (c. 50–100 words) in English
 - A list of 'Works cited' containing only works cited in the article
- Font should be Times New Roman 12 one-and-a-half-spaces and left-aligned, not justified.
- Margins should be 1 in/2.5 cm all round.
- Pagination should be continuous with numbers applied bottom right.
- Images – tables, photographs, graphs, and graphics – should all be entitled 'Figure', be numbered consecutively, and be clearly legible. The source must be indicated below each. If images are less than half a page in size, they may be inserted into the text according to the place of insertion. If larger, they should be placed on separate pages at the end of the article. In this case, ensure that an indication has been given as to where they should be placed in the text, e.g. *Insert Figure 3 here*.
- Quotations should be used sparingly and be identified by 'single' quotation marks if they are embedded in the text. Longer quotations (i.e. longer than 45 words) should be indented on both sides, without quotes. Both should be referenced using the Harvard system (see below). The page number(s) must be included.

- Foreign words and phrases inserted in the text should be in italics.

3) Endnotes, references and citations

- 'Explanatory notes' should be kept to a minimum: they will appear in the outside left or right margins of the text. They should not contain publication details; submit all these as references. Please use the Word (or equivalent) 'Footnote' facility and ensure that they are submitted as endnotes, not footnotes.
- Place endnote marks outside the punctuation (*after* the comma or full stop). The note mark must be in superscripted Arabic (1, 2, 3), not Roman (i, ii, iii).
- Bibliographical references should use the 'Harvard system/style' (author + year: page), e.g. (Desai 2003: 84) inserted into the text.

All references must identify an author (surname or institution name) for all documents, whether found in archives, newspapers, the Internet, etc. The 'author' for a law or bill will be the legislative body/parliament of a country, e.g. *Lok Sabha*. The author of a poll or survey is the polling organization. The author of a news item is the journalist (his/her by-line) or the news agency, not the newspaper.

- Each Harvard-style reference should be fully sourced in a list of 'Works cited' at the end of the text. Publications not mentioned in the text should not be included in this list, though they may be included under a separate 'Further reading' list.

FORMAT FOR CITING A BOOK

Author surname, Initial (year), *Title in italics*, Place of publication: Publisher. e.g. Mohanty, C.T. (2003) *Feminism Without Borders: Decolonizing Theory, Practicing Solidarity*, Durham: Duke University Press.

CITING AN ARTICLE

Author surname, Initial (year), 'Title in single quotation marks', *Name of journal in italics*, volume number: issue number (and/or month or quarter), page numbers (first and last of entire article). For example, Mulvey, L. (1975) 'Visual Pleasure and narrative Cinema', *Screen*, 16: 3 (Autumn), pp. 206–15.

CITING A WEB PUBLICATION OR WEBSITE ITEM

Websites should be referenced as publishers of material: a separate author and the title of the information/document/pdf article should be supplied: e.g. Rai, A.S. (2002) 'First Day, First Show: The Pleasures and Politics of Hindi Film Culture', issue 8 <http://www.samarmagazine.org/archive/article.php?id=120>

If it is a website news article with no by-line, the day/month/year of its initial publication must be given, and the website becomes the author.

If the website is the 'home site' of an organization publishing its own material without a by-line, the organization should appear as the author. e.g. Sahmat (2008) 'Attack on Sahmat exhibition', news item October 2008 <http://www.sahmatnews.blogspot.com>

Should the web material be of the type that might be removed from a site in the near future and become irretrievable, authors are advised to include the date they accessed it, to support the authenticity of the source, especially if it is contestable.

Citing printed newspapers and online articles from *The Hindu*, *Times of India*, etc: All newspaper articles should be referenced by their authors if they sign/by-line it, i.e. Surname, Initial (Year), 'Headline title', *Newspaper title*, date of publication, page reference, e.g. Kumar, A (2008), 'On Adiga's *The White Tiger*', *The Hindu*, 02 November 2008, p. 20

If the page number is missing online, substitute it with the URL if possible.

Only an editorial is authored by a newspaper, e.g. *The Hindu* (2008), 'Setting the Agenda', editorial, 17 November 2008, p. 10.

CITING PERSONAL COMMUNICATIONS AND INTERVIEWS

(a) Personal communications are what the informant said directly to the author, e.g. 'Blogs thought this was a good thing (personal communication)'. This

need have no citation in the references list. Equally the use of (personal communications) need not refer back to a named informant.

- (b) A more formal research interview can be cited in the text (Mehta 12 August 2004 interview), and at the end of the 'Works cited' list under Interviews.
- (c) If the informant gave an interview to someone else, which is being cited, then the author should cite the informant and the interviewer e.g. (Mehta, interviewed by Kumar 1979) in the text, and reference it as: Mehta, V. (1979), 'Interviewed by Anil Kumar', Delhi:

The point is for another person to be able to find the interview, so keep to the format in which the interview was printed. In this case, the interviewee's name appears in the title of the article, showing he is not the author because the interviewer is. However, it could be the other way round.