Dear Author,

Please pay close attention to the various style requirements below. Conformity to the requirements will expedite publication of your paper as it will save time in making it ready for typesetting and cutting down the number of AQs (Author Queries). Papers which do not conform for the most part to our guidelines will be returned to the author to be corrected.

Your help will make life much easier for you, the journal and our publishers, Taylor & Francis.

**General**

Papers should be submitted to the editor, Prof. Kama Maclean: SouthAsiaEditor@unsw.edu.au, in Microsoft Word format by email, with FOOTNOTES, not endnotes or in-text noting in the Harvard style, and with an Abstract and key words (see below). Submissions MUST have in the email subject box ‘Submission: title of paper (first 3-6 words), date of submission’, (e.g. Submission: The Punjab Boundary Force, 10 Oct. 2012).

Author’s name, institution, full postal address & email address must appear on the paper below the title.

The editorial committee of South Asia prefers submissions of between 6,000 and 8,000 words (including Abstract, tables, footnotes, etc.).

**Fonts & Spacing**

Manuscripts should be double-spaced, in 12-point Times New Roman (TNR) font, with the text justified. The first line of a paragraph should be left aligned; subsequent paragraphs indented left 1.27cm. Display quotes should be indented left 1.27cm & right 0.65cm.

Title should be in TNR size 16 Bold. Authors’ names and affiliations should be in TNR size 14 Bold all caps.

Section Headings should be in TNR size 12 Bold left aligned.

Sub-headings should be in TNR size 12 Italic left aligned.

Footnotes should be in TNR size 11 justified. They are numbered 1, 2, 3 etc. and single spaced. Diacritical marks should be kept to a minimum; however we can accommodate them if absolutely necessary.

If a paper contains diacritical marks, a PDF must also be sent. If a particular diacritic is not available in TNR, use Doulos SIL Compact 4.110 instead for the whole paper (freely available for download at http://scripts.sil.org/cms/scripts/page.php?site_id=nrsi&id=DoulosSIL_download#7de9e023).

No bibliography is necessary.

**Tables & Figures**

Name of Table/Figure etc. should be in TNR size 12. For example:

**TABLE 1. Comparison of men and women’s work, 1923–1940.**

Text in Tables should be in TNR size 12

Source details go beneath Table/photo etc. in TNR size 9 (below caption if there is one). For example

Source: Author’s own photograph.
Abstract & Keywords
Following the title, author and authorial attribution, and before the body of the text, you must insert an Abstract in italics of about 100 words, summarising the aims and argument of the paper and, on a separate line, a set of six to ten keywords that identify its field(s) of inquiry. As a general rule, the most important keyword should be reflected in the title (preferably taken from the first 4-5 words of the title). Please keep titles as clean and simple as possible; delete qualifiers (e.g. ‘A New Perspective on…’).

Note that 75 percent of article hits are generated via Google or Google Scholar, so the accuracy and relevance of keywords is paramount.

The Abstract should not be just a cut and paste from the first few paragraphs of the text, but should summarise the whole paper.

For more information see Taylor & Francis’ advice at http://journalauthors.tandf.co.uk/preparation/writing.asp

Spelling
Australian spelling is to be used, as in realise, recognise, centre, centred, kilometre, fitted, organisation, civilisation, behaviour, labour, colour.

Quotations
Short quotations should be placed in-text, or in footnotes as required, using single quotation marks, unless there is a quote within a quote, when double quotation marks should be used—for example: ‘What is lacking in these “approaches” is consistency’. Long quotes should be in a display quote (a separate paragraph indented left 1.27cm & right 0.65cm) and single-spaced. In this case no quotation marks are required. They should be justified. However quotations of poetry/verse should be left aligned & indented left 1.27cm. All quotations must have specific page number/s in the accompanying reference.

Commas and Full Stops
These are placed AFTER quotation marks, not before, as in: ‘…government policy’, and ‘…relevant to the present case’. There should be only one space between the end of one sentence and the beginning of the next.

Ellipsis Points
There should be three ellipsis points within sentences and four where the ellipsis points occur at the end of a sentence, for example: ‘The reform will restructure finances…and simplify taxation’, and ‘The reform will restructure finances…. However exemptions will be granted to certain organisations’. There are no spaces between words & three ellipsis points.

Use of the Dash
Use the em-dash (—) rather than the standard one on your keyboard (Alt+Ctrl+minus) so that your text looks like this: ‘Mrs Indira Gandhi—a formidable opponent if ever there was one—immediately commissioned…’ Between years use the en-dash, for example: 1945–47 (Ctrl+minus), and where hyphenated words have no obvious connection, e.g. Hindu–Muslim, Sino–Soviet.

Numbers
Round numbers should be written as words, e.g. ten, fifty, one hundred, nineteenth century. Large round numbers may be written either 100,000 or 100 thousand. Decimals and odd numbers, especially if large, should be expressed as numerals, e.g. 10.06, 38, 954, 1,672,200.
Currency
Do not leave a space between the shorthand currency symbol and the value. Write £24.50, US$35.00, Rs600, A$3 million. Amounts or amounts of money should not be expressed in crores or lakhs but should be converted to hundreds of thousands or millions. Please specify which currency if the amount/s are in dollars.

Percent
Type this as one word. Do not use the % sign in text (but it is okay for Tables to save space).

Years
Use numerals, but type out in full, i.e., 1940 not ’40, and the 1940s, not the forties or the ’40s. A period of years should be indicated, for instance, as 1940–42 (separated by an en-dash). Centuries are written out in full, e.g. nineteenth century not 19th century.

Capitals
Use as sparingly as possible. Write, e.g., government, viceroy, province, department, maharaja. But when referring to a specific person or institution, capitals may be used, as in: the Government of India, the Finance Department, Major-General Roberts, Nawab Hamidullah of Bhopal.

Foreign Words
Foreign words should be italicised, not underlined (including oeuvre, per se, etc). The same applies to words which you wish to emphasise. Do not italicise the names of organisations even if these are foreign words, e.g. Singur Krishi Raksha Committee, Sangh Parivar, Telegu Dasam Party.

Dates
Write 10 September 1899 not September 10, 1899 or 10/9/99. Write nineteenth century not 19th century.

Acronyms
All acronyms must be named in full the first time they are used. Thereafter they should appear without full stops between the capital letters, e.g. UK, USA, NGO, BJP, BC, BCE etc. Please note that if dates need to be designated as BC or BCE, or AD or CE, only one pair of abbreviations is to be used (e.g. BC and AD, not BCE and BC and AD).

Abbreviations
Avoid abbreviations in the text unless they are quoted in speech. This includes the abbreviations can’t, isn’t, won’t, we’ll etc.

Footnotes
Please type footnotes in TNR size 11 single spaced. Citations should follow the form: author initials or given name, author family name, title of the work (in single quotation marks if an article, italicised if a book), editor(s) name(s) if applicable, title of edited volume italicised (if applicable), then publications details (in brackets) in the following order (the place of publication followed by a colon, the publisher, the year of publication), and finally the page details (p. for a single page, pp. for multiple pages), which should be written as follows: p. 29 or pp. 29–36 as appropriate. In citing a number of separate pages from the same source write: pp. 18, 20–1, 48–50, 115–25 (NOT pp. 20–21, pp. 115–125). Each footnote MUST end with a full stop. Do not indent footnotes. Please do not use op. cit.
To summarise, a book reference should look like this:

A repeat reference to this book source should look like this provided they are separated by other references:

If the next reference is from the exactly the same source with the same page number(s), it should look like this:
*Ibid*. (note italics)

Or if the next reference is from exactly the same source but with different page number(s)

A reference to an essay in an edited volume should look like this:

Where a book has more than one editor, the correct abbreviation is (eds); note there is no full stop after eds

A repeat reference to this source should look like this provided they are separated by other references:

If the next reference is from the exactly the same source with the same page number(s), it should look like this:
*Ibid*. (note italics)

Or if the next reference is from exactly the same source but with different page number(s)

A reference to a journal article should look like this:
Ira Klein, ‘Death in India, 1871–1921’, in *Journal of Asian Studies*, Vol. XXXII, no. 4 (Aug. 1975), pp. 639–59. If the article was sourced from the internet, the web address & date accessed MUST be included (see below).

An internet reference should look like this:


A newspaper reference should look like this:
*The Hindu* (22 Mar. 1998), p. 3. If the article was sourced from the internet, the web address & date accessed MUST be included.
If the next reference is from the exactly the same source with the same page number(s), it should look like this:


Or if the next reference is from exactly the same source but with different page number(s)


Note that the volume number is written with a capital V, and in Roman numerals, if that is the style of the journal. Where journals use Arabic, that style should be followed, as in Vol. 26. Where the specific issue of the journal has a number, it should be included but with the n in lower case, e.g., no. 2.

In all cases where brackets are used, a comma should follow the closing bracket but should not precede the opening bracket, as in *South Asia*, n.s., Vol. XXIV, no. 1 (June 2001), pp. 1–16.

In both text and footnotes, authors’ initials should not have a space between them. For instance, K.N. Panniker, not K. N. Panniker.

References to unpublished sources in archives should look like these examples:

The Lahore Conspiracy Case Charge Sheet, 10 July 1929, India Office Records, British Library (henceforth IOR), L/PJ/12/377.

A. Fryer, superintendent of police, CID, Delhi, ‘Note on the Assembly Bomb Case’, 19 April 1929, National Archives of India (henceforth NAI), Home Political, 192/1929.

See Sukhdev’s handwritten notes on the Lahore Conspiracy Case trial proceedings, Sukhdev Papers, Nehru Memorial Museum and Library (hereafter NMML), Acc. no. 190, LLXVI.

All archival references should include the name of the archive in full form the first time it is cited, thereafter in abbreviated form, for example:

‘Notice issued by the Hindustan Socialist Republican Army’, December 1928, NMML, Acc. no. 822.

**Abbreviations To Be Used In Footnotes**
