


Manuscript Submission Guidelines for *Indian Journal of Gender Studies*

1. Manuscripts and all editorial correspondence should be addressed to: The Editors, *Indian Journal of Gender Studies*, Centre for Women's Development Studies, 25, Bhai Vir Singh Marg, Gole Market, New Delhi 110 001, India. Tel.: 91-11-23345530, 23365541, 23366930. Fax: 91-11-23346044. E-mail: ~~ijgs@ewd~~ 
2. Contributors must provide their affiliations and complete postal and e-mail addresses with their articles.
3. All articles should be typed on one side of the paper (preferably A4) and double-spaced throughout (not only the text but also displayed quotations, notes, references and any other matter). Manuscripts should be accompanied by a CD-ROM or floppy disc in IBM compatible format, preferably in MS Word, and identical in every respect to the hard copy.
4. All articles must be accompanied by 4–6 keywords and an abstract of 150–200 words. Notes should be numbered serially and presented at the end of the article. Notes must contain more than a mere reference.
5. **British** spellings throughout; universal 's' in '-ise', '-isation' words.
6. Use single quotes throughout. Double quotes only to be used within single quotes. Spellings of words in quotations should not be changed. Quotations of 45 words or more should be separated from the text and indented with one space with a line space above and below.
7. Use '19th century', '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 thousands and millions, not lakhs and crores. Avoid saying 'recently' but rather give the year.
8. Use of italics and diacriticals should be minimised, but used consistently. Use italics only for the first time the word or phrase is used. Do not italicize abbreviations like etc., et al., and ibid. An exception is *sic*, which should be italicized and placed in square brackets.

9. Tables and figures to be indicated by number 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. All figures and tables should be cited in the text. Source for figures and tables should be mentioned irrespective of whether or not they require permissions.
10. A consolidated listing of all books, articles, essays, theses and documents referred to (including any referred to in the tables, graphs and maps) should be provided at the end of the article.

Inverted names: In each reference, authors' names are inverted (last name first) for all authors (first, second or subsequent ones); give the last name and initials for all authors of a particular work unless the work has more than six authors. If the work has more than six authors, list the first six authors and then use et al. after the sixth author's name.

Arrangement of references: Reference list entries should be alphabetized by the last name of the first author of each work.

Chronological listing: If you have more than one work by the same author(s), list them in order by the year of publication, starting with the earliest.

Sentence case: In references, follow sentence case for the titles of papers, books, articles, etc.

For example, *APA guide to preparing manuscripts for journal publication*

Title case: In references, Journal titles are put in title case.

For example, *Indian Journal of Gender Studies*

Reference styles:

Book

Calfee, R.C., & Valencia, R.R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

Article in an edited book

O'Neil, J.M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition and transformation. In

B.R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107–123). New York: Springer.

Conference Proceedings

Schnase, J.L., & Cunnius, E.L. (Eds). (1995). Proceedings from CSCL '95: *The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

Article from the web

Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites*, 149. Retrieved from <http://www.alistapart.com/articles/writeliving>

Journal Article

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(30), 5–13.

Newspaper Article

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

11. The reference to other works should be provided in the text using citations written in the author-date method.

Author-date method: Follow the author-date method of in-text citation, e.g., (Jones, 1998).

Quotes: When directly quoting from a work, include the page number in the citation.

Citation styles:

One Work by One Author: (Walker, 2000)

One Work by Multiple Authors: (Walker and Wasserstein, 2000)

One Work by Three or More Authors: The surnames of all the authors have to be cited in the first instance. Thenceforth, only the surname of the first author should be cited, followed by et al. For example: First instance: (Wasserstein, Zappulla, Rosen, Gerstman and Rock, 1994). After that: (Wasserstein et al., 1994)

One Work by Six or More Authors: Only the surname of the first author followed by et al. is to be cited even in the first citation.

Works with No Author: Cite the first few words of the reference list entry (usually the title) and the year, for example, ('Study Finds', 1982).

Two or More Works by Different authors in One Citation: (Balda, 1980; Kamil, 1988; Pepperberg and Funk, 1990)

Two or More Works by the Same Author(s) in One Citation: (Edeline and Weinberger, 1991, 1993)

Two or More Works Published in the Same Year by the Same Author(s): (Johnson, 1991a, 1991b, 1991c)

Authors with the Same Last Name: To prevent confusion, use first initials with the last names: (E. Johnson, 2001; L. Johnson, 1998).

Work discussed in secondary source: In the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in the References. In the text, use the following citation: In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins and Haller, 1993)....

12. Book reviews must contain name of author/editor and book reviewed, place of publication and publisher, year of publication, number of pages and price.