# Writing Style Guide
# INTACH Research Programme
# 2023-24

I. **General Considerations**
o The paper should contain the following items:
- Title
- Author Name [First Name-Middle Name (if applicable)-Last Name]
- Author Biography (not more than 100 words)
- Abstract
- Keywords
- Body text with in-text citation
- Reference List
- Endnotes
o Consistent use of bullets or numbers throughout the paper.

II. **Page Layout**
o Page Size: A4 (Portrait)
o Margins: 2.5 cm (L), 2 cm (T), 2 cm (R), 2 cm (B)
o Line Spacing: 1.5 pt
o Paragraphs are separated by adding a space before/after the paragraph

III. **Font Specifications**
o Style: Arial
- Title: 16 pt, bold
- Headings: 14 pt, bold
- Subheadings:12 pt, underlined
- Body Text: 11 pt
- Image captions: 9 pt
o Black font colour to be used throughout the text, except for hyphenated links in the references section.
o Text should be justified throughout.
o Do not use any personal formatting styles.

IV. **Author Biography** (For Research Paper)
o Should not be more than 100 words
o Should have the following details: Name, qualification, projects, research interests and special projects.

V. **Abstract**
o 300 to 400 words (for Research Paper)
o Line Spacing: 1 pt
o Avoid using referencing and footnotes unless absolutely required.

VI. **Keywords**
o Must have a minimum of four keywords
o Should be introduced with a colon, separated by commas, italicised. **[Example-** *Keywords: abc, def, ghi***]**

VII. **Language Specifications**
o The submitted paper should be in English (UK). Follow British spellings throughout **[Example-** 'labour', not labor; 'programme', not program, and so on**]** Universal 's' in 'isation' words. **[Example-** organisation, modernisation, etc.**]**
o The content of the research work should be in third person, unless the text corresponds to interviews conducted during the study.
o Spellings should be uniform throughout the research work, for example, Jehangir/Jahangir, unless specified for the context.

o Names of cities and towns/places should be uniform unless specified for a context **[Example-** Madras vs. Chennai, Calcutta vs. Kolkata, Baroda vs. Vadodara**]**

o Common nouns (names, places, etc.) in languages other than English should be italicised and meaning should be provided within the text, either within the text **[Example-** In many of the smaller temples called *dehris*, it is only the simple style value which enhances the importance of design.**]** or in brackets **[Example-** In many of the *dehris* (smaller temples), it is only the simple style value which enhances the importance of design.**]**

o Proper nouns (names, places, etc.) in languages other than English should not be italicised and meaning (if relevant) should be provided in the endnotes.

o Use third person throughout, except in quotes.

o Date in the format: September 24, 2008

o Numbers: up to nine in words, 10 onwards as numerals.

o Acronyms should not have full stops; full form with abbreviation given in bracket for the first time use – for example – United Nations (UN) on first use and UN in the following text.

o Avoid the use of abbreviations, however, wherever used, they must be followed by a full stop. Use full forms for units of measurements [Example – kilometres, metres, feet, etc.]

VIII. **Quotations**

o Short Quotes (less than 30 words): should be a part of the sentence, use single quotation marks ('abc') for the quote and double inverted commons ("abc") for quote within the quote and include the page number in the in-text citation.

**Example-**

However, the contention of Rees, Weston and Waters (2006, p. 45) to base the energy footprint on the 'area of land needed to absorb the carbon emitted by burning fossil fuels' is regarded by most commentators as being hard to defend.

o Long Quotes (more than 30 words): introduced with a colon, indented, single line spacing and the font size should be one point smaller.

**Example-**

As Smil (1993, p. 190) reports, sugar cane is the best renewable option:

> Relying on corn in temperate regions would bring much lower returns. Even during the transition period, when distillation would be subsidised by coal power, densities for ethanol as standalone fuel would be no more than 0.2W/m2. Power densities of a fully solar operation would drop to about 0.04W/m2.

o Both long quotes and short quotes must include the page number in the in-text citation.

### IX. Figures and Tables

o The images should be numbered sequentially [E.g. Figure 1, Figure 2, Figure 3…]

o Use sentence case for captioning the images

o If the image is sourced from any individual other than the author, the full name of the Individual must be used. **[Example-** Image Source: Jane Doe**]**

o Figure captioning must be done below the image, aligned to the picture.

o The table captions are given above the table and numbered sequentially **[Example-** Table 1, Table 2, Table 3…**]** All tables in the paper must be referred to in the main body of the text. Captions should include a statement of what is being figured, definitions for any symbols or acronyms used.

o Only Good quality photographs in TIFF/EPS/JPEG format (minimum 300 dpi.) should be included. All maps and sketches and their legends should be readable in greyscale as well.

o Captions for the photographs, figures and drawings are to be provided in a separate file with clear reference numbers matching the image files.

### X. Referencing

o Harvard Referencing Style, as specified in Harvard Referencing Guide by Monash University (2012), must be used for the in-text citation and referencing. The document can be accessed using this link: https://guides.lib.monash.edu/ld.php?content_id=8481587

o The paper should only contain a reference list. Bibliography/ Suggested Reading/ Further Reading is not required.

o The references in the list must be organised in an alphabetical manner with the consecutive lines hanging (at 1.5 cm).

### XI. End Notes

o Endnotes should be used for substantive comments—rather than citation of sources. Endnotes are indicated in-text by superscript Arabic numbers after the punctuation of the phrase to which the note refers.

**Example-**

> The national flag of India, colloquially called the tricolour, is a horizontal rectangular tricolour flag of India saffron, white and India green; with the Ashoka Chakra, a 24-spoke wheel, in navy blue at its centre.[4]