Indian
National Trust
for Art and
INTACH Cultural Heritage
HERITAGE ACADEMY
ANNEXURE 3

INTACH Awards for Interdisciplinary Heritage Documentation 2024

STYLE SHEET FOR REPORT

I.   General Considerations
o The report should contain the following items:
  - Title
  - Abstract
  - Keywords
  - Body text with in-text citation
  - Reference List
  - Endnotes

o Word Limit: 3,000 to 5,000 words

o Consistent use of bullets or numbers throughout the report.

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: Times New Roman
  - Title: 16 pt, bold
  - Headings: 14 pt, bold
  - Subheadings:12 pt, underlined
  - Body Text: 11 pt
  - Image captions: 10 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.   Abstract
o 150 to 200 words
o Line Spacing: 1 pt
o Avoid using referencing and footnotes unless absolutely required.

V.   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***]**

VI.   Language Specifications
o The submitted report 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 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.**]**

VII.   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 (that is, 11).
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.

VIII.   Figures and Tables

o The images should be numbered sequentially [**Example**: 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 report 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.

IX.   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 report 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).

Sample Reference List
(Based on Harvard Referencing Guide, Monash University, 2012)

Australian Bureau of Statistics (ABS) 2004, *5362.0.55.001 A guide to Australian balance of payments and international investment position statistics,* viewed 24 November 2011, http://www.abs.gov.au/ausstats/abs@.nsf/mf/5362.0.55.001

Brick, J 2006, *Academic culture: a student's guide to studying at university,* National Centre for English Language Teaching and Research, Sydney.

Cashmore, J, Parkinson, P, Weston, R, Patulny, R, Redmond, G, Qu, L, Baxter, J, Rajkovic, M, Sitek, T, & Katz, I 2010, *Shared care parenting arrangements since the 2006 Family Law Reforms: report to the Australian Government Attorney-General's Department* viewed 17 January 2012, http://www.sprc.unsw.edu.au/media/File/AG_Shared_Care.PDF

Department of Transport and Communications 1984, *Sound and television broadcasting stations: field strength contour maps,* 1:2,500,000, Department of Transport and Communications, '2NB Broken Hill', 31°56"S 141°29'E.

Devlin, M 2011, 'Keys found to success by the less privileged', *The Australian,* 16 November, p. 32.

Godfrey, J, Hodgson, A, Tarca, A, Hamilton, J & Holmes, S 2010, *Accounting theory,* 7th edn, John Wiley & Sons, Australia, Milton.

González Sánchez, CA 2011, *New world literacy: writing and culture across the Atlantic, 1500-1700,* trans. T Platt, rev. B Aram, Bucknell University Press, Lewisburg.

Goodrum, D, Hackling, M & Rennie, L 2000, *The status and quality of teaching and learning of science in Australian schools*, Department of Education, Training and Youth Affairs, Canberra.

Kim, D & Johnson, T 2012, 'Political blog readers: predictors of motivations for accessing political blogs', *Telematics and Informatics*, vol. 29, no. 1, pp. 99-109, (online Ebscohost).

Larkin, E (ed.) 2004, *Common sense: Thomas Paine,* Broadview Editions, Toronto.

Novick, M 2012, 'Allowable interval sequences and separating convex sets in the plane', *Discrete Computational Geometry,* vol. 47, no. 2, pp. 378-392, doi: 10.1007/s00454-011-9365-5

Oxford English dictionary online 2011, 'Argument', viewed 11 January 2012,
    http://www.oed.com.ezproxy.lib.monash.edu.au/view/Entry/10663

Prentice, C 2010, 'Terms of ambivalence: cultural politics and symbolic exchange',
    Australian Literary Studies, vol. 25, no. 4, pp. 33-54.

Strangio, P & Costar, B (eds.) 2006, *The Victorian premiers 1856-2006,* The Federation
    Press, Sydney.

Wheeler, JC 2007, *Cosmic catastrophes: exploding stars, black holes, and mapping the
    universe,* 2nd edn, Cambridge University Press, MyiLibrary, LaVergne, viewed
    10 January 2012,
    http://lib.myilibrary.com.ezproxy.lib.monash.edu.au/Open.aspx?id=75048&loc=&
    srch=undefined&src=0

Legislation

Civil Unions Bill 2011

Cases

Metro Trains Melbourne Pty Ltd v Marotta [2012] FWA 432

X.   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.

> 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]