

STYLE GUIDE
FOR THE PAPER PRESENTERS
ANDHRA PRADESH HISTORY CONGRESS

The following is a set of guidelines for citation in the research papers submitted for publication in the *Proceedings of the Andhra Pradesh History Congress*. Please note that they are only indicative, not exhaustive.

1. Names of individuals and organisations:

- People must be fully identified by first and last names, when they are first mentioned in the article. Names of authors mentioned in article should usually correspond exactly to their names as given in the endnotes.
- The use of titles such as Prof., Dr., Rev., Gen., Mr., Mrs., and Miss is discouraged.
- Acronyms (such as AP, AIWC, PWP, DK) should not be used to identify organisations until the organisational name has first been provided in full and the acronym indicated. For example, “Andhra Pradesh (AP)”, “All Indian Women’s Conference (AIWC).”

2. Quotations:

- Quotations should be exactly as in the originals in wording, spelling, interior capitalisation, and interior punctuation.
- Use single quotation marks, reserving the double quotation marks for quoted words within a quotation. Spellings of words in quotation should not be changed.
- No quotation marks are required for longer passages (i.e., 45 words or more). These have to be **indented** and **separated from the text**.
- Sic is used to indicate errors or idiosyncrasies present in the original source.

3. Ellipses:

- Observe the distinction between 3-point and 4-point **ellipses**. Indicate omissions within a quoted sentence by **three spaced periods** (e.g., dot space dot space dot space). When the omitted passage includes the end of a sentence, indicate the ellipsis by four periods with no space before the first.
- Ellipsis points are not necessary at the beginning or end of a quoted passage, since the reader normally assumes that something precedes and follows any quotation.

4. Interpolations:

- Interpolations of the scholar’s own comments or explanations into quoted matter should be enclosed in **square brackets**, not parentheses.
- However, such interpolations should be kept to a minimum.

5. Tables, Figures, and Maps:

- Each **table** should be identified by both a **number** and a descriptive **title**.

- Each must have its **sources indicated**, and the scholar should **insert** the table in the article in an **appropriate** manner.
- **Figures** (illustrations) are numbered separately from tables, and they also must be identified by descriptive captions (including a date). The **source** for each figure should **be given**.
- **Maps** should cite source, or if redrawn be shown as “Based on [mention Source]”.

6. Scholarly Abbreviations:

Ibid.

- It refers to the item preceding and takes the place of as much of the succeeding material as is identical.
- **If more than one work is cited in a note**, *ibid.* should not be used for the first citation of the following note.
- **Op. cit., loc. cit., idem**, and “hereafter cited as” may not be used. Instead, for second references to books and articles, use the author’s last name, the short title, and pages.
- Passim and ff. are not advisable. Specific pages should be cited whenever possible; otherwise, the whole book or article should be cited.

Et al.

- It is used if a book or an article has **more than three** authors. Note that it is not italicised or underlined and that “et” is not an abbreviation. Second references must also include et al.

7. Endnotes:

- They should be consecutively numbered and presented at the **end of the article**. You may also use: **Notes and References**

8. Spellings:

- Use **British spellings** rather than American.
For example, ‘programme’, not ‘program’; ‘labour’, not ‘labor’; and ‘centre’, not ‘center’.
- Whichever form is chosen should be retained throughout the draft consistently, and the contributors are not allowed to alternate between the two forms.

9. Italics:

- Titles of books, names of journals, magazines, newspapers, etc. and foreign (non-English) words should be **STRICTLY in italics**.
- If you want to emphasise something, you may italicise that part. However, excessive italicisation should be avoided.

10. Hyphenation:

- Please pay attention to consistency in the hyphenation of words. Do not alternate, for example, between ‘macroeconomic’ and ‘macro-economic’, ‘decision making’ and ‘decision-making’.

11. Numbers:

- Numbers must be written in figures (rather than words) for exact measurements and series of quantities, including percentages. In more general description, **numbers below 100 should be spelt out in words**. In text, use ‘per cent’; in tables the symbol ‘%’. Write ‘0.8’ rather than ‘.8’, except for levels of probability. Use lower-case italics for *p* (probability) and *n* (number). Use fuller forms for numbers and dates—e.g., 1780–88, pp. 178–84, and pp. 200–2.

12. Dates:

- Give specific dates as 10 September 1760.
- Decades may be referred to as either ‘the eighties’ or ‘the 1880s’. Spell out the ‘nineteenth century’, etc.

13. References:

13.A. CITATIONS TO BOOKS

Required information:

- a. Author’s or editor’s name as it appears on the title page (except in bibliography where the surname of the author comes first).
- b. Full title and subtitle, if any, exactly as they appear on the title page.
- c. Title of the book should be italicised.
- d. Total number of volumes for any multivolume work (for example, *Comprehensive History of Andhra Pradesh*).
- e. Name of the publisher.
- f. Place of publication.
- g. Date of publication (for books: year; for magazines: month and year; for newspapers: date, month, and year)
- h. Page number(s) (if only one page, use p. for example, p. 5.; more than one page, use pp. for example, pp. 5-7 or 55–57)

Examples:

Single author book:

V. Ramakrishna, *Social Reform in Andhra, 1848–1919*, Vikas Publishing House, New Delhi, 1983.

If a book is edited by a single scholar:

Salma Ahmad Farooqui ed., *Histories, Regions, Nodes: Essays for Rattan Lal Hangloo*, Primus Books, Delhi, 2017.

If a book is edited by two scholars or, more:

Hanna Papanek and Gail Minault eds., *Separate Worlds: Studies of Purdah in South Asia*, Chanakya Publications, Delhi, 1982.

If a book cited is in Telugu:

Nagasuri Venugopal, *Asalaina Viplavavaadi . . . Sisalaina Sidhdhantakarta Gandhiji*, (Telugu) Gandhi Bhavan, Kakinada, 2021.

If the Book cited is an Edited Volume:

K. Jitendra Babu ed., *Telanganalo Chaitanyam Ragilinchina Nizam Rashtrandhra Mahasabhalu*, (Telugu) 2 vols., Sahiti Sadan Prachuranalu, Munagala, 2007.

13.B. CITATIONS TO ARTICLES

Required information:

- a. Author's name as it appears on the first page of the article.
- b. The full title and subtitle, if any, as they appear on the first page of the article.
- c. The title of the article should be put in single inverted commas, and the **source** (book, journal, newspaper in which the article appears) should be **in italics**
- d. Full publishing information for the journal or book in which the article appeared.

Examples:

Articles in edited volumes:

- Vakulabharanam Rajagopal, 'Anti-reform Discourse in Andhra: Cultural Nationalism that Failed' in Michael Bergunder, Heiko Frese and Ulrike Schroder eds., *Ritual, Caste, and Religion in Colonial South India*, Primus Books, Delhi, 2011.

Articles published in Journals:

- A. Subash, 'Chains of Servitude: A Study of Internal Labour Mobility in Colonial Andhra', *Deccan Studies*, Vol. X, No. 1, January–June 2013, pp.117–121.

Newspaper articles should be cited as in the following:

Shaik Mahaboob Basha, 'Bhandaru Atchamamba Stree Samaajaalni Sthapinchindaa? *Andhra Jyothy*, 22 June 2020.

- Prepositions of any length are lowercased unless they are the first or last word in a title or subtitle or function as adverbs, adjectives, or conjunctions. Form short titles by dropping any initial article in the title (i.e., *A*, *An*, or *The*), dropping anything after a colon, and dropping any year range following a comma.

14. CITATIONS TO UNPUBLISHED M. Phil/ Ph. D Dissertations/ Thesis

Whenever a Ph.D., thesis or M. Phil., dissertation is cited, its title should be kept in single inverted commas.

For example:

- Busireddy Sunitareddy, 'Education of Women in Colonial Andhra, 1857–1947', M. Phil. Dissertation submitted to the University of Hyderabad, 1989.
- T.V. Manjulata Devi, 'History of the Growth of Education in Rayalaseema, 1920–1950', Ph. D. Thesis submitted to Sri Venkateswara University, Tirupati, 1994.

15. CITATION OF MANUSCRIPT(S)

All manuscripts should be cited as follows:

Name of author, full title, name of collection, name of library/archive, press mark, folio number/s, e.g.

Bhimsen, *Nuskha i Dilkusha*, OIOC, British Library, MS Or. 23, f. 90a (or ff. 90a-91b).

Scholars of modern Indian history should put the title of the manuscript in single inverted commas and not italicise it.

16. CITATION OF EDITED SOURCE

Name of author, full title, number of volumes, name of editor, name of series (if any), place of publication, date of publication, page number, e.g.

Abul Fazl, *Ain i Akbari*, 2 vols., ed. H. Blochmann, Biobliotheca Indica, Calcutta, 1872-77, p. 112. (if more than one editor, put eds.)

If a work does not have a single author, the citation should begin with the title, e.g.

English Factories in India (1618-1669), 13 vols. (each volume titled by the year/s it covers), ed. William Foster, Oxford, 1906-27.

17. CITATION OF TRANSLATED SOURCE

Name of author, full title, number of volumes, name of translator, name of editor (if any), name of series (if any), place of publication, date of publication, e.g.

Jean-Baptiste Tavernier, *Travels in India*, 2 vols., tr. V. Ball, 2nd ed. rev. W. Crooke, London, 1925.

If the source is edited and translated by the same person it should be cited as follows:

Banarasidas, *Ardhakathanaka*, ed. and tr. Mukund Lath, Jaipur, 1981.

18. CITATIONS TO GOVERNMENT DOCUMENTS:

When an Order by a government official:

General Orders by the Commander in Chief, dated 11 Oct. 1805, Fort St George Military Consultations, Board of Commissioners for the Affairs of India, 1807–1808, OIOC (Oriental and India Office Collections), F/4/200/4502, British Library.

When citing correspondence:

F.J. Aylmer Quartermaster General to Commander in Chief O'Mcreagh, 19-6-1912, Foreign and Political, Internal B, February 1914, Nos. 259-260, National Archives of India, (hereafter NAI).

Officiating Magistrate, Mainpuri to Officiating Secretary to Government, NWP, 2nd June 1870, NWP JIP, Index no. 52, Progs. no. 34, 21st January 1871, Vol. 53, p. 76, UP State Archives (UPSA).

When citing file noting:

Note by Resident, File no 549, 1886, Sl. No 29-55, Residency Files, Karnataka State Archives (hereafter KSA).

When citing case law:

Pitamber Ratansi v. Jagjivan Hansraj (1884) corresponding to I.L.R. 13 Bom. 131 *Dholidas Ishvar v. Fulchand Chhagan* (1897) I.L.R. 22 Bom. 661 at p. 664.

19. CITATIONS TO PRIVATE PAPERS/COLLECTED WORKS

- a. EUR.E.196, Kirkpatrick Papers, William Kirkpatrick to Lord Mornington, 8 August 1799.
- b. B. R. Ambedkar *Writings and Speeches*, Vol. 3, (1987) compiled by Vasant Moon.

20. CITATIONS TO ELECTRONIC SOURCES

Required information:

- a. Citations of electronic sources should include, if available, an author or editor, the title of the text, date, the title of the Website, the electronic address, and page or paragraph numbers. The date when the source was accessed should be included in parentheses at the end of the citation.
- b. Citations of books, journal articles, periodicals, and other sources published online should follow traditional citations as closely as possible, with the addition of the electronic address.

21. INTERVIEWS/ORAL TESTIMONIES

Interviews and oral testimonies should be cited with the name of the subject (or anonymous), place and date.

(Prepared by Shaik Mahaboob Basha, and A. Subash on behalf of the A.P.H.C)