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# GUIDELINES FOR AUTHORS

The purpose of this document is to list out all guidelines that authors must keep in mind while writing papers for PKJCSS. Following all rules and guidelines mentioned herein will ensure a smoother pace for the editorial team, thereby complimenting the publication process.

# 1. Text formatting

## 1.1. Titles

- Times New Roman
- Size 36
- Add space before paragraph
- Spacing: 1.5

## 1.2. Subtitles

- Times New Roman
- Size 20
- Add space before paragraph
- Spacing 1.5

## 1.3. Author's Name

- Times New Roman
- Size 20
- Add space before paragraph
- Spacing 1.5

## 1.4. Heading 1

- First level of headings
- Times New Roman
- Size: 20
- Bold
- Add space before paragraph
- Colour: *"Dark Blue, Text 2, Darker 25%"*
- Spacing 1.5
- Example: **Heading 1**

## 1.5. Heading 2

- Second level of headings
- Times New Roman
- Size: 16

- Bold
- Add space before paragraph
- Colour: “*Dark Blue, Text 2, Lighter 40%*”
- Spacing 1.5
- Example: **Heading 2**

### 1.6. Heading 3

- Third level of headings
- Times New Roman
- Size: 14
- Bold
- Add space before paragraph
- Colour: “*Dark Blue, Text 2, Lighter 60%*”
- Spacing 1.5
- Example: **Heading 3**

### 1.7. Normal (Body)

- Regular usage in body/paragraphs
- Times New Roman
- Size: 12
- Regular
- Justified
- Add space before paragraph
- Colour: “*Black, Text 1*”
- Spacing 1.5

### 1.8. Quotes

- For directly quoting phrases/sentences of 5 or more lines, enter in new paragraph
- No quotation marks
- Single-spaced
- Indent the whole quote by ½ inch (Select the whole quote, which will be in a new paragraph, and press “Tab”)

## 2. Content

### 2.1. Grammar

- All authors are to write their papers in British English, and not American English. Spellings should be uniform throughout the paper ('labour' not 'labor', 'centre' not 'center'; universal 's' in '-ise' and '-isation' words).
- All authors are requested to review their papers for grammatical errors before submission.
- It is recommended that authors make use of freeware such as [Grammarly](#) to run grammar checks. Grammarly also supports add-ons to Microsoft Office.

### 2.2. Referencing

- Authors are to follow the **American Psychological Association (APA) 7** for citations and referencing.
- Please refer to [this](#) site, which will help you cite books, journal articles and Internet sources.
- If you use citations generators, please check whether it is conforming to the guidelines, as often time generators are not 100% accurate.
- **Online APA Style Guides:** Websites like the APA Style Blog and the Purdue Online Writing Lab offer comprehensive explanations and examples.

### Footnotes:

- **Placement:** Place footnotes at the bottom of the page on which the citation appears.
- **Punctuation:** Place the footnote number after all punctuation marks in the sentence.
- **Example:** "Dr Brown argues that India's foreign policy should be strengthened."<sup>1</sup>
  - All footnotes should be in Times New Roman, 10-point font. Single space all footnotes.
  - Please include a Bibliography or Works Cited section at the end of the paper.

### 2.3. Writing Style

- Always use the full-form and indicate the abbreviation in brackets before subsequent uses of the abbreviation. For example, write "the United Nations (UN)" in the first use, and with "the UN" in subsequent mentions.
- Be consistent with naming regions. For example, don't write "South-East Asia" in one paragraph and "Southeast Asia" in the next. When in doubt, look up on the Internet what the common usage is.
- Capitalise only when necessary. Capitalise all proper nouns – country names, department names and titles ("Brazil" and not "brazil", "Minister of State" and not "minister of state.")

- Avoid paragraphs that are only 2-3 sentences long. Refer to [this](#) site to write effective paragraphs.
- Please write full sentences and avoid sentence fragments.

- Avoid using Passive Voice. If you're not sure what that is, check [here](#).
- Maintain a formal academic tone, avoid a conversational tone. Please refer to [this document](#) to make sure you are using a formal, academic tone. Many papers use public speaking language (“As we have seen in previously” or “Let us now move on to”). This adds unnecessary words and is often distracting to the reader. For example, instead of “as we have seen previously” you can write “the previous section mentioned” – which expresses the same idea in a concise, more formal academic tone.

#### **2.4. Author's details**

- Please include your name and position at the Centre while submitting your paper. Put this at the end of the paper.
- If you are unaware of your position, you may refer to the [roster](#) on the PKJCSS website.
- Refer to the following example:

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*Rahul Sharma is a postgraduate student at the Jindal School of International Affairs and is a Research Assistant at the Pankaj Kumar Jha Centre for Security Studies, JSIA. All views expressed in this publication belong to the author and do not reflect the opinions of the Pankaj Kumar Jha Centre for Security Studies.*

