

# GUIDELINES FOR AUTHORS

- I. RESEARCH ARTICLES
- II. BOOK REVIEWS
- III. COMMENT & ANALYSIS ARTICLES

## I. RESEARCH ARTICLES

*The Calcutta Journal of Global Affairs (CJGA)* considers all manuscripts on the strict condition that they are exclusive to the *CJGA*, and have been submitted only to *CJGA* (and that they have not been published already), nor are they under consideration for publication or in press elsewhere. Articles for *CJGA* should generally be 5,000 words in length, not including footnotes. Articles should be accompanied by (a) a cover letter with the author's name, address, phone number and e-mail address, (b) a 150-word abstract, and (c) a word count. Since submissions are refereed anonymously, the author's name should appear only on the cover sheet. Material submitted for publication should be submitted as an e-mail attachment in MS Word, Times Roman 12 point, and double-spaced (footnotes double spaced as well). If an article is accepted for publication, authors will be required to format their article according to *CJGA* guidelines.

### **Authors' style guide for accepted articles**

Articles should follow our house style which is the *Chicago Manual of Style* (16th edition), whose examples are shown below.

### **House style for formatting and grammar**

Please do not double-space after a sentence's period or full stop.

Please do not justify the right margin. Do not use bold-face characters. Use italics.

Please supply page numbers at the bottom of the page in the centre, except for the first page.

Punctuation is contained within (not outside) quotation marks.

Subheads are discouraged, except if the length of your article exceeds 8,000 words.

Supply illustrations to us in JPEG format in separate files, with clear captions (with properly supplied references for their source) on a separate page before the figures, as well as clearly indicate where they are to be placed within the article.

Tables should be supplied on a separate page, and supplied with reference to indicate their source, as well as a clear indication where they are to be placed in the text.

Please use footnotes (with arabic numerals such as 1, 2, 3), not endnotes.

Every quotation needs to be accompanied by a footnote.

#### **Numbers:**

Spell out numbers from one to ninety-nine. 100 and above in numerals.

Write "percent" not "per cent." Percentages are always given as numerals: 3 percent; 75 percent; 100 percent.

#### **Dates:**

Please date everything in main text and in references in the footnotes as follows, for example June 17, 2009 (not 17 June 2009).

1910-18; 1981-2; 1979-81, 1794-1810.

#### **Time and Eras:**

Time designations are expressed as CE ("of the common era") and BCE ("before the common era"). CE and BCE should be written in full capitals with no periods.

Centuries should be spelled out. Use a hyphen when the century is used as an adjective.

- the twenty-first century; the eighth and ninth centuries.
- the eighteen hundreds; mid-nineteenth century.
- nineteenth-century scholar; twentieth-century conflict.

Decades may be spelled out or written in numerals. The first decade of any century should be spelled out.

- the nineties; the mid-fifties; the sixties; the mid 1960s; in the middle of 1968.
- the first decade of the eighteenth century (or the years 1800–1809).
- the second decade of the nineteenth century.

Or the 1810s

- the 1960s and 1970s (not the ‘60s and ’70s).

Years should be written in full, in numeral form.

- the war of 1914–1918; she lived there during the years 1504–1505; the winter of 2000–2001.

#### Major Events:

Major events such as wars and revolutions should be capitalised.

- First Indochina War (1946–1954); Second Indochina War (1964–1975); Third Indochina War (1978–1981);

Or,

First World War; Second World War, Russian Revolution; French Revolution.

#### Introduction to persons:

Individuals are to be introduced with a full (or reasonably full) name or title and office. Thus: the president of the United States, John F. Kennedy; the prime minister of India, Indira Gandhi; the British ambassador at Vienna, Sir Gilbert Elliot. Do not use ‘Secretary of State Colin Powell, but ‘the secretary of state, Colin Powell’.

### **Chicago-Style Citation Guide**

#### **Sample Citations**

The following examples illustrate citations using footnotes:

#### **Book**

One author, on first mention in your text:

Michael Pollan, *The Omnivore’s Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

Second mention:

Pollan, *The Omnivore’s Dilemma*, 3.

Two Authors:

Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.

Second mention:

Ward and Burns, *War*, 59–61.

For four or more authors:

Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s . . .*

Second mention:

Barnes et al., *Plastics* . . .

Editor, translator, or compiler instead of author:

Richmond Lattimore, ed., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

Second mention:

Lattimore, *Iliad*, 24.

Editor, translator, or compiler in addition to author:

Gabriel García Márquez, *Love in the Time of Cholera*, ed. Edith Grossman (London: Cape, 1988), 242–55.

Second mention:

García Márquez, *Cholera*, 33.

Chapter or other part of a book:

John D. Kelly, “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War,” in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly et al. (Chicago: University of Chicago Press, 2010), 77.

Second mention:

Kelly, “Seeing Red,” 81–82.

Preface, foreword, introduction, or similar part of a book:

James Rieger, introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.

Second mention:

Rieger, introduction, xxxiii.

Book published electronically:

For books consulted online, list a URL. If no fixed page numbers are available, you can include a section title or a chapter or other number.

Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), Kindle edition.

Philip B. Kurland and Ralph Lerner, eds., *The Founders’ Constitution* (Chicago: University of Chicago Press, 1987), accessed February 28, 2010, <http://press-pubs.uchicago.edu/founders/>.

Journal article:

Article in a print journal

Joshua I. Weinstein, “The Market in Plato’s *Republic*,” *Classical Philology* 104 (2009): 440.

Second mention:

Weinstein, “Plato’s *Republic*,” 452–53.

Article in an online journal:

Gueorgi Kossinets and Duncan J. Watts, “Origins of Homophily in an Evolving Social Network,” *American Journal of Sociology* 115 (2009): 405–50. Accessed February 28, 2010. doi:10.1086/599247.

Article in a newspaper or popular magazine:

Daniel Mendelsohn, “But Enough about Me,” *New Yorker*, January 25, 2010, 68.

## AUTHOR GUIDELINES

Sheryl Gay Stolberg and Robert Pear, “Wary Centrists Posing Challenge in Health Care Vote,” *New York Times*, February 27, 2010, accessed February 28, 2010, <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

Second mention:

Mendelsohn, “But Enough about Me,” 69.

Stolberg and Pear, “Wary Centrists.”

### Book review:

David Kamp, “Deconstructing Dinner,” review of *The Omnivore’s Dilemma: A Natural History of Four Meals*, by Michael Pollan, *New York Times*, April 23, 2006, Sunday Book Review, <http://www.nytimes.com/2006/04/23/books/review/23kamp.html>.

Second mention:

Kamp, “Deconstructing Dinner.”

### Thesis or dissertation:

Mihwa Choi, “Contesting *Imaginares* in Death Rituals during the Northern Song Dynasty” (PhD diss., University of Chicago, 2008).

Second mention:

Choi, “Contesting *Imaginares*.”

### Paper presented at a meeting or conference:

Rachel Adelman, “ ‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition” (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009).

Second mention:

Adelman, “Such Stuff as Dreams.”

### Website:

“Google Privacy Policy,” last modified March 11, 2009, <http://www.google.com/intl/en/privacypolicy.html>.

“McDonald’s Happy Meal Toy Safety Facts,” McDonald’s Corporation, accessed July 19, 2008, <http://www.mcdonalds.com/corp/about/factsheets.html>.

Second mention:

“Google Privacy Policy.”

“Toy Safety Facts.”

### Blog entry or comment:

Jack, February 25, 2010 (7:03 p.m.), comment on Richard Posner, “Double Exports in Five Years?,” *The Becker-Posner Blog*, February 21, 2010, <http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html>.

Second mention:

Jack, comment on Posner, “Double Exports.”

### E-mail or text message:

John Doe, e-mail message to author, February 28, 2010.

## II. BOOK REVIEW GUIDELINES

At the top of the review, please provide the following information:

Title of book, author's name, place of publication, publisher's name, year of publication, number of pages, and price.

For example: David Best, *The History of Food* (New York: Penguin, 2006), 350 pages, \$65.

### **Please adhere to the following guidelines:**

**Effectiveness:** Place the review within a broader context, explaining what important issues are worth the attention of readers.

**Content:** Reviews should include a brief summary of the scope, purpose, and content of the book and its significance in the literature of the subject.

**Context:** Reviewers should include a brief survey/outline of the literature in the field (i.e. other books by scholars on the same topic or field), with a short comment on how the book being reviewed differs from, or adds to, the existing literature.

**Evaluation:** Reviews should go beyond description of the book, and should evaluate the strengths and weaknesses of the work, paying attention to the use of sources, methodology, organization, and presentation. Evaluation should consider the work's stated purpose.

**Audience:** Reviewers need to keep in mind the readership of our journal, which comes from many different disciplines and departments, so it is important for reviewers to provide historiographical and historical background.

**Professionalism:** Whether the evaluation of a work is favorable or unfavorable, reviewers should express criticism in courteous, temperate, and constructive terms. Reviewers are responsible for presenting a fair and balanced review and for treating authors with respect. Finally, as with any good scholarly review, your review should make reference to related sources, and should help readers consider how the material or presentation being evaluated fits within its discipline.

These 1,500 to 2,000 word book reviews need proper footnotes, both giving page numbers for the book being reviewed, and full publication details for other books being cited such as in the survey of the literature in the field.

## III. COMMENT AND ANALYSIS ARTICLES

These 1,500 to 2,000 word articles do not need to cite footnotes, or follow the Chicago Style. However, they must follow the basic house style for grammar, and numerals stipulated in Section 1 (House Style for Formatting and Grammar).