

# United Service Institution of India



## Guidelines for Contributors

## **USI – Writing and Publication Policy**

### **Editorial Team**

1. The United Service Institution of India's (USI) publications carry papers and articles covering various aspects of national security (including internal security and social issues), international relations, military doctrine and strategy, military history, professional military education and military administration.
2. The Editorial Team at the USI supervises, edits, oversees and facilitates the process of publishing the flagship 150-year-old USI Journal and all other written output in print and electronic media. The Editorial Team is responsible for recommending and implementing procedures and guidelines that ensure the quality of output. A professional book editor may be employed for a specific project, if required. Besides the regular USI publications listed below, the Centre for Strategic Studies and Simulation (CS3) and the Centre for Military History and Conflict Studies (CMHCS) have contractual/project-based output of their own. This is not required to pass through the Editorial Team. Responsibility for ensuring the quality of output of projects undertaken by the Centres is of the Centres themselves.
3. The Editorial Team consists of the following:
  - (a) Director Editorial.
  - (b) Editorial Assistant.
  - (c) Research Assistant.
  - (d) Intern (when available).

### **USI Writing and Publication Categories**

4. **Solicited and Unsolicited Writings.** Solicited manuscripts are those where the USI has asked a writer/acknowledged expert to write or research and write on a subject. Unsolicited manuscripts are those where a writer sends his paper/article for consideration for publication by the USI.
5. **USI Publication Categories:**
  - (a) Strategic Year Book.
  - (b) Journal Articles.
  - (c) Strategic Perspective.

- (d) Books.
- (e) Monographs.
- (f) Occasional Papers.
- (g) USI Blog.

### **Strategic Year Book**

6. The Strategic Year Book is the flagship publication of the USI. It consists of articles written by eminent Defence Personnel and Civil Servants who have held key positions in the government and as heads of major multilateral organisations. These articles are to be of 3000 to 3500 words. Strategic Year Book articles will be solicited and will generally deal with issues of national and international importance. The articles will be peer-reviewed by domain experts.

7. Basic Prerequisites:

- (a) Abstract (The aim of an abstract is to provide a concise summary of an article, offering a clear overview of its objectives, methods, findings, and conclusions. It should help readers quickly grasp the essence of the work, and assess its relevance. It serves as a standalone summary ensuring clarity and brevity).
- (b) Introduction.
- (c) Conclusion.
- (d) Endnotes (Refer Appendix B).
- (e) Short Curriculum Vitae (CV).
- (f) Two important lines in each page (except first page) of the article shall be highlighted before submission.

### **Journal**

8. Journal articles are to be of 2500 to 3000 words. The USI Journal is a quarterly, peer-reviewed research periodical published by the USI of India, New Delhi. It aims to provide a platform for both established and budding researchers and writers whose writings aid the aim of furtherance of interest and knowledge in the art, science, and literature of national security in general and of the defence services in particular. In case these are from the sections of the USI, they will need to be approved by the Section

head and sent to the Editorial Section for processing. The journal is both in print and digital form.

9. Basic Prerequisites:

- (a) Abstract (as detailed in Paragraph 7 (a)).
- (b) Introduction.
- (c) Conclusion.
- (d) Endnotes (Refer Appendix B).
- (e) Short CV.

**Strategic Perspectives**

10. Strategic perspectives are to be of 1,000 to 1,200 words. Strategic Perspectives are also written by research scholars and interns as part of their study leave/internship assignments. These are only in digital form and will be approved by the Director Editorial prior to being uploaded. In case these are from the sections of USI, they will need to be approved by the Section head and sent to the Editorial Section for uploading.

11. Basic Prerequisites:

- (a) Introduction.
- (b) Conclusion.
- (c) Endnotes (Hyperlinks Allowed).
- (d) Short CV.

**Books**

12. Books are written as part of Chairs of Excellence awarded by the USI through the CS3 and CMHCS. They can be written by serving officers on study leave with the USI as part of the project assigned by the Service Headquarters, or by retired officers or retired Civil Servants and other authors of repute. All books, other than those being published by CS3 and CMHCS, will follow the following procedure:

- (a) The author will approach the USI with a short preview of the book.
- (b) If approved, the author will submit a short synopsis and if required, present the synopsis to the USI.

- (c) Once the synopsis is approved, the author will be granted adequate time to submit the manuscript.
  - (d) Selected Council members and subject matter experts will be requested to be present to provide a peer review and advice to the author under arrangements of the Director Editorial.
  - (e) Based on the peer review, the go-ahead would be given for publishing the book under the USI banner. In case the peer review suggests certain modifications, the author will be intimated the same for compliance.
13. All such researchers and scholars must present their progress at specified intervals. Review and editing of the book are undertaken jointly by the publisher, the Centre concerned and the author.
14. Some books/seminar proceedings/project publications may be published in-house if the Director General so decides or if such publication forms part of a funded project and is provided for in the budget of the project.
15. Unsolicited books are not published by the USI. However, the USI can undertake to assist USI members who approach it to help them find a publisher. At times, these books can be published as USI-assisted publications, if the subject and quality of the work warrant it, and with the permission of the Director General. This can be with/without royalty/payment to the USI.
16. Basic Prerequisites:
- (a) Chapterisation.
  - (b) Contents.
  - (c) About the Author.
  - (d) No word limit.
  - (e) In a full-length non-fiction book (not essays or an anthology), the writer can use acronyms in the main text and provide a list of acronyms in the front of the book.
  - (f) Books should include primary research.
  - (g) Endnotes (Refer to Appendix B).

## **Monographs**

17. Monographs are to be of 10,000 to 15,000 words. Monographs are research papers that result from original academic research. A monograph will generally deal with one, narrowly focused research question. A monograph will be solicited. In exceptional cases, a writer wishing to write an unsolicited monograph will need to present a synopsis of roughly 1,000 to 1,500 words highlighting the theme, structure, and content of the monograph. All monographs will be accepted only with the approval of the Director General USI. They will, however, be subjected to a peer review once submitted, if required. Monographs are published in the print form. The publisher may also release it in an e-book form.

18. Basic Prerequisites:

- (a) About the Monograph.
- (b) About the Author.
- (c) Contents.
- (d) Chapterisation.
- (e) Endnotes (Refer to Appendix B).

## **Occasional Papers**

19. Occasional Papers are to be of 4,500 to 5,000 words. These can be solicited or unsolicited. Unsolicited occasional papers require a synopsis of roughly 1,000 to 1,500 words, highlighting the theme, structure, and content of the occasional paper. The proposal will require the approval of the Director General, USI, prior to being assigned. They are both in print and digital form. These would be like longer journal articles. These will have citations. Occasional papers would be peer-reviewed, if required, and will be directed towards a wider audience of policymakers, opinion shapers and research institutions.

20. Occasional papers should provide a succinct analytical account of an issue impacting national security. Occasional papers could also be written as a policy brief. In case they are on a classified subject, they will not be published. If written as a policy

brief, they must succinctly pose the problem, summarise the facts, spell out the policy options and their implications, and offer a specific recommendation.

21. Basic Prerequisites:

- (a) About the Occasional Paper.
- (b) About the Author.
- (c) Speaker (in certain cases).
- (d) Compiled by (in certain cases).
- (e) Contents.
- (f) Chapterisation.
- (g) Endnotes (Refer to Appendix B).
- (h) Two important lines in each page (except first page) of the article shall be highlighted before submission.

### **USI Blog**

22. This write-up must be of 500 to 600 words in digital form. USI Blogs represent a researcher's personal and immediate take on current events. Blogs can be without citations or hyperlink citations. Reports of events and discussions hosted by the USI which are put on the blog for information can be longer. Blogs are also written by research scholars and interns as part of their study leave/internship assignments and submitted to the CS3. Such submissions will be edited and formatted as per the USI norms by the CS3.

23. Kindly refer to Appendix A for further specific writing guidelines.

### **Review Process**

24. Refer to Appendix C for a detailed procedure.

### **Honorariums**

25. Honorariums will be paid for solicited articles and may be paid for unsolicited articles, depending upon the requirement by the USI of that article for its publications. The amount for honorariums will be entirely at management's discretion and will depend upon the quality of the manuscript.

26. External reviewers may be compensated. Such compensation will be decided on a case-to-case basis. Rates for external reviews are with the Editorial Team and may be revised from time to time. The head of the Editorial Team will advise the Director Editorial in this regard.

### **Copyright**

27. The USI reserves 'All Rights' over all its published works. These rights are provided by copyright law. As such, another organisation or person cannot reproduce, distribute and/or adapt any part of the published works of the USI, whether in print or digital format, without permission.

28. The copyright for all essays submitted for the essay competitions held by the USI of India also rests with the USI of India.

29. The copyright of the Journal rests with the USI. As an author, one retains certain moral rights on the work and can use or disseminate it—with the permission of the copyright holder—for scholarly and research/teaching purposes.

30. If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article.

### **Design**

31. Designs for Monographs, Occasional Papers, Strategic Perspectives and Blog will be standardised. These must, thereafter, not be altered except for any publications emanating from joint projects or for specific sponsors. All printed publications should preferably carry the USI logo and a short profile of the USI.

32. All regular written formats and books published by the USI should carry a disclaimer statement which states, "The views expressed are those of the author and do not necessarily represent the views of the organisation that he belongs to or of the USI of India."

### **Pricing**

33. The USI Journal will be in digital and print format, with the print version priced by the USI. Strategic perspectives and blog articles are in digital form only and free to download. Books, Monographs and Occasional Papers will be priced by the publishers on commercial consideration. Some Occasional Papers will be available in digital form and are free to download.



**Submissions**

34. All submissions will be made on the email address [direditorial@usiofindia.org](mailto:direditorial@usiofindia.org), [dde@usiofindia.org](mailto:dde@usiofindia.org) in the form of an MS Word document.

**Clearance of Serving Officers**

35. Serving officers will obtain a 'No Objection Certificate' for their books and articles from the authorities and submit to the USI, as specified in the orders of their respective Service or office. The USI will not be responsible for getting any clearance.

### Writing Guidelines

1. **Plagiarism.** All submissions will be checked for plagiarism; authors should ensure that plagiarism is avoided. However, in cases where plagiarism is unavoidable, all external references should be cited. Article/essays with plagiarism beyond a certain limit may be rejected. The final authority for this decision lies with the Director Editorial, USI.
2. **Artificial Intelligence.** Usage of generative Artificial Intelligence tools such as ChatGPT/Grammarly/QuillBot and other such software should be avoided. Submissions which are found to be using such software may be rejected. The final authority for this decision lies with the Director Editorial, USI.
3. **Font.**
  - (a) Arial.
  - (b) Language: English UK/ English India.
  - (c) Font size: 12; Endnotes and CV in size 10.
  - (d) Paragraph spacing before and after 6 pts and line spacing 1.15.
4. **Composition.**
  - (a) **Heading.**
    - (i) Title (centre and bold) and without underline.
    - (ii) Initials of the main words should be capitalised and conjunctions should be in running.
    - (iii) Full name of the author after the Title. The name of the author to be followed with '@' in superscript for the CV to be added as part of the footer on page 1.
  - (b) **Abstract (For Journal only)/About the Monograph**
    - (i) Should be in italics.
    - (ii) Entire abstract should be in one paragraph only.
    - (iii) Abstract should be brief and to the point and must bring out the complete scope of the article.

(iv) For monographs the author must submit a write up in about 150 to 200 words on about the publication.

(c) **Body.**

(i) The article must be organised in group headings, para headings and sub-para headings. The group and para headings will not have bullets.

(ii) All group, para and sub-para headings to be in bold. No heading is to be underlined. Para and sub-para headings must end with a full stop. (sub-sub paragraphs shall be avoided).

(iii) In case para headings are used, then they must not be used selectively to maintain consistency of the document.

(iv) Every para, second para onwards, under a group heading must be indented to the right.

(v) Consistency of headings must be ensured throughout the document.

(vi) Bullets to be used in the sequence of filled circle, filled square and empty circle for sub-para headings.

(vii) Introduction and conclusion are a must.

(d) **Appendices.** Appendices include additional information that is necessary. These may include notes on methods, samples of survey forms, or tables of statistical data. The appendix is to begin after reference list and start on a fresh page. The first page of the appendix is to be a miniature table of contents, listing the numbers of the appendices and their titles. Each appendix should have a title which describes its contents written after the number. Appendices are to be numbered A, B, C, D, E, and so on. **Example:** Appendix A: Statistical Methods. In case something must be attached to an Appendix for amplification, it will be termed as an Annexure and it will be numbered sequentially using Roman Numerals, such as I, II, III and so on.

(e) **Numbering of figures in Appendices.** Each figure inserted into the appendix is to be numbered. Take the letter of the appendix and add a number. The first image in Appendix A is Figure A1., the second is Figure A2. and so on.

(f) **Figures, Maps, Images, Tables.** These must be mentioned in sequential order using Arabic numerals. **Example:** Table 1, Table 2 and so on. The source

must be mentioned in round brackets. However, in case it is URL, then it can be mentioned as an endnote.

5. **CV.**

- (a) Short CV of three to four sentences.
- (b) CV of the author must be added in the footer on Page 1 after converting the layout to 'Different first page'.
- (c) All abbreviations are to be expanded.
- (d) All appointments to be capitalised. (**Example:** Corps Commander)
- (e) Qualifications such as MBA, PhD and BSc need not be expanded.
- (f) Regiment name to be in all caps. (Only limited to Infantry)

6. **Date Style.**

- (a) '24 January 2023' to be written as '24 Jan 2023' (write only starting three letters of the month)
- (b) In case of:
  - (i) 1994 and 1995 (When used with 'between' preceding the text).
  - (ii) 1994 to 1995 (When used with 'from' preceding the text).
  - (iii) 1994-95 (only for consecutive years).
  - (iv) Financial Year – 1994/95.

7. **Page Numbering.** Arabic numerals are to be used for page numbering. Page numbers are to be placed three quarters of an inch from bottom edge of the paper centred between the margins.

8. **Numerals.** These include numbers, units of measurement, time or money. Numbers under 10 are to be spelt out, except for units of measurement, time or money, which are always expressed in figures. **Example:** five homes, USD 7, 4 hrs, 3 cm.

9. **Page Break.**

- (a) In case there are only one to two lines of a para coming on a page, it should be taken to the next page.

- (b) A minimum of 4 lines of a paragraph in the first page and 3 lines of a paragraph in subsequent pages need not be moved to the next page.
- (c) In case there are more than three bullets of single line, then they should ideally be on one page. In case there are more than three bullets, then at least two should come on one page. Avoid splitting a bullet into two pages.
10. **Slash.** Slash is used with fractions, between lines of quoted poetry, in Internet addresses (URLs), to signify 'or' or 'and/or'. There is no space on either side of the slash. **Example:** 1991/92 (instead of an En Dash)
11. **Spacing.** Use one space after a colon or period (full stop).
12. **Brackets.**
- (a) **Round Brackets or Parentheses ( ).** Parentheses ( ) are also known as Round Brackets in American English. They are used to insert additional information, with one space between the word and the beginning of the bracket(s). **Example:** The NTRO (the nodal agency for combating cyber threats) identified Flame as a potential threat.
- (i) In case two brackets are required, then the square bracket can be used. **Example:** "The committee discussed various strategies (including economic, military, and diplomatic measures [such as trade agreements and joint exercises]) to strengthen regional security." In this sentence:
- (ii) The round brackets ( ) enclose general strategies.
- (iii) The square brackets [ ] within specify examples of these strategies.
- (b) **Square Brackets or Brackets [ ].** Brackets are also known as square brackets in American English. They are used to add information that explains the text it follows. **Example:** It [electricity] is really just organised lightning. Square brackets [ ] add further clarification or specific examples within that context.
- (c) **Curly Brackets or Braces or Curly Braces { }.** Curly Brackets, also known as Braces or Curly Braces, are lesser used brackets. These are used in Programming and mathematics.
13. **Hyphen, En Dash and Em Dash.**
- (a) **Use of Hyphen (-).** A Hyphen is used to join words, which are intimately related or function together as a single concept. It is used after some prefixes or between two countries related to a single issue. There is no space on either side

of the hyphen. **Example:** Toll-free call, two-third, sub-editor, co-operative, pre-1997, post-reformist, neo-classical.

(b) **Use of En Dash (–).** An En Dash is used to express range of numbers, ratios and relationships. It is used for explaining the previous argument or is an extension of the previous argument. The En Dash connects things that are related to each other by a distance. e.g. Jan–Jun issue of a journal (Feb, Mar, Apr and May are also included in this range). There is no space on either side of an En Dash. (Type ALT + 0150 to get an En Dash, or Insert Symbols and select En Dash, or Ctrl+Num, or press option and dash key simultaneously on Mac).

**Example:** July 9–August 17; pp.37–59; Apr–Jun.

(c) **Use of Em Dash (—).** After single dash, type a letter and press space, the dash becomes long and is called Em Dash. (Type ALT + 0151, or Alt+Ctrl+Num, or Insert Symbols and select Em dash). An Em Dash is used for the following:

- (i) To create a strong break in the structure of a sentence.
- (ii) Dashes can be used in pairs like parentheses—that is, to enclose a word, or a phrase, or a clause—or they can be used alone to detach one end of a sentence from the main body.
- (iii) An Em Dash does not have any space before or after.
- (iv) Dashes are useful in sentences that are long and complex or in those that have number of commas within it.

**Example:** Upon discovering the errors—all 124 of them—the publisher immediately recalled the books.

#### 14. **Abbreviations.**

(a) Lengthy terms could be converted into an abbreviation in brackets after first use. (Only use this if the word is too lengthy and is being used more than twice).

(b) Provide the full form in the first occurrence, except the commonly used abbreviations provided in the list below.

(c) In case lengthy terms are used only once, the acronym need not be created.

(d) Please make sure that all abbreviations are clearly understood by a book's intended readers.

(e) Abbreviations shall be expanded separately in the abstract and main body.

(f) Abbreviations can be created in the heading itself, though not in the title of the article.

(g) Remove abbreviations by the author in case they have not been used subsequently.

(h) **Commonly Used Abbreviations.**

(i) **Distance.**

(aa) Centimetre - cm

(ab) Metre - m

(ac) Kilometre - km

(ad) Yard - yd

(ae) Mile - mi

(ii) **Area.**

(aa) square mile/km - sq mi/sq km

(ab) square yard - sq yd

(ac) square foot - sq ft

(ad) square meter - sq m

(ii) **Temperature.**

(aa) Degrees Fahrenheit - °F

(ab) Degrees centigrade/Celsius - °C

(ac) Calorie (small calorie) - cal

(ad) kilocalorie (large calorie) - Cal

(iii) **Speed.**

(aa) Miles per hour - mph

- (ab) Kilometres per hour - kmph
- (ac) Knots (nautical miles per hour) - kt

(iv) **Currency.**

- (aa) Great Britain Pound - GBP
- (ab) Unites States Dollar - USD
- (ac) Euro - EUR
- (ad) Indian Rupee - INR
- (ae) Million - mn
- (af) Billion - bn
- (ag) Trillion - tr
- (ah) Crore - cr

(v) **Time.**

- (aa) Second - sec(s)
- (ab) Minute - min(s)
- (ac) Hour - hr(s)
- (ad) Year - yr(s)

(k) In case of multiple accepted abbreviations, maintain uniformity within the article i.e., use the same abbreviation throughout.

(l) The USI format does not use symbols for ‘%’ (per cent), ‘&’ (and) and ‘–’ (to, and), unless required to explain a point.

15. **Italicisation.**

- (a) All words and terms in any other language other than English must be in italics. Meaning of such words shall be mentioned in brackets.
- (b) Abstract to be in italics.
- (c) Any reproduction of a document or publication will be italicised.
- (d) Do not use italics and quotes together to highlight a word or a term.



(e) Foreign/Indian words: Don't italicise foreign/Indian words that are mentioned in the English Dictionary. **Example:** ex ante, de facto, sui generis, raison d'être, devi, sati, dosa, brahmin, zamindar, etc.

(f) If an entire sentence is in a foreign or Indian language, there is no need to italicise; instead put it within double quotes. (If an entire sentence is in a foreign or Indian language, then it needs to be explained within brackets).

(g) Do not italicise well-known names of epics, religious books, such as Bible, Quran, Bhagavat Gita, Mahabharata, Ramayana, Guru Granth Sahib, Torah, Talmud, Old and New Testaments, Zend Avesta, and so on. For compendia of such kinds, please follow this rule: Puranas will not be italicised, but the name of a particular Purana, i.e., the *Vishnupurana* will be italicised.

## 16. Capitalisation.

(a) Capitalise a specific entity—institution, place, title-bearer, and so on. **Example:** Director of Finance, Government of India, and British government. In such instances, first letter of each word of the title should be in uppercase.

(b) Lowercase is more appropriate for institutions, officials, and so on, that are mentioned in a general sense. **Example:** university, state, professor, brahmin, government.

(c) In the following cases, first letter of each word of the title should be in uppercase:

- i. Titles and ranks when they precede a personal name.
- ii. Names of historical and geographical periods and wars. **Example:** Palaeozoic Era, Bronze Age, World War I.
- iii. Antiquity (occasionally used for Greek and Roman history). **Example:** Classical, Byzantine, Middle Ages.
- iv. Geographical terms such as river, range, mountain, etc., preceded by a proper name. **Example:** Deccan Plateau, Aravalli Range.
- v. However, in case of mentioning the ganga river, it needs to be written as 'the river Ganga'.

17. **Compass Points.**

(a) When compass points are used to describe recognised geographical areas, they should be capitalised. **Example:** The Far East, unemployment in the Northeast. When the area described is not commonly recognised as a unit, use lowercase (**Example:** western France), and use lowercase too for simple directions ( **Example:** Hannibal attacked from the north). However, north india should be written as 'North India' and eastern uttar pradesh as 'Eastern Uttar Pradesh'.

(b) Stick to the given directions, unless the author has created an abbreviation for a direction, such as NE.

18. **Quotations.**

(a) All phrases or words which need emphasis must be in single quotes for the first reference with the first letter in capitals. In case the words in quotes are only one or two, then all the words will have initial capitals. After the first emphasis, future individual phrases or words need not be in single quotes.

(b) Any text which has been stated by someone should be referred to in double quotes. All statements/quotes/press release/official documents and other official sources need to be cited.

(c) The original spelling and punctuation in quotations must be preserved, even if it conflicts with practice elsewhere in the typescript. However, query anything that looks odd (certainly, do not assume that an author has copied a quotation correctly).

(d) If a punctuation mark is part of a quotation, it should be placed inside the quotation mark. **Example:** She asked, "Are you coming with us?"

(e) Both single ('...') and double ("...") quotes shall end before the punctuation mark at the end of the sentence, and not outside the punctuation mark. Example: The chapter titled 'Emerging Technologies' is particularly insightful; According to Dr. Smith said, "Innovation is the key to addressing climate change".

(f)

(g) When using a quotation of an indirect source i.e., if the source has quoted from another source, include the name of the original speaker or writer of the quotation and then cite the source where the quote was taken from. The original speaker or writer of the words may be identified in the sentence and is to be cited

in the footnote or endnote. **Example:** Ian Hacking, *The Social Construction of What?* (Cambridge, MA: Harvard University Press, 1999), 103, quoted in Manuel DeLanda, *A New Philosophy of Society* (New York: Continuum, 2006).

(h) 'Sic' is to be written as part of the quote within brackets for quotations which are grammatically incorrect but are part of the quotation. Sic can only be used where information is factually correct but cannot be changed due to it being part of a quote.

(i) For passage of five or more lines, use the block quotation method:

Single-space blocked quotations, indenting the whole quotation a half inch from the left margin and removing the quotation marks. Leave one blank line before and after a blocked quotation.

19. **Spellings.** The USI uses English (India) and English (UK). Some words are always spelled with -ise (except in American spelling). **Example:** advertise, revise, exercise, etc. Some words are spelled -yse, and not -yze (except in American spelling). **Example:** analyse, paralyse, etc. Some words use -our instead of -or (except in American spelling). **Example:** neighbour, harbour, labour, etc.

20. **Writing Style.**

(a) In professional writing and communication, avoiding contractions and colloquial expressions ensures clarity and maintains a formal tone.

(b) Be careful in using 'that' and 'which'. 'That' introduces restrictive (or defining) clauses, which provide essential information about the noun they modify. The clause cannot be removed without changing the meaning of the sentence. 'Which' introduces non-restrictive (or non-defining) clauses, which provide additional, non-essential information about the noun. The sentence would still make sense if the clause were removed, which will be preceded by a comma.

(c) Ensure all technical details, data, and analysis are accurate and correctly presented.

(d) Be prepared for the peer review process, including revisions based on reviewer's feedback.

21. **References.**

- (a) Any text which has been stated by someone should be referred to in double quotes. All statements/quotes/press release/official documents and other official sources need to be cited.
- (b) When citing a certain article or paper, the author needs to make sure that exact sentences and paragraphs are not copied but rather rephrased in their own words.
- (c) Responsibility for the accuracy of bibliographic citations lies entirely with the author.
- (d) The list of illustrations should contain details such as brief credits for the material used. For images, the source needs to be mentioned in the following format while numbering them sequentially. **Example:** Image 1 (Image Source @ 'name of the source').
- (e) Refer to Appendix B for the format of the citations accepted by the USI.

## Chicago Manual of Style

### Quick Guide - Notes and Bibliography Style

1. Only endnotes will be used.
2. All citations in endnotes will be enlisted using Arabic numerals.
3. **Citations.** All citations for the endnotes in the body shall be placed in the following format:
  - (a) Full stop - After (.<sup>1</sup>)
  - (b) Comma - Before (<sup>1</sup>,)
  - (c) Semi-Colon - Before (<sup>1</sup>;)
4. The USI prefers the Chicago Manual of Style (CMoS) citations in the 'Notes and Bibliography Style'. Format of references can be seen in the guidelines inside the USI Journal which are also applicable for all USI publications. A CMoS Quick Guide may be referred at [https://www.chicagomanualofstyle.org/tools\\_citationguide.html](https://www.chicagomanualofstyle.org/tools_citationguide.html). A Quick Guide for the 'Notes and Bibliography Style' from above site is at Appendix.
5. The first time a source is cited, the corresponding note should include all relevant source information. However, to reduce the overall bulk of publications which use footnotes or endnotes, subsequent usage of that source only requires you to use a shortened version of that citation.
6. Short form information should include the author's last name, a shortened version of the title (if longer than four words), and any other directing information, such as page numbers.
7. Directions for use of 'ibid', 'op cit' and 'loc cit' are given below in succeeding paras.
  - (a) One widely used Latin term in academic referencing is 'ibid'. This is short for ibidem, which means 'In the same place'. It is, therefore, used for repeat citations. Below, for example, we have three endnotes that all cite the same source. We give the full source information in the first endnote. After that, we use 'ibid' in the next two endnotes to show that

we are citing the same source, without having to write the publication information out again. In the second endnote, we use 'ibid' by itself to cite the exact same page as the previous citation. But in the third, we also give page numbers to show that we are citing a different part of the same text. **Example:**

- (i) <sup>1</sup>Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
- (ii) <sup>2</sup>Ibid.
- (iii) <sup>3</sup>Ibid., 39–41.

(b) The Latin terms 'loc. cit' and 'op. cit' are also used for repeated citations, but each has a specific function. 'Loc. cit' is an abbreviation of 'loco citato', which means 'In the place cited'. It is used when citing the exact same part of a source as in a previous citation. Since it is only used for the same part of a text, page number is not required with 'loc. cit'.

**Example:**

- (i) <sup>1</sup>Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315– 16.
- (ii) <sup>2</sup>Loc. cit.

(c) 'Op. cit' is short for 'opere citato', which translates as 'In the work cited'. This is used when referring to a different part of the cited text.

**Example:**

- (i) <sup>1</sup>Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
- (ii) <sup>2</sup>Op. cit., 102

## Examples

8. The following examples illustrate the endnotes and bibliography system. Sample endnotes show full citations, followed by shortened citations for the same sources. Sample bibliography entries follow the shortened citations. (Taken from Chapter 14 of *The Chicago Manual of Style*).

9. **Book.**

**(a) Notes.**

- (i) Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
- (ii) Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

**(b) Shortened notes.**

- (i) Smith, *Swing Time*, 320.
- (ii) Grazer and Fishman, *Curious Mind*, 37.

**(c) Bibliography entries (in alphabetical order).**

- (i) Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.
- (ii) Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

10. For many more examples, covering virtually every type of book, see 14.100–163 in *The Chicago Manual of Style*.

**11. Chapter or other part of an edited book**

(a) In an endnote, cite specific pages. In the bibliography, include the page range for the chapter or part.

**(b) Note.**

- (i) Henry David Thoreau, “Walking”, in *The Making of the American Essay*, ed. John D’Agata (Minneapolis: Graywolf Press, 2016), 177–78.

**(c) Shortened note.**

- (i) Thoreau, “Walking”, 182.

**(d) Bibliography entry.**

- (i) Thoreau, Henry David. “Walking”. In *The Making of the American Essay*, edited by John D’Agata, 167–95. Minneapolis: Graywolf Press, 2016.

12. In some cases, you may want to cite the collection instead.

**(a) Note.**

- (i) John D'Agata, ed., *The Making of the American Essay* (Minneapolis: Graywolf Press, 2016), 177–78.

**(b) Shortened note.**

- (i) D'Agata, *American Essay*, 182.

**(c) Bibliography entry.**

- (i) D'Agata, John, ed. *The Making of the American Essay*. Minneapolis: Graywolf Press, 2016.

(d) For more examples, see 14.103–5 and 14.106–12 in *The Chicago Manual of Style*.

**13. Translated book.****(a) Note.**

- (i) Jhumpa Lahiri, *In Other Words*, trans. Ann Goldstein (New York: Alfred A. Knopf, 2016), 146.

**(b) Shortened note.**

- (i) Lahiri, *In Other Words*, 184.

**(c) Bibliography entry.**

- (i) Lahiri, Jhumpa. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf, 2016.

**14. E-book.**

(a) For books consulted online, include a URL or the name of the database. For other types of e-books, name the format. If no fixed page numbers are available, cite a section title or a chapter or other number in the notes, if any (or simply omit).

**(b) Notes.**

- (i) Herman Melville, *Moby-Dick; or, The Whale* (New York: Harper & Brothers, 1851), 627, <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.



- (ii) Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), chap. 10, doc. 19, <http://press-pubs.uchicago.edu/founders/>.

(c) **Shortened note.**

- (i) Melville, *Moby-Dick*, 722–23.
- (ii) Kurland and Lerner, *Founders' Constitution*, chap. 4, doc. 29.

(d) **Bibliography entries (in alphabetical order).**

- (i) Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. <http://press-pubs.uchicago.edu/founders/>.
- (ii) Melville, Herman. *Moby-Dick; or The Whale*. New York: Harper & Brothers, 1851. <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.

(e) For more examples, see 14.159–63 in *The Chicago Manual of Style*.

15. **Journal (including electronic) article.**

(a) In a note, cite specific page numbers. In the bibliography, include the page range for the whole article. For articles consulted online, include a URL or the name of the database. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins <https://doi.org/>. This URL is preferable to the URL that appears in your browser's address bar.

(b) **Notes.**

- (i) Susan Satterfield, "Livy and the Pax Deum", *Classical Philology* 111, no. 2 (Apr 2016): 170.
- (ii) Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, "Expanding College".
- (iii) Peter LaSalle, "Conundrum: A Story about Reading", *New England Review* 38, no. 1 (2017): 95, Project MUSE.
- (iv) Author First Name Last Name, "Title of Article", *Journal Name* volume number, issue number (Year of publication), URL.

**(c) Shortened notes.**

- (i) Satterfield, "Livy", 172–73.
- (ii) Keng, Lin, and Orazem, "Expanding College Access", 23.
- (iii) LaSalle, "Conundrum", 101.
- (iv) Author Last Name, "Title of Article", Page number

**(d) Bibliography entries (in alphabetical order).**

- (i) Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem, "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality". *Journal of Human Capital* 11, no. 1 (Spring 2017): 1–34.
- (ii) LaSalle, Peter, "Conundrum: A Story about Reading", *New England Review* 38, no. 1 (2017): 95–109. Project MUSE.
- (iii) Satterfield, Susan, "Livy and the Pax Deum", *Classical Philology* 111, no. 2 (Apr 2016): 165–76.
- (iv) Author Last Name, First Name. "Title of Article". *Journal Name* volume number, issue number (Year of publication), URL.

(e) Journal articles often list many authors, especially in the sciences. If there are four or more authors, list up to ten in the bibliography; in a note, list only the first, followed by et al. ('And others').

16. For more than ten authors, list the first seven in the bibliography, followed by et al.

**(a) Note.**

- (i) Rachel A. Bay et al., "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures", *American Naturalist* 189, no. 5 (May 2017): 465, <https://doi.org/10.1086/691233>.

**(b) Shortened note.**

- (i) Bay et al., "Predicting Responses", 466.

**(c) Bibliography entry.**

(i) Bay, Rachael A., Noah Rose, Rowan Barrett, Louis Bernatchez, Cameron K. “Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures”. *American Naturalist* 189, no. 5 (May 2017): 465. <https://doi.org/10.1086/691233>

(d) For more examples, see 14.168–87 in *The Chicago Manual of Style*.

**17. News or magazine article.**

(a) Articles from newspapers or news sites, magazines, blogs, and the likes are cited similarly. Page numbers, if any, can be cited in a note but are omitted from a bibliography entry. If you consulted the article online, include a URL or the name of the database.

**(b) Notes.**

(i) Rebecca Mead, “The Prophet of Dystopia”, *New Yorker*, 17 Apr 2017, 43.

(ii) Farhad Manjoo, “Snap Makes a Bet on the Cultural Supremacy of the Camera”, *New York Times*, 8 Mar 2017, <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera/>.

**(c) Shortened notes.**

(i) Mead, “Dystopia”, 47.

(ii) Manjoo, “Snap”.

**(d) Bibliography entries (in alphabetical order).**

(i) Manjoo, Farhad, “Snap Makes a Bet on the Cultural Supremacy of the Camera”, *New York Times*, 8 Mar 2017. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera/>.

(ii) Mead, Rebecca, “The Prophet of Dystopia”, *New Yorker*, 17 Apr 2017.

(e) Readers' comments are cited in the text or in a note but omitted from a bibliography. Eduardo B (Los Angeles), 9 Mar 2017, comment on Manjoo, "Snap".

(f) For more examples, see 14.188–90 (magazines), 14.191–200 (newspapers), and 14.208 (blogs) in *The Chicago Manual of Style*.

18. **Book review.**

(a) **Note.**

(i) Michiko Kakutani, "Friendship Takes a Path That Diverges", review of *Swing Time*, by Zadie Smith, *New York Times*, 7 Nov 2016.

(b) **Shortened note.**

(i) Kakutani, "Friendship Takes Path That Diverges".

(c) **Bibliography entry.**

(i) Kakutani, Michiko. "Friendship Takes a Path That Diverges". Review of *Swing Time*, by Zadie Smith. *New York Times*, 7 Nov 2016.

19. **Interview.**

(a) **Note.**

(i) Kory Stamper, "From 'F-Bomb' to 'Photobomb', How the Dictionary Keeps Up with English", interview by Terry Gross, *Fresh Air*, NPR, 19 Apr 2017, audio, 35:25, <http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-English>.

(b) **Shortened note.**

(i) Stamper, interview.

**(c) Bibliography entry.**

- (i) Stamper, Kory. "From 'F-Bomb' to 'Photobomb', How the Dictionary Keeps Up with English", Interview by Terry Gross. *Fresh Air*, NPR, 19 Apr 2017, Audio, 35:25. <http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-English>.

**20. Thesis or dissertation.****(a) Note.**

- (i) Cynthia Lillian Rutz, "King Lear and Its Folktale Analogues" (PhD diss., University of Chicago, 2013), 99–100.

**(b) Shortened note.**

- (i) Rutz, "King Lear", 158.

**(c) Bibliography entry.**

- (i) Rutz, Cynthia Lillian. "King Lear and Its Folktale Analogues". PhD diss., University of Chicago, 2013.

**21. Website content.**

(a) It is often sufficient simply to describe web pages and other website content in the text ("As of 1 May 2017, Yale's home page listed . . ."). If a more formal citation is needed, it may be styled like the examples below. For a source that does not list a date of publication or revision, include an access date (as in example note 2).

**(b) Notes.**

- (i) "Privacy Policy", Privacy & Terms, Google, last modified 17 Apr 2017, <https://www.google.com/policies/privacy/>.
- (ii) "About Yale: Yale Facts", Yale University, accessed 1 May 2017, <https://www.yale.edu/about-yale/yale-facts>.

**(c) Shortened notes.**

- (i) Google, "Privacy Policy".
- (ii) "Yale Facts".

**(d) Bibliography entries (in alphabetical order).**

(i) Google, “Privacy Policy”, Privacy & Terms, Last modified 17 Apr 2017.

<https://www.google.com/policies/privacy/>.

(ii) Yale University, “About Yale: Yale Facts”, Accessed 1 May 2017.

<https://www.yale.edu/about-yale/yale-facts>.

(e) For more examples, see 14.205–10 in The Chicago Manual of Style. For multimedia, including live performances, see 14.261–68.

**22. Social media content.**

(a) Citations of content shared through social media can usually be limited to the text (as in the first example below). A note may be added if a more formal citation is needed. In rare cases, a bibliography entry may also be appropriate. In place of a title, quote up to the first 160 characters of the post. Comments are cited in reference to the original post.

(b) **Text.** Conan O’Brien’s tweet was characteristically deadpan: “In honour of Earth Day, I’m recycling my tweets” (@ConanOBrien, 22 Apr 2015).

**(c) Notes.**

(i) Pete Souza (@petesouza), “President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit”, Instagram photo, 1 Apr 2016, <https://www.instagram.com/p/BDrmfXTtNCt/>.

(ii) Chicago Manual of Style, “Is the world ready for singular they? We thought so back in 1993”, Facebook, 17 Apr 2015, <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

**(d) Shortened notes.**

(i) Souza, “President Obama”.

(ii) Michele Truty, 17 Apr 2015, 1:09 p.m., comment on Chicago Manual of Style, "Singular they".

(e) **Bibliography entry.**

(i) Chicago Manual of Style. "Is the world ready for singular they? We thought so back in 1993", Facebook, 17 Apr 2015. <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

23. **Personal communication.**

(a) Personal communications, including email and text messages and direct messages sent through social media, are usually cited in the text or in a note only; they are rarely included in a bibliography.

(b) **Note.**

(c) Sam Gomez, Facebook message to author, 1 Aug 2017.

### Statement of Purpose for Peer Review

**Aim:**

1. The Statement of Purpose (SOP) aims to outline the stages, and the process involved in the peer review of the publications submitted to the Editorial Section of the USI.

**Scope:**

2. The scope of SOP is as under:
  - (a) Receipt of article and screening.
  - (b) Peer review by subject experts.
  - (c) Compilation of peer review and final evaluation.
  - (d) Acceptance/Rejection of the article.
3. The following publications will be Peer Reviewed:
  - (a) Strategic Year Book.
  - (b) USI Journal.
  - (c) Monograph.
  - (d) Occasional Paper.
  - (e) Book.

**Peer Review Process:**

4. **Step 1: Editor Assessment.**
  - (a) Authors submit articles electronically through the designated submission platform, including all necessary documents and declarations. They will be acknowledged by the Editorial Section.
  - (b) When the manuscript arrives at the journal's editorial office, it will receive an initial desk assessment by the Editorial Assistant. They will check if it's broadly suitable for the journal and report to the Director Editorial.
  - (c) For books, monographs and occasional papers, the authors will submit a synopsis, prior to the main document.



- (d) The Director Editorial will:
- (i) Conduct a preliminary check for originality using plagiarism detection software to identify any potential instances of plagiarism or duplicate content.
  - (ii) Assess the overall quality of the article, including language proficiency, coherence, and readability.
  - (iii) Check if the paper covers a suitable topic according to the journal's protocol.
  - (iv) Verify if the author followed the journal's guidelines in the instructions for authors. They will check that your paper meets the basic requirements of the journal, such as word count, language clarity, format, abstract and citations.
  - (v) Check if it makes a significant contribution to the existing literature.

5. Based on the outcomes of the above checks, the Director Editorial determines whether the article is suitable for peer review. If the article meets the criteria for submission, it is assigned to appropriate reviewers for evaluation. If the article does not meet the criteria or requires revisions, the Director Editorial communicates the decision to the authors, along with any specific feedback or suggestions for improvement. If the article doesn't pass these initial checks, the editor might also reject the article immediately. This is known as a 'Desk Reject' and it is a decision made at the editor's discretion, based on their substantial experience and subject expertise.

6. If the article does pass the initial assessment, it will move to the next stage, and into peer review.

7. **Step 2: First round of Peer Review.**

- (a) Next, the editor will contact researchers who are experts in the given field and will ask them to review the paper. A minimum of two independent reviewers are normally required for every research article. The reviewers could be from other sections of the USI or even external scholars. The peer review will be done without mentioning the author's name on the article for confidentiality purposes. Similarly, the details of the reviewer will also not be shared with the author.
- (b) Checks: This will be done on a check sheet as in Appendix A.

- (i) Read the article carefully to gain a comprehensive understanding of its content, purpose, and objectives.
  - (ii) Evaluate the adherence of the article to submission guidelines and assess its suitability for publication in the USI of India.
  - (iii) Provide a detailed critique of the article, highlighting strengths, weaknesses, and areas for improvement.
  - (iv) Examine the appropriateness and robustness of the methodology employed in research, data collection or analysis.
  - (v) Critically review the presentation and interpretation of results, ensuring they are logically structured and supported by evidence.
  - (vi) Analyse the significance and implications of the findings within the broader context of the field of study.
  - (vii) Verify the accuracy of factual information, data, and references cited in the article.
- (c) The report will be submitted within one week of the receipt of the article as per the format in Appendix B:
- (i) Approve the article for publishing.
  - (ii) Offer constructive feedback to help authors improve the quality and impact of their work.
  - (iii) Provide specific recommendations for revisions, clarifications, or additional analyses, as necessary.
  - (iv) Suggest relevant literature or resources that may enhance the understanding or validity of the research presented.
  - (v) Reject the article with reasons for the same.
  - (vi) Maintain confidentiality regarding the content of the article and the peer review process.
  - (vii) Conduct the review impartially, without bias or prejudice, and focus solely on the scientific or scholarly merit of the work.
- (d) Miscellaneous:

- (i) Conduct the peer review with professionalism, integrity, and respect for the contributions of the authors, regardless of the outcome of the review process.
  - (ii) Complete the peer review within the agreed-upon timeframe and submit the review report to the Director Editorial by the specified deadline.
  - (iii) Respond promptly to any requests for additional information or clarification from the Director Editorial or editorial team.
  - (iv) If necessary, be prepared to participate in further discussions or revisions following the initial review.
- (e) Once the editor has received and considered the reviewer's report, as well as made their own assessment of the work, they will let the author know their decision. The reviewer's report will be shared with the author, along with any additional guidance from the editor. The article will either be accepted, sent back for review or rejected.

8. **Step 3: Revise and Resubmit.**

- (a) The Director Editorial will act as under:
  - (i) Upon receiving the peer review report from the expert reviewer, the Director Editorial acknowledges receipt and reviews the comments and recommendations provided.
  - (ii) Thoroughly evaluate the feedback provided by the expert reviewer, considering the strengths, weaknesses, and suggestions for improvement identified in the peer review report.
  - (iii) Based on the peer review comments and the overall quality of the article, the Director Editorial makes a decision regarding the disposition of the manuscript.
    - (aa) If the article is deemed suitable for publication with minor or no revisions based on the peer review comments.
    - (ab) If revisions are required to address the concerns raised by the reviewer and improve the quality of the article.

(ac) If the article does not meet the standards or criteria for publication despite revisions, or if the concerns raised are deemed insurmountable.

(iv) Communicate the decision to the authors in a timely manner, along with a summary of the peer review comments and any specific instructions for revisions, if applicable.

(v) Provide guidance and support to authors on addressing the reviewer comments and preparing a revised version of the manuscript, if revisions are requested.

(vi) Coordinate the revision process between the authors and the editorial team, ensuring that all necessary changes are implemented effectively and in accordance with the reviewer feedback.

(vii) Set a reasonable deadline for authors to submit the revised manuscript and monitor progress to ensure timely completion.

(viii) Once the revised manuscript is submitted by the authors, the Director Editorial reviews the changes to ensure that the concerns raised by the reviewer have been adequately addressed.

(ix) If necessary, the Director Editorial may consult with the original reviewer or seek additional feedback from other experts to assess the suitability of the revised manuscript for publication.

(x) Based on the revisions made by the authors and any additional feedback received, the Director Editorial makes a final decision on the acceptance or rejection of the manuscript.

(xi) Communicate the final decision to the authors, along with any further instructions or recommendations for publication.

(xii) Maintain detailed records of the peer review process, including reviewer comments, editorial decisions, and communication with authors, for documentation and transparency purposes.

#### 9. **Step 4: Second Round of Peer Review.**

(a) This will be done under the arrangements of the Director Editorial, and in case the results are not satisfactory, the article will be rejected.

10. **Publication:** Accepted articles undergo final editing and formatting before publication in the USI Journal. Authors are acknowledged for their contributions, and published articles are made accessible to the USI community and wider audience.
11. **Honorarium.** A sum of Rs 1500/- will be paid to each external evaluator.

### PEER REVIEW CHECK SHEET

<p><b>Title and Abstract:</b> Is the title clear, concise, and accurately reflective of the content? Does the abstract provide a succinct summary of the article's purpose, methods, results, and conclusions?</p>	
<p><b>Introduction:</b> Does the introduction provide adequate context and background for the study? Is the research question or hypothesis clearly stated?</p>	
<p><b>Literature Review:</b> Has the relevant literature been thoroughly reviewed and synthesised? Are key gaps in existing research identified?</p>	
<p><b>Methodology:</b> Are the research methods clearly described and appropriate for addressing the research question? Is the study design clearly outlined, including any sampling methods, data collection procedures, and analysis techniques?</p>	
<p><b>Results:</b> Are the results presented clearly and logically? Are tables, figures, and other visual aids effectively used to supplement the text?</p>	
<p><b>Discussion:</b> Do the authors interpret the results considering the research question and relevant literature? Are limitations of the study acknowledged and addressed?</p>	
<p><b>Conclusions:</b> Do the conclusions logically follow from the results and discussion? Are any implications or recommendations clearly stated?</p>	
<p><b>References:</b> Are all references cited in the text listed in the reference list?</p>	

Are the references formatted correctly according to the journal's style guidelines?	
Clarity and Organisation: Is the writing clear, concise, and free from jargon? Is the article well-organized and easy to follow?	
Ethical Considerations: Are there any potential ethical concerns related to the study, such as conflicts of interest, plagiarism, or ethical approval for human or animal subjects? Are appropriate ethical standards adhered to throughout the research process?	
Overall Impression: What is your overall assessment of the article's quality and contribution to the field? Would you recommend acceptance, revision, or rejection? What are the strengths, weaknesses, and areas for improvement?	

**PEER REVIEW REPORT****Article Title:****Author(s):****Journal:****Date of Review:****Details**

1. Title and Abstract:
2. Introduction:
3. Literature Review:
4. Methodology:
5. Results:
6. Discussion:
7. Conclusions:
8. References:
9. Clarity and Organisation:
10. Ethical Considerations:
11. Overall Impression and Recommendations:
12. Strengths, weaknesses, and areas for improvement.