

**USI Centre For Military History and Conflict Studies (CMHCS)**  
**(Formerly known as Centre for Armed Forces Historical Research)**

**House Style Sheet**

**Introduction**

1. The CMHCS House Style Sheet largely conforms to the *Oxford Style Manual* but has been modified to include certain specifics peculiar to Indian usage. The style sheet must be perused by all authors and editors and every effort be made to ensure that the draft manuscripts conform to it. Items accepted for publication may be returned to the author for corrections to bring them into conformity with these guidelines, if they do not so conform when submitted. In case of any doubts or clarification, please contact the secretary/editor of the CMHCS.

2. In general, for all matters of style, authors should consult:

(a) R.M. Ritter (ed.), *The Oxford Dictionary for Writers and Editors* (Oxford: OUP, 2000)

(b) R.M. Ritter (ed.), *The Oxford Guide to Style* (Oxford: OUP, 2002) or; R.M. Ritter (ed.), *The Oxford Style Manual* (Oxford: OUP, 2003), which combines both these publications in a single volume.

**Notes and quotations**

3. Should be double spaced, and numbered consecutively throughout each chapter. Notes should not appear at the foot of each page but should be typed separately at the end of the chapter, beginning on a fresh page. As far as possible, they should be restricted to references only. The editor will cut unnecessary text in notes.

**4. Quotes**

5. Within the text single quotation marks should be used. Double quotation marks should be used only for quotations within quotations. Quotations of over fifty words (approximately five lines) should be indented, without quotation marks.

**6. Dates**

(a) Write out dates in full, but do not use any commas: 19 June 1976. Do not use 19<sup>th</sup> or 19th.

(b) Spell out century numbers in full: the nineteenth century (but remember to hyphenate the adjective: nineteenth-century fashion).

(c) For a year that covers more than one calendar year, such as an academic or financial year, use an oblique stroke: 1987/8. For year spans use: 1914-18, 2001-3. If indicating different centuries, use: 1987-2003.

(d) Do not abbreviate months except in endnotes where (excepting May, June, and July) months should be abbreviated to their first three letters.

- (e) Decades should be 1930s, not 1930's, thirties, or Thirties [note: there is no apostrophe].

### **Abbreviations and Contractions**

7. Distinguish between the two. Terminate with a full stop only when the last letter is not present: Thus Mr, Dr, Ltd, St, Cpl, Sgt, Capt., Maj., Brig. Note that abbreviations of ranks should only appear in footnotes or endnotes and statistical tables. Otherwise, ranks should be written in full. A list of military abbreviations commonly encountered is given at Appendix 'A'.

- (a) For names, there are stops but no spaces between initials, but a space after, e.g. S.H.F.J. Maneckshaw. If the reference is as only SHFJ, then we use it without stops. Alternatively, you could also write it as SHFJ Maneckshaw, provided it's consistent throughout the text.
- (b) There are stops in etc., e.g., i.e.
- (c) There are no stops in measurements, e.g. 6cm, 18kg
- (d) For currency, e.g. rupees, use the rupee symbol.
- (e) There are stops after abbreviated names of parts of a book, e.g. vol. 2 (Or v. 2), no. 7, sec. 18, p.
- (f) Educational degree like BA, MA, MBBS, BTech, MPhil and PhD are used abbreviated without full stops.
- (g) There are no stops in abbreviated names of the states like UP, MP, HP, WB.
- (h) Commonly understood abbreviations like USA and UK or TV (not tv) and CD (not cd) may be used without stops.
- (i) Party names like BJP, VHP, CPI and AIADMK should be spelt out on first appearance.
- (j) Organizational or institutional names like DRDO, USI, IDSA, etc., should be spelt out on first appearance.
- (k) For PM, CM, MP, MLA etc. the full form should be used where the use is sparing.

### **Numbers**

8. The following must be followed:
- (a) In general, use words for numbers up to ten.
  - (b) From 11 upwards, use figures.
  - (c) Figures should be spelt out when starting a sentence.
  - (d) Use a comma in thousands or above, i.e. 9,750, 10,650.
  - (e) Figures must be used before abbreviations, i.e. 6 km.

- (f) Figures are always used for percentages except when starting a sentence. Per cent should be in full in the text, % in tables and endnotes.
- (g) Write 0.5, not .5.
- (h) Page ranges should be as follows: 786-9, not 786-789; but 11 to 19 are always written in full, i.e. 14-17, 111-14.
- (i) Use numbers for ages, e.g. 45 years old.

### **Capitalisation**

9. Should be used for the specific rather than for the general, as, for example: God, the Queen, the Indian Army. When referring to individuals, write of 'Colonel Ram Singh, 14th (Light) Cavalry'. Elsewhere, you might refer to him as Ram Singh, colonel of a regiment of Light Cavalry. In the cases of 'Militia', 'Marathas', 'Highlanders', 'Volunteers' and other military organisations, when a formed unit is directly referred to the capital letter should be used (eg 'The Kali Panchwin captured the position and the Mahars then continued their advance'). Otherwise use lower case, as 'the attacking force was largely composed of volunteers'.

### **Ranks and Regiments**

10. Designations of rank should be given in full in the text, but abbreviated in footnotes.

### **Italics**

11. Italics should be used for emphasis only sparingly. The following rules are a guide as to what should and should not be italicized:

- (a) Titles of published books (but NOT the Koran, the Bible). Titles of periodicals, long poems, paintings, plays, films, operas and oratorios (but NOT TV or radio programmes, which should be in roman and quotes).
- (b) Names of ships should be italicised *not* the prefix: INS *Khukri*.
- (c) Foreign words or phrases in an English sentence should be italicized, but foreign-language quotes should be treated as normal quotes.

### **Regimental names**

12. These should be given as they appear in the Army List for the years under discussion. As a rule, these will not be abbreviated in the body text unless they form a part of a table or Orbat. They will be abbreviated in endnotes.

### **References/Notes**

13. These should be supplied as footnotes. They should be full enough when first cited to be readily identifiable. Any further citation should be indicated by a clear abbreviation. Avoid art.cit., loc.cit., op.cit. When a reference to a particular page or folio of a single work is followed in the next footnote by a reference to the same item, *ibid.* (not italic) may be used, but for the sake of clarity it should never be used after citations of more than one work. References to books should indicate author(s) by forename(s)/initial(s) and surname, title in italics (underlined in typescripts), place of publication and date in round brackets separated by a comma, and, finally, page number(s). The name of the publisher should be included only if considered unusual, or significant in the context of the article.

For archival sources list the details of the document (sender, recipient, date), then the details of the archive, and then archival document reference number.

14. **Example One (book):** G. Morton-Jack, *Indian Army on the Western Front; India's Expeditionary Force to France and Belgium in the First World War* (New York, 2014), p. 280.

(a) Thereafter use:

(b) Morton-Jack, *Indian Army on the Western Front*, pp. 234-56

15. **Example Two (edited volumes):** First references to edited volumes should indicate the title in italics, the editor(s), number of volumes, place of publication and date in round brackets, volume and page.

(a) J. M. Brown and W. M. Roger Louis (eds.), *The Oxford History of the British Empire* (5 vols, Oxford, 1999), iv, 28

(b) Thereafter use either:

(c) Brown and Roger Louis, *Oxford History of the British Empire*, iv, 25-8

16. **Example Three (book chapters/articles):** References to articles and essays should indicate author, title of article in single quotation marks, journal or title of edited essays in italics, editors of essays, place of publication and date in round brackets, volume where appropriate, and page:

(a) S. Das, 'Introduction' in S. Das (ed.), *Race, Empire and First World War Writing* (London, 2011), pp.257-72

(i) Thereafter use:

(ii) Das, 'Introduction', p. 264

(b) J. Willcocks, 'The Indian Army Corps in France', *Blackwoods Magazine* MCCXXI (1917), 1-38

(i) Thereafter use:

(ii) Wilcocks, 'Indian Army Corps in France', p. 45

17. **Example Four (journals):** <sup>1</sup> A. Author, 'Title of Article: Subtitle', *Title of Journal in Italics*, vol. xx, no. xx, year, p. xx:

18. R.A. Goldthwaite, 'The Florentine Palace as Domestic Architecture: Four Centuries of Influence', *American Historical Review*, vol. 77, no. 4, 1972, p. 97.

(a) Thereafter use:

(b) Goldthwaite, 'The Florentine Palace as Domestic Architecture', p. 99.

19. **Example Four (archives):** First references to manuscripts should always give the location and collection in full, indicating an abbreviation in round brackets for further references:

(a) Papers of Lieutenant-Colonel K. Henderson (39th Garhwal Rifles) (IWM), DS/MISC/2, p. 129

- (i) Thereafter use:
- (ii) Document details, IWM DS/MISC/2
- (b) Hamilton to Gandhi, 9 Jan. 1927, Gandhi Papers, National Archives of India (NAI), 50/22/16, fol. 45
  - (i) Thereafter use:
  - (ii) Document details, NA, Russell Papers 50/22/16, fol. 56

20. **Example Five (online):**

- (a) Newspaper article electronic database: M.S. Sharma, 'WWI: Three times more Indians fought at Gallipoli', *Times of India*, 13 December 2015, <http://timesofindia.indiatimes.com/home/sunday-times/deep-focus/wwi-three-times-more-indians-fought-at-gallipoli/articleshow/50155203.cms>, (accessed 14 December 2015).
- (b) Website: L. Kenna and C. Jordan, *Australian Indian Historical Society*, [website], 2012, <http://australianindianhistory.com/>, (accessed 08 December 2015)
- (c) Blog: A. Ghosh, 'An Indian POW in Italy', *Amitav Ghosh*, [web blog], 5 April 2012, <http://amitavghosh.com/blog/?cat=14>, (accessed 10 December 2015)

### **Bibliography**

21. The bibliography should be divided into sections as follows: -Books.-Journal articles-Official published sources such as Law Commission Reports/ Hansard-Other published sources, for example newspapers -Unpublished sources such as unpublished theses-Other sources, for example private communications.-Electronic sources, for example material from websites. The sources within each section should be ordered alphabetically by author's surname.

22. Author(s) with surname(s) before initials, *Title* (edition, Publisher Year of Publication)

23. Example: Thompson MP, *Modern Land Law* (3rd edn, OUP 2006)

### **Acknowledgements**

24. For an article or paper, these should whenever possible be made in endnotes rather than in the body of the text. It is suggested that general acknowledgements are most appropriately supplied in, or as part of, a first footnote.

### **Copyright material**

25. It is the responsibility of the author to ensure that permission has been given for the reproduction of copyright material, and the author must meet any reproduction fees that the copyright owner may require. Permission to quote from or to reproduce material in copyright should be acknowledged, either in footnotes, or as part of a caption accompanying illustrations.

### **Indentation**

26. Please ensure that in the layout there must be no indenting of the first paragraph nor of the paragraph immediately after subheadings...

## **Submission**

27. List of things an author needs to include with the final manuscript submitted to the Centre:

- (a) Author bio, photograph, photo credit, brief synopsis/blurb
- (b) Acknowledgements, Foreword/Preface (if applicable)
- (c) List of endorsements/testimonials for the cover
- (d) Photos/Illustrations to be used as inserts
- (e) Bibliography, Notes and References (To be submitted in the House style provided by the Centre to the author)