



TAMBAPANNI ACADEMIC PUBLISHERS

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STYLE GUIDE¹

This Style Guide offers basic instructions with regard to submitting manuscripts to TAP with a focus on essential stylistic, formatting considerations and referencing conventions.

Please submit a manuscript in Word that is as clean as possible. Make sure to spell check your manuscript before submitting it.

1. FORMATTING

- All manuscripts should be in Times New Roman point 12 with 1.5 line spacing
- Margins on all sides should be 2 centimeters

2. ARRANGEMENT OF THE MANUSCRIPT

The manuscript should be arranged in the following order:

Front matter

Title page
 Dedication or epigraph (if any)
 Contents
 List of Illustrations
 List of Tables/Figures/Maps
 Abbreviations
 Foreword (written by a third party – if any)
 Preface
 Acknowledgments

Main Text

Introduction/Chapter 1
 Remaining chapters
 Conclusion

1. This text heavily draws and reproduces with changes from the guidelines of *JSAD, Dissertation Guide*, Department of Sociology, South Asian University (2012) and the *Style Guide of Society and Culture in South Asia* (2015).

Back Matter	Epilogue, afterword (if any)
	Appendix (es)
	Glossary
	Bibliography
	Index

3. CHAPTERS

TAP has set no limits for the number of chapters and their length. But as a general rule, it would make sense if all chapters are of approximately similar length subject to a maximum word limit for the manuscript of 80,000–90,000 words for single or multiple authored volumes and 125,000 words for edited volumes. This would include all notes and references.

Chapters should be numbered from the first chapter (which will also be the introduction) to the bibliography, annexes and index in Arabic numerals. The preliminary pages including preface, acknowledgments etc will be numbered in Roman numerals.

Differentiate levels of headings using bold and italic treatments. Do not use numbers to distinguish headings

Use tabs for the indentation of paragraphs. No tab is needed at the beginning of a chapter/paragraph or after a blank line.

3. QUOTATIONS

Short quotations should be embedded in the main text within quotation marks followed by reference details within brackets in the following sequence: last name of author/ year of publication/ colon/ page numbers. For example, (Marx 1999: 23-28). In the case of interview transcripts that might be quoted within the text, information about the source might be provided in the text itself or in a footnote. In these cases, the full stop should be followed by the last quotation mark. Eg., “quotation mark”. Reference details can include the name of the person interviewed, place and date of interview.

Larger quotations must be separated from the body text by 1CM on the left and right from the body text margin and double space from the top and bottom. In such cases, there is no need to place the quotation in quotation marks. The references must be indicated in the matter outlined above. For example:

Short quotations will be inserted in the main text within quotations marks followed by reference details within brackets in the following sequence: last name of author- year of publications: page numbers. For example, (Marx 1999:23-28). In the case of interview material that might be quoted within text, information about the source might be provided in the text itself or in footnote (Department of Sociology 2012: 2).

4. FOOTNOTES

TAP publications use footnotes rather than endnotes. Footnotes are used to explain materials that are relevant for the book, but not necessary in the main body text. Footnotes should not be used for references except when referring to additional readings. Footnotes should be minimized to the extent possible.

5. TABLES, CHARTS, MAPS AND IMAGES

Only tables, charts, maps and images that are directly relevant to the overall arguments in the book should be used. If the author is reproducing these from another source, s/he should have formal permission to do so. All such materials ideally must be produced in black and white and placed within the main text where they would make most sense. When this is not possible for reasons of space, they can be produced as annexes. All images should be numbered (Figure 1, 2, 3...) and should have a caption. Color plates are expensive and are generally discouraged except in exceptional cases. If this is the case, these issues should be resolved with TAP prior to signing the contract. Reference details of all these materials must be given in brief in the text itself, followed by details in the bibliography. If the tables, maps or photos are generated from fieldwork, this fact should be mentioned whenever material is presented or in the introduction itself.

6. BIBLIOGRAPHY

All materials used and referred to in the book must be presented in detail in the bibliography as per the conventions explained below. Please maintain a space of one line between individual references.

A. Reference of a Book by a single Author

The general convention to be adopted in this situation is the following sequence: last name of author; first name or initial(s) of author; year of publication; complete title of book; city of publication; name of the press. The title of the books must be in italics. For example:

Caldeira, Teresa P.R. 2000. *City of Walls: Crime, Segregation, and Citizenship in Sao Paulo*. Berkeley: University of California Press.

B. Reference of a Book by more than one Author

The general convention in this situation is the following sequence: last name of first author; first name or initial(s) of first author; names of the other authors [first name(s) or initials first, and surname second]; year of publication; complete title of book; city of publication; name of the press. The title of the books must be in italics. For example:

Marcus, George and Michael M.J. Fischer.1986. *Anthropology as Cultural Critique: An Experimental Moment in the Human Sciences*. Chicago: University of Chicago Press.

C. Reference of an Essay from an Edited Volume

The general convention suggested in this situation is the following sequence: last name of author; first name or initial(s) of author; year of publication; complete title of the essay within single quotation marks; name of the editor and the title of the edited book; city of publication; name of the press. The title of the edited volume must be in italics. For example:

Donninger, Christian. 1986. 'Is it Always Efficient to be Nice? A Computer Simulation of Axelrod Computer Tournament', pp. 123 – 134 in A. Diekmann and P. Mitter, eds., *Paradoxical Effects of Social Behaviour*. Heidelberg: Physica-Werlag.

D. Reference of an Essay from a Scholarly Journal

The sequence in this situation is recommended to be as follows: last name of author; year of publication; complete title of essay within single quotation mark; name of the journal in italics; volume details of the journal. For example:

Kapoor, Geetha. 1993. 'When was Modernism in Indian/Third World Art?' *South Atlantic Quarterly*, Vol. 92 (3): 23-48.

The same general conventions can be adopted when presenting references for materials from newspapers or magazines.

E. Reference of an Essay from a Website or other Internet Source

The sequence to be used in this situation is as follows: last name of the author; first name of the author; year of publication; complete title of the essay in italics; the link to the internet source; the date last accessed within brackets. For example:

Wickrema, Ariya and Peter Colenso. 2003. *Respect for Diversity in Educational Publication- The Sri Lankan Experience*. http://siteresources.worldbank.org/EDUCATION/Resources/278200-112170327455/1439264-1126807073059/Paper_Final.Pdf (Last accessed, 10 March, 2012).

F. Reference of an Unpublished Source with a Date

It is possible that unpublished material such as dissertations might have to be used when writing a book. In such situations, the following sequence can be used: last name of author; first name(s) or initial(s) of the author; year of presentation; complete title of the dissertation in italics; details of the University or other institute to which the dissertation had been submitted. For example:

Subramaniam, S. K. N. 2003. *Politics of Sacred Space in Hindu Kovils in Northern Sri Lanka: A Sociological Analysis*. PhD. Dissertation submitted to the Department of Sociology, University of Jaffna, Sri Lanka.

G. Reference of an Unpublished Source without a Date

It is possible that unpublished material such as manuscripts written by individuals might have to be used in a book, which may also not indicate when it might have been written. In such situations, the convention suggested is the following sequence: last name of author; first name(s) or initial(s) of the author; a reference to the fact that the date of writing is not available; complete title of the work in italics; A reference to the fact that the work is not published. For example:

Islam, Ahmed Farouk. No Date. *Sufi Music in Northern India*. Unpublished Manuscript.

H. Reference of a Published Source without a Date

Sometimes books and other texts are published without any reference to publication date. This mostly happens with regard to informal publications. But sometimes such material might have to be used in a book that may also not indicate when it might have been written. In such situations, the convention suggested is the following sequence: last name of author; first name(s) or initial(s) of the author; a reference to the fact that a date of publishing is not available; complete title of work in italics; city of publication; name of press. For example:

Samarasinghe, S Mahinda. Date of publishing unavailable. *Sinhala Verse Forms*. Kandy: Sri Ram Press.

Sometimes, in addition to the absence of publication date, the press and city of publication might also be missing. In such cases, use the following format:

Samarasinghe, S Mahinda. Date of publishing unavailable. *Sinhala Verse Forms*. Publication information unavailable.

I. Reference to an Audio Track from a Published Source

When using, music, lyrics or other such material from a CD or audio tape, the same general conventions referred to above can be used. For example, to refer to a specific music track from a published CD, the following format can be used: last name of musician/singer; first name(s) or initial(s) of musician/singer; title of the track; title of the album; publication details. For example:

Khan, Bismillah. 2011. 'Raga Kedar.' In, *Instrumentalists of India*. Mumbai: Sony music.

7. INDEX

Books include an index. An index can be added after the first proof and is the responsibility of the author to provide to the publisher when required. Alternatively, TAP can introduce the author to a professional indexer who can work together on terms they agree on.

8. ADDITIONAL GUIDELINES

The following additional guidelines can also be taken into account when formulating your manuscript for submission:

- British spelling should be used throughout, except in quotations that follow different spelling.
- Foreign words should only be *italicised* if likely to be unfamiliar to readers (e.g., *rajakariya*). Foreign quotations should not be italicised but, like all other quotes, placed within quotation marks (or without quotation marks when placed as block quotes).
- Do not use contractions such as “aren’t”/”don’t”. Please spell them out: “are not”/”do not.”
- Spell out numbers from one to twenty, except when used as a measurement or percentage. This also applies to centuries: e.g. nineteenth century. For dates, use the following format: 5 March 1983 and 1980s, 1990s.
- Use initial capitals for North, South, East, West when designating political usage; for example Western capitalism, the North; but use lowercase when a simple, geographical distinction is intended; for example, the south of Sri Lanka, eastern winds.

