

EPW

Handbook of

Style

Economic & Political Weekly

Handbook of EPW Style

Contents

I ABBREVIATIONS

1. When and how to abbreviate
 - Exceptions
 - Well-known abbreviations
 - Two-letter abbreviations
 - Abbreviations that should not be spelt out
 - Abbreviations as names of organisations
2. Ampersands in abbreviations
 - Exceptions
3. Articles and abbreviations
 - Initialisms without articles
4. Capitalisation
 - Exceptions
5. Figures
6. Endnotes
7. Governments
8. Headings and titles
9. Abstracts
10. Non-English terms
11. Plurals
12. Possessives
13. Tables

II CAPITALISATION

1. In headlines
2. Personal names
3. Names with particles
4. Constitutions
5. Educational degrees
6. Ethnic, national groups, castes and tribes
7. Geographic names
 - Exceptions
 - Direction or region?
8. Country names
9. Government
10. Parliament and judiciary

11. Meetings, conferences, and forums
12. Ministries, departments, and other government bodies
13. Working groups, committees
14. Organisations
15. Political parties, religions, and religious bodies
16. Parts of a document
17. Plans, policies, strategies, and laws
18. Projects, programmes, subprojects, and components
19. Titles
20. Company names
21. Health terms
22. Computer terms

III CURRENCIES

1. Symbols
2. Use of the comma, superscript
 - Exceptions
3. Large numbers

IV DATES

1. Days
2. Months
3. Years
4. Decades
5. Centuries

V TABLES AND FIGURES

1. Usage
2. Format
3. Labelling
4. Notes and explanatory material
5. Placement and order
6. Notes
7. Sources
8. Column headings

VI ENDNOTES

1. Endnote indicators in text
2. Comments and notes
3. Numbering endnotes
4. Abbreviations
5. Cross-referencing

VII HEADINGS

1. Breaking headings
2. Abbreviations
3. Capitalisation
4. Endnotes
5. Run-in heads

VIII LISTS

1. Punctuation
2. Numbered lists

IX NON-ENGLISH TERMS

1. Italics
2. No italics
3. Abbreviations
4. Accents and other diacritical marks
5. Latin words and phrases
6. Plurals of words derived from other languages

X NUMBERS

1. Countable or uncountable
2. Decimals
3. Figures or words?
4. Fractions
5. Negative numbers
6. Numbers greater than 999
7. Ordinals
8. Percentages
9. Rounding
10. Singular or plural?

XI ORGANISATIONS

XII EM AND EN DASHES

1. Em dash
2. En dash

XIII RANGES

1. Symbol and en dash
2. Punctuation and words to describe a range
3. Distinction between Ratio, Proportion, and Percentage
4. Avoid ambiguity
5. With a continuum
6. With a range
7. Year ranges in strategies and plans

XIV RATES AND RATIOS

1. Colon
2. Slash
3. En dash
4. Public health
5. Rates of growth and inflation

XV IN-TEXT CITATIONS

1. Notes and references
2. No periods
3. Internet
4. Author-date
5. Forthcoming
6. No op cit and ibid
7. For multiple sources
8. For anonymous work/author unknown
9. For works with no date
10. For classic works with multiple editions
11. For authors with same last names
12. For indirect sources
13. For legal cases

XVI QUOTATIONS

1. Short quotations
2. Adding or omitting words in quotations
3. Permissible changes

4. Use proper syntax
5. Use proper tenses and pronouns
6. Capital to lowercase initial letter: run-in quotations
7. Quotes within quotes
8. Long quotations
9. Initial letter: block quotations
10. Use of the colon, comma with an introductory phrase
11. Use of the period before a block quotation
12. Periods and commas with closing quotation marks

XVII CITATIONS AND REFERENCES

1. Capitalisation and punctuation
2. Listing author names
3. More than one work by an author
4. Work with no known author
5. Books
 - Book with one author
 - Book with more than one author
 - Two or more books by the same author
 - Book by a corporate author
 - Book with no author
 - Translated book
 - Republished book
 - Edition of a book
6. Anthology or collection
 - A work in an anthology, reference, or collection
7. Cross-referencing
8. Poem or short story
9. Government publications
10. Multivolume work
11. An introduction, a preface, a foreword, or an afterword
12. Religious texts
13. Pamphlets
14. Dissertations
15. Article in a scholarly journal
16. Paper presented at a meeting or conference

17. Article in a magazine
18. Article in a newspaper
19. Article in reference book
20. A review
21. An editorial and letter to the editor
22. Anonymous articles

XVIII ONLINE AND ELECTRONIC SOURCES

1. Required information
2. Website
3. Article in an online-only journal
4. Article in newspaper
5. Article in an online database
6. Page on a website
7. Document posted on a website
8. Posting to a discussion list or on a blog
9. Email message
10. Check links

XIX SCIENTIFIC TERMS

XX WEIGHTS AND MEASURES

1. Spelling out
2. Abbreviations

I Abbreviations

Principle: The excessive use of abbreviations makes text cumbersome to read. Therefore, try to keep them to a minimum. Note that there are exceptions to this general rule, which are mentioned below.

1. When and how to abbreviate

Give the spelt-out form first, then the abbreviation in parentheses. Thereafter, use only the abbreviation.

No

The system has deteriorated because of poor O&M. Private sector participation in operation and maintenance activities will be explored.

Yes

The system has deteriorated because of poor operation and maintenance (O&M). Private sector participation in O&M activities will be explored.

Note that for a few abbreviations, only the plural form makes sense.

SMEs (small and medium-sized enterprises)
 IRRs (implementing rules and regulations)

Exceptions

Well-known abbreviations

If an abbreviation is better known than the spelt-out form, use the abbreviation even if used only once.

Indian Institute of Technology (IIT)
 Jawaharlal Nehru University (JNU)

United Nations Children's Fund (UNICEF)
 member of parliament (MP)

Two-letter abbreviations

In addition to the many two-letter (and even one letter) abbreviations for weights and measures, there are some commonly used ones.

Andhra Pradesh (AP)
 Uttar Pradesh (UP)
 Madhya Pradesh (MP)
 Scheduled Caste (SC)
 Scheduled Tribe (ST)

United Nations (UN)
 European Union (EU)
 information technology (IT)
 United Kingdom (UK)
 United States (US)

Note Note that some two-letter abbreviations usually seen in the press are not suited to academic writing and must be avoided in the main text, endnotes, and headings. These would include the following.

SC (for Supreme Court)
 HC (for high court)
 PM (for prime minister)

CJ (for Chief Justice)
 CM (for chief minister)
 DM (for district magistrate)

Abbreviations that should not be spelt out

The following are examples of abbreviations that are better known than the words they stand for and do not have to be explained in the text or added to the list of abbreviations. Note the punctuation.

2

ATM (automated teller machine—do not use “ATM machine”; “M” stands for “machine”)
C (centigrade)
CD-ROM (compact disc read-only memory)
DVD (digital versatile disc)
fax (facsimile)
GIF (graphics interchange format—file type)
HIV (human immunodeficiency virus)

AIDS (acquired immunodeficiency syndrome)
HTML (hypertext mark-up language)
JPEG (Joint Photographic Experts Group—file type)
PIN (personal identification number—do not use “PIN number”; “N” stands for “number”)
PDF (portable document format—file type)
RAM (random access memory)
URL (uniform resource locator)

Abbreviations that should be treated as names of organisations

Some organisations are now known officially by their abbreviations. In such cases, the abbreviation does not need to be spelt out.

GAIL (Gas Authority of India Ltd)
GTZ (Deutsche Gesellschaft für
Technische Zusammenarbeit)

HSBC (Hong Kong and Shanghai
Banking Corporation)
WWF (World Wide Fund for Nature)

2. Ampersands in abbreviations

Principle: Avoid ampersands in abbreviations. Generally, “and” is not included in an abbreviation.

Strategy and Policy Department is SPD (not “S&PD”)

Exceptions

There are some well-known exceptions to this rule, where ampersands have become a part of the abbreviation.

cost and freight (C&F)
mergers and acquisitions (M&A)

monitoring and evaluation (M&E)
research and development (R&D)

3. Articles and abbreviations

Generally, follow the rule in the Chicago Manual: “Acronyms are read as words and, except when used adjectivally, are rarely preceded by a, an, or the (‘member nations of NATO’). Initialisms are read as a series of letters and are often preceded by an article (‘member nations of the EU’).”

Some Acronyms

APEC	NATO
ASEAN	OPEC
LIBOR	UNICEF

Some Initialisms

the CIA	the IMF
the EU	the MDGs
the ILO	the OECD

Exception

Although the Chicago rule is a useful starting point, there are numerous exceptions where an initialism does not take an article.

Initialisms without articles

BBC
CNN
UNDP
USAID

If the abbreviation following the indefinite article begins with a vowel sound, use “an” even if “a” would be used with the full form.

an FAO publication/ a Food and Agriculture Organisation publication
an NRI doctor/ a non-resident Indian doctor

4. Capitalisation

Write all abbreviations, except weights and measures, in capital letters. However, in their spelt-out forms, only proper nouns should be capitalised.

Exceptions

Avoid mixing capitals and small letters in abbreviations except in cases where convention and usage have institutionalised them.

DfID (UK’s Department for International Development)

MoEF (Ministry of Environment and Forests)

MoU (memorandum of understanding)

GoI (Government of India; can use in citations, references, and endnotes, but not in the main text.

Avoid using GoK or GOK for the government of Karnataka, or other state governments)

SoE (state owned enterprise)

Some abbreviations should always be lowercased.

am
p
pm
para

5. Figures

Note *Five Year Plans*

Do not abbreviate India’s “Five Year Plan.” There is no hyphen between “Five” and “Year” in the official title. After the first appearance, use “plan” (lowercase).

India’s Eleventh Five Year Plan, 2007–2012 aimed to reduce the infant mortality rate to 28 per 1,000 live births by 2012. The plan was adopted in 2007.

6. Endnotes

If a term has already been abbreviated in the text, the abbreviation may be used in an endnote.

However, if a term that will be abbreviated appears for the first time in an endnote, spell it out and give the

4

abbreviation in parentheses. Thereafter, the abbreviation may be used in subsequent endnotes. If the term is used later in the main text, spell it out again at first appearance and give the abbreviation in parentheses even though it has already been defined in an endnote.

7. Governments

Do not abbreviate the names of national governments. After the first appearance, use “the government.”

No

The World Bank and the Government of Bangladesh (GOB) signed a memorandum of agreement in 2006. The signatory for GOB was the secretary of finance.

Yes

The World Bank and the Government of Bangladesh signed a memorandum of agreement in 2006. The signatory for the government was the secretary of finance.

Note 8. Headings and titles

Spell out abbreviations in headings in the text, and in titles of papers, boxes, figures, and tables, even if they have already been defined in the text. Do not add abbreviations in parentheses in headings and titles.

Exception

Some well-known abbreviations can be used in headings without spelling them out.

BJP
MGNREGA (this is the official name now, not NREGA)
US
UN
WHO

Note 9. Abstracts

Spell out abbreviations in abstracts, but do not add them in parentheses, which look clumsy. If the term is used repeatedly, spell it out the first time (without the abbreviation in brackets) and use the abbreviation thereafter.

Abstract: The World Health Organisation holds that the bulk of children in India are undernourished. But there are many who disagree with the WHO criteria used to estimate this.

10. Non-English terms

For abbreviated non-English terms in the text, spell out the English translation followed by the abbreviation (usually based on the original name) at its first appearance. In endnotes, give the non-English name first, followed by the translation in parentheses.

Main text: National Development Planning Agency (BAPPENAS)
Endnote: BAPPENAS: Badan Perencanaan dan Pembangunan Nasional (National Development Planning Agency)

11. Plurals

Use a lowercased “s” to indicate a plural abbreviation.

memorandums of understanding (MoUs)
 developing member countries (DMCs)
 International Financial Reporting Standards (IFRSs)

12. Possessives

At first instance, the possessive form of abbreviations looks ungainly and interrupts the reader. Possessive abbreviations can often be avoided by simple rewriting. If the structure of a sentence is such that the possessive form has to be used, do not add an “s” to the abbreviation.

No

The International Monetary Fund’s (IMF’s) goal is to reduce poverty.
 The International Monetary Fund’s (IMF’s) aim of reducing poverty is sought to be realised through a comprehensive package of reforms.

Yes

The goal of the International Monetary Fund (IMF) is to reduce poverty.
 The International Monetary Fund’s (IMF) aim of reducing poverty is sought to be realised through a comprehensive package of reforms.

13. Tables

List abbreviations in a note in alphabetical order below the table with their definitions.

Source	Amount (\$ million)	Share (%)
ADB	90.0	60.0
AusAID	45.0	30.0
Government	15.0	10.0
Total	150.0	100.0

ADB = Asian Development Bank; AusAID = Australian Agency for International Development.

Note: The plan was presented at the Bali meeting in 2013.

Source: World Bank estimates.

6

II Capitalisation

Principle: EPW follows the principles of capitalisation found in the Chicago Manual, “Chicago generally prefers a ‘down’ style—the parsimonious use of capitals.” That said, there are a few exceptions to the rule in the Indian context.

1. In headlines

The capitalisation of the first letter of each major word is used for headings and titles.

**Perils of Granting More Subsidies
Way Out of the Fiscal Deficit Dilemma**

Exception

Some legal or other official documents may have their own rules and precedents with regard to capitalisation, which may override the general rule.

Delay in Issuing Form 16 to Salaried Staff

Some terms where capitalisation depends on the context

annual meeting (capitalise only when referring to a specific meeting;

The 105th Annual Meeting

of the American Association for Cancer Research)

board of directors (capitalise only when referring to a specific board;

the Board of Directors of United Breweries)

board of governors (capitalise only when referring to a specific board;

the Board of Governors of the Reserve Bank of India)

the government (capitalise only in formal references; **the Government of India)**

Kyoto Protocol

Millennium Development Goals

programme (capitalise full names of individual programmes;

the Know India Programme of the Ministry of Overseas Indian Affairs is a three-week orientation programme for diaspora youth)

project (capitalise full names of individual projects;

Project Gutenberg offers more than 45,000 free ebooks)

regional department (capitalise full names of individual departments;

Department of Women and Child Welfare)

world war (capitalise **World War I, World War II;**

avoid First World War, Second World War)

2. Personal names

Names and initials of persons, real or fictitious, are capitalised. A space should be used between any initials, except when initials alone are used.

P D James
 Malcolm X
 Kennedy and Johnson became known as JFK and LBJ

3. Names with particles

Many names include particles such as de, d', de la, von, van, and ten. When the surname is used alone, the particle is usually retained, capitalised or lowercased and spaced as in the full name (though always capitalised when beginning a sentence).

Alfonse D'Amato; D'Amato	Paul de Man; de Man
Diana DeGette; DeGette	Anwar el-Sadat; Sadat
Walter de la Mare; de la Mare	Wernher von Braun; von Braun

Note 4. Constitutions

Capitalise "Constitution of India," even if it is referred to only as "Constitution." But lowercase references to the constitutions of other countries, and generic references.

A radical change will require an amendment to the Constitution of India.
 A provision has been written into the Constitution.
 Reforming a constitution is a laborious task.
 There is a constitutional provision to set up the commission.

5. Educational degrees

Lowercase names of degrees and fellowships.

a master's degree
 a doctorate
 a fellowship in applied economics

6. Ethnic, national groups, castes and tribes

a) The names of ethnic and national groups are capitalised. Adjectives associated with these names are also capitalised.

Aborigines; an Aborigine; Aboriginal art	Jews; a Jew; Jewish ethnicity
Indians; an Indian American	Latinos; a Latino; a Latina; Latino immigration
the French; a Frenchman; a Frenchwoman	Native Americans; Native American poetry

8

Note b) *The same is the case with the names of castes, communities, classes, and tribes.*

Adivasis	Maratha(s)
Backward Castes	Other Backward Classes
Brahmin(s)	Reddy(s)
Baniya(s)	Santal(s)
Dalit(s)	Gond(s)
Harijan(s)	Scheduled Caste(s)
Jat(s)	Scheduled Tribe(s)
Kshatriya(s)	Tamilian

7. Geographic names

Principle: Capitalise names of specific places and geographic features. Capitalise generic terms (for example, a river) when they form part of the name.

Altay Administrative District	River Ganga
Bay of Bengal	Lake Baikal
Brahmaputra Delta	National Highway 17
Cauvery Basin	Sichuan Province
Ho Chi Minh City	Tropic of Cancer

Exceptions

Lowercase when the term is descriptive rather than part of the formal name.

central region of Vietnam	the foothills of the Himalayas
the city of Phnom Penh	Indonesian archipelago
Dahu village	north-west India
the east coast of Gujarat	the Yangtze valley

Lowercase when the term refers to more than one distinct item.

the Brahmaputra and Ganga rivers	the Central Asian republics
----------------------------------	-----------------------------

Compass directions and the terms that are derived from them (south, southern) are lowercased when they are referring to direction or location.

The thunderstorm will head east across the state.	The northern half of the country is colder than the southern half.
Rainfall is scanty in the central region.	Travelling east makes you more jet-lagged.
The settlers decided to move west.	

Regional terms, when they are generally accepted as proper names for an area, are capitalised.

Mumbai in the West and Chennai in the East.
The South differs in many ways from the North.
West Europe is materially ahead of East Europe.
The North defeated the South in the US civil war.

Note The northeast of India is officially the North East, two words, with no hyphen.

Mary Kom is from the North East.

Note Direction or region?

There can be some confusion when you are trying to figure out what exactly you are referring to in the sentence, a direction or a region. When you are not sure, decide if the sentence is, in essence, just giving someone directions to a location or if it is talking about a specific place. You can often, but not always, do this by looking to see if there is an article (a, an, or the) in front of the word in question.

Going south (but going to the South)

Moving west (but exploring the West)

Should it be “eastern medicine” or “Eastern medicine?” The “east” and “west” should be capitalised in these cases because they are referring to the ways in which regions, and also cultures, practice medicine.

The West uses Western medicine, and the East uses Eastern medicine.

Is someone who is from the South a “southerner” or a “Southerner?” The Chicago Manual says it should be lowercased.

They are northerners and speak Hindi.

They are southerners and celebrate Pongal.

Note 8. Country names

For country names, the European Union’s style guide—continually updated—is a reliable source. It has all sovereign states and dependent territories, their capitals, and currencies.

<http://publications.europa.eu/code/en/en-5000500.htm>

Plural names

Plural country names should be treated as singular entities and should take a singular verb form.

The Philippines is one of the original members of ASEAN.

The Cook Islands is vulnerable to extreme weather patterns.

9. Government

Capitalise “government” when a government is formally referred to and its full name is given. Lowercase “government” when it is not used in a formal context.

The Government of India is implementing an electronic procurement system. This is consistent with the government's commitment to strengthen procurement systems.

Note 10. Parliament and judiciary

Capitalise "Parliament of India," even if it is referred to as only "Parliament."

Capitalise "Lok Sabha" and "Rajya Sabha," and the formal title of a state legislative assembly or council, but lowercase all generic references to them.

The bill was sent to Parliament in 2009.

Minority groups are represented in the Legislative Assembly of Assam.

The recommendations will be sent to the legislative assembly.

The Lok Sabha has 543 members.

Capitalise the "Supreme Court of India," the "Supreme Court," and "the Court" when it refers to the Supreme Court.

The Supreme Court of India is the highest court in the land.

The Supreme Court will decide on the petition tomorrow. The Court is also expected to take note of the concerns of pedestrians.

Capitalise the full names of high courts, judicial bodies, and lower courts (if you know them). If not, use a lowercased generic reference.

the Law Commission of India; the law commission; the commission

the High Court of Bombay; the high courts of Gujarat and Kerala

the Court of the District and Sessions Judge, Delhi; the Delhi district court

11. Meetings, conferences, and forums

Capitalise exact names of meetings, conferences, and forums, but lowercase generic references.

The High-Level Forum on Harmonisation was held in Rome in February 2003.

The prime minister attended the 42nd Annual Meeting of the World Bank Board of Governors.

This will be presented at the annual meeting of the working group.

12. Ministries, departments, and other government bodies

Capitalise full names of national ministries and departments and other permanent bodies, but lowercase generic references. For a comprehensive list of political entities and governmental and judicial bodies, see Chicago Manual (8.61 to 8.64).

Representatives of the Ministry of Finance attended the meeting in New Delhi. The ministry sent a high-level delegation.

The Department of Health issued a travel advisory. The department does this regularly.

The Public Service Commission is an independent regulatory agency.

The National Executive Council approved the supplementary project financing.

The Embassy of the United States offered condolences to the families of the flood victims. The embassy also made a contribution to relief efforts.

The Justice Mukkul Mudgal Committee submitted its report on 3 November. The committee was constituted to conduct an independent enquiry.

The resignations from the cabinet have affected the continuity of policy.

13. Working groups, committees

Capitalise full names of committees/working groups and permanent committees

The new organisation structure of the Standing Committee on Excise Duties was approved by a large majority in the assembly.

Lowercase generic references to working groups, committees, units, and steering committees.

The technical working groups are being restructured.

A steering committee has been established to implement the action plan.

14. Organisations

Capitalise proper names of organisations.

GlaxoSmithKline is headquartered in London.

The Dow Chemical Company is an industry leader.

Companies and institutions

Note Chicago Manual recommends the following, “The full names of institutions and companies and of their departments, and sometimes their short forms, are capitalised. A ‘the’ preceding a name, even when part of the official title, is lowercased in running text.”

The Export-Import Bank of Korea will work closely with the ICICI.

Entering the 21st century, the *Lancet* (not *The Lancet*) launched six specialty journals.

John Steinbeck’s *Grapes of Wrath* (not *The Grapes of Wrath*) was published in 1939.

Reliance Petrochemicals will be the executing agency and its Department of Projects will be the implementing agency.

12

Note *Spelling of organisations*

If the official name of an organisation is an American/non-British spelling, it should remain as such. Do not change it using British spelling conventions.

Department of Defense (US government; official spelling with s, not c)

World Trade Organization (official spelling with z, not s)

15. Political parties, religions, and religious bodies

Capitalise names of political parties and religious bodies, and of their adherents.

the Communist Party of India (but communists in the general sense)

the Catholic Church/ Catholics

The left will lend outside support to the Congress ministry.

Note *Left, right, centre*: Note that the orientations of political parties and other organisations such as left, right, centre, leftist, rightist, and centrists are always lower case.

16. Parts of a document

References to appendixes, boxes, chapters, figures, maps, parts, sections, schedules, and tables should be capitalised.

The data are summarised in Tables 2–4.

The design and monitoring framework has been revised (Appendix 1).

Gender concerns in India are summarised in Chapter 6.

Energy consumption rose faster than GDP in 2001–2005 (Figure 2).

The provisions governing financial responsibilities are in Sections 66–71.

References to paragraphs and endnotes should be lowercased.

This initiative builds on the activities conducted under an earlier project (paras 15–17).

The World Bank investigation reached the same conclusion (note 34).

17. Plans, policies, strategies, and laws

EPW style is guided by the following rule in Chicago Manual: “Formal or accepted titles of pacts, plans, policies, treaties, acts, programmes, and similar documents or agreements are capitalised. Incomplete or generic forms are usually lowercased.”

In April 2008, the Microsoft Board of Directors approved Strategy 2020.

The country partnership strategy for 2008–2010 envisages private sector operations in China.

The World Bank’s Regional Cooperation and Integration Strategy has four pillars.

The project is included in the two-year operations business plan for Sri Lanka.

Capitalise the titles of major national economic plans. Lowercase when short forms of these are used, or when a specific plan is not being referred to.

India's Eleventh Five Year Plan, 2007–2012 aimed to reduce the infant mortality rate to 28 per 1,000 live births by 2012. But the plan's objective was only partially realised.
The government adopted the National Agricultural Policy in 2007. The new policy has increased yields.
A poverty reduction strategy is needed to ensure that the poor are not left behind.

Change of plan

Note So far EPW has been capitalising Plan expenditure, non-Plan spending, and so on. Henceforth such terms will all be in lower case.

There has been no increase in plan expenditure in the past two years.
Non-plan spending has been taking an increasing toll on government finances.

Capitalise formal names of laws, policies, treaties, and programmes, but lowercase their short forms. Pending legislation should also be lowercased.

In 2002, Parliament passed the Immigration Act. The act supplemented the existing legislation.
The proposed renewable energy bill in the UK is expected to provide economic incentives to investors.
The fund was established in 1997 under Presidential Decree No 294.

18. Projects, programmes, subprojects, and components

Capitalise the complete title of a project or programme. Otherwise, lowercase “project” and “programme.”

A loan to India is proposed for the Madhya Pradesh State Roads Sector Project. The project will help the government to provide reliable road transport services to support economic development.

Lowercase names of subprojects, components, and tranches, unless part of a formal title.

Work will begin on the first component, rehabilitation and construction of the kindergarten and school facilities, in 2015.
The first tranche was released soon after the bank's approval.

19. Titles

Capitalise professional titles when followed immediately by the individual's name.

Microsoft CEO Satya Nadella was quick to establish himself in his new position.
Minister of Finance Arun Jaitley spoke on stock markets in India
Panchayat President Vikas Bose of Nandigram remained adamant.

14

Also capitalise the title if it is preceded by “the” and a comma is used between it and the individual’s name. Lowercase titles when they are used in a generic sense without names attached to them.

The Microsoft CEO, Satya Nadella, was quick to establish himself in his new position.
The Minister of Finance, Arun Jaitley, spoke on stock markets in India.
The Panchayat President of Nandigram, Vikas Bose, remained adamant.
The home, finance, and health ministers will be attending the workshop.

Capitalise the titles of heads of state and government.

The Prime Minister of India signed the treaty. The project is an initiative of the King of Thailand.
The US President is now adopting a soft line. The Emperor of Japan attended the meeting.

Lowercase all other titles.

The minister for civil aviation will open the meeting.
The ombudsman will investigate the charges.
The director of the bank’s Regional Development Department will attend.
The minister for trade said that links between the two countries had expanded.
The mission leader will write the report.
World Bank economists predict that the economy will improve.
The company will need to recruit engineers and senior engineers.

Note

To summarise, capitalise all titles with an individual’s name attached to them, and of heads of state and government (even without a name). Lowercase all titles that have no names attached to them or when they are used in a generic sense.

As a rule, avoid honorific titles. The exception would be certain formal contexts that have their own rules for capitalisation and honorific titles, driven by protocol and established usage. This would also apply to aristocratic titles, especially in a historical context.

D Subbaiah (not Mr D Subbaiah)
M Hussein (not Dr M Hussein)
C Sandra (not Ms C Sandra)

Mansoor Ali Khan was better known as the Nawab of Pataudi.
Queen Elizabeth II has been on the throne since 1952.
Lord Denning was a celebrated British lawyer and judge.

See Chicago Manual (8.18 to 8.32) for more details on titles and offices.

20. Company names

Omit the extensions after or before company names (for example, Berhad, Bros, Co, Corp, Inc, Ltd, PLC, PT).

Tata Motors (not Tata Motors Ltd) is India’s largest car company.

Microsoft (not Microsoft Corp) is headquartered in Redmond, Washington.
 Sime Darby (not Sime Darby Bhd) is one of Southeast Asia's biggest conglomerates.
 Bank Rakyat Indonesia's (not PT Bank Rakyat Indonesia's) IPO was in 2003.

Exceptions

Note the following exceptions.

(i) Include the extension if it is a well-established part of a name.

Steel Authority of India Ltd (SAIL)
 Bharat Heavy Electricals Ltd (BHEL)
 International Finance Corporation (IFC)

(ii) Extensions may be required in legal documents or to differentiate one company from another with a similar name.

21. Health terms

Principle: Names of diseases should be lowercased unless they contain a proper noun. Avoid short forms, slang, and abbreviations of disease names. However, if a disease is better known by its abbreviation, give the name of the disease and its abbreviation, even if the abbreviation appears only once.

No

An outbreak of Severe Acute Respiratory Syndrome (SARS) in 2003 affected Southeast Asia.
 TB is widespread in prisons in many parts of the world.
 CJD is a rare, degenerative, invariably fatal brain disorder.
 The region has been on alert against bird flu since the first outbreak in 1997.

Yes

An outbreak of severe acute respiratory syndrome (SARS) in 2003 affected Southeast Asia.
 Tuberculosis widespread in prisons in many parts of the world.
 Creutzfeldt–Jakob disease is a rare, degenerative, invariably fatal brain disorder.
 The region has been on alert against avian influenza since the first outbreak in 1997.

Exception

“HIV,” “AIDS,” and “HIV/AIDS” do not have to be spelt out. But do not use “HIV/AIDS” in cases where only “HIV” or “AIDS” is meant.

No

The government is concerned about the increase in HIV/AIDS transmission.
 The number of deaths from causes related to HIV/AIDS has increased.

Yes

The government is concerned about the increase in HIV transmission.
 The number of deaths from causes related to AIDS has increased.

More on public health terms can be found in the WHO Style Guide (http://www.ianphi.org/documents/pdfs/toolkit/who_style-guide.pdf)

22. Computer terms

The list below contains the preferred spelling and capitalisation for common computer and internet terms. For those that should be spelt out at first appearance, the full version is given first followed by the acronym.

artificial intelligence (do not abbreviate to “AI”)	liquid crystal display (LCD)
blog (do not use “weblog”)	local area network (LAN)
broadband	mainframe
byte (also kilobyte [KB], megabyte [MB], gigabyte [GB], terabyte [TB])	motherboard
CD-ROM (compact disc read-only memory; no need to spell out)	multimedia
computer-aided design (CAD)	network
database	online
desktop	PDF file (portable document format; no need to spell out)
dial-up	PIN (personal identification number; no need to spell out; do not use “PIN number” as the “N” stands for “number”)
domain name	PowerPoint presentation
email (unlike here, hyphenate all “e-” prefixes, for example, e-banking, e-group, e-money, e-notification, e-procurement)	printer-friendly
Excel spreadsheet	RAM (random access memory; no need to spell out)
firewall	site map
GIF file (graphics interchange format; no need to spell out)	software
HTML (hypertext mark-up language; no need to spell out)	spreadsheet
hard drive	TIFF file (tagged image file format; no need to spell out)
hardware	teleconference
home page	URL (uniform resource locator; no need to spell out)
home computer (do not use “PC”)	videoconference
inbox	voice over internet protocol (VOIP)
information and communication technology (ICT)	web (do not use “World Wide Web”)
information technology (IT)	web page
internet	webcam
internet service provider (ISP)	webcast
intranet	webmaster
JPEG file (Joint Photographic Experts Group; no need to spell out)	website
laptop	wide-area network (WAN)
link (do not use “hyperlink”)	wireless application protocol (WAP)
	XML (extensible markup language; no need to spell out)

III Currencies

Principle: Lowercase names of currencies. When the name of a currency is referred to in the text without the amount in figures, do not abbreviate it.

No

The devaluation of the Rp saw large savings.
The Taka weakened in the interim period.

Yes

The devaluation of the rupiah saw large savings.
The taka weakened in the interim period.

1. Symbols

EPW uses currency symbols, not currency codes. No space separates a currency symbol and the amount.

No

Annual income is projected to be
USD390 million.

Yes

Annual income is projected to be \$238 million/
€238 million/£238 million/¥238 million.

But one or more letters used as an abbreviation for a currency are separated from the numeral by a space.

Annual income is projected to be Rs 238 million/THB 238/AED 238.

Note Note that when the symbol \$ is used in EPW, it means US dollars. Use US\$ only to distinguish it from other dollars referred to in the same context, such as the Australian dollar or Singapore dollar, which would be abbreviated as A\$ or S\$.

2. Use of the comma, superscript

If large numbers have to be written out in numerals, EPW uses the international system of inserting a comma after every three positions.

Three million would be written as 3,000,000, not 30,00,000.

Note Exceptions

Note that this differs from the traditional Indian system of a comma after the first three positions followed by commas after every two positions. EPW uses the Indian system only in discussions of Indian financial data where amounts are expressed in lakh (1,00,000) and crore (Rs 1,00,00,000).

Rs 30 lakh would be written in figures as 30,00,000.

So, 10 lakh is a million and 100 crore is a billion. Lakh and crore will do as both singular and plural, not lakhs and crores.

The military requested an additional Rs 77.3 crore.
The former minister sold his home for Rs 76 lakh.

18

Million, billion, and trillion have to be spelt out in the first instance, but can be shortened to mn, bn, and tn in the main text, notes, tables, or figures in subsequent references.

The US spent \$564 million in Afghanistan in two weeks. This is to rise to \$670 mn in the next fortnight.

In British English, a billion used to be equivalent to a million million (1,000,000,000,000), while in American English it has been a thousand million (1,000,000,000). British English has now adopted the American figure. The same change has taken place in the meaning of trillion. In British English, a trillion used to mean a million million million (1,000,000,000,000,000,000). Nowadays, it is held to be equivalent to a million million (1,000,000,000,000), as it is in American English.

Note

Note that lakh and crore must be used while discussing Indian financial data. Quantities of other items in lakh and crore must be changed to figures or converted into million or billion, whether in an Indian context or not.

No

There were five lakh anganwadi teachers in the country in 2008. The programme has benefited 20 crore people in the Deccan region.

Yes

There were 500,000 anganwadi teachers in the country in 2008. The programme has benefited 200 million people in the Deccan region.

Ensure that there is consistency of usage within a document.

Do not have one sentence that says, "There are 20 million vehicles in the country" and the next saying, "Of them, two lakh are buses."

3. Large numbers

Large round numbers may also be expressed in powers of 10, especially in scientific writing (scientific notation).

$$10^{12} = 1,000,000,000,000$$

$$5.34 \times 10^8 = 534,000,000$$

Singular

An amount of money expressed as a currency is singular.

The Rs 10 crore was (not were) used to build capacity.

Quickly convert figures in one unit to figures in a different unit at <http://easycalculation.com/million-cal.php>.

Convert one currency into another using the latest exchange rate at <http://www.xe.com/currencyconverter/>.

IV Dates

Principle: Be accurate and consistent in specifying both periods of time and specific points in time.

Note 1. Days

Write dates in day-month-year order, without punctuation.

Do not use a zero before single-digit dates.

Use an en dash (ctrl + minus) to indicate a range, not a hyphen.

No

January 26, 2001
 26th of January 2001
 05 July 2009
 12-28 February 2005, 12 to 28 February 2005
 4 June-10 August 2000, 4 June to 10 August 2000
 from 12 May 2009-11 May 2014/
 in 2 February 2015

Yes

26 January 2001
 26 January 2001
 5 July 2009
 12-28 February 2005
 4 June-10 August 2000
 from 12 May 2009 to 11 May
 on 2 February 2015

2. Months

Spell out the names of months. Where space is limited (as in tables, notes, or references), abbreviate the month to three letters without a period.

Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

Avoid shortened forms such as 5-7-09. Use the clearer 5 Jul 2009 or 5 Jul 09.

3. Years

Principle: Years should be expressed consistently throughout a document. Do not use imprecise or relative descriptions of time; always specify the date or time period.

No

The project ended last year.
 Over the past two years, the economy has improved significantly.
 The project manager resigned four years ago.

Yes

The project ended in 2008.
 Since 2006, the economy has improved significantly.
 The project manager resigned in 2003.

When discussing the beginning or end of a year or a quarter, do not use shorthand.

No

start 2004
 end 2004

Yes

the start of 2004
 the end of 2004

4. Decades

Use numerals for decades, 1960s, 1980s. Note the absence of an apostrophe.

In the 1990s, China continued to liberalise its economy and significantly reduced industrial tariffs.

20

Note *New decades*

An agreed-upon style for the first and second decades of the current century has not yet emerged. But the decade can be written as the “2000s” or the “’00s.” On 1 January 2000, the BBC listed the noughties (derived from “nought”) as a potential moniker for the new decade. This has become a common name for the decade in the UK and Australia. Yet, when writing about the first two decades of a century, it is probably best to be a little wordy for the sake of clarity.

History seemed to repeat itself in the decade 2000–2009.

Note that 1990–1999 is a decade (not nine years), and 1990–2000 is 11 years (not 10 years).

Use the 1990s, not the nineties, ’90s, or 1990’s

5. Centuries

Use ordinal numbers for centuries.

Do not use superscript for the letters that accompany ordinal numbers.

No

The global population increased by more than four billion people during the twentieth century.

Yes

The global population increased by more than four billion people during the 20th century.

No

Asia’s urbanisation will be a driving force of the global economy in the 21st century.

Yes

Asia’s urbanisation will be a driving force of the global economy in the 21st century.

V Tables and Figures

Cite each table or figure in the main text. Follow the same rules for citing tables or figures in the appendixes.

The production of urea was 640 million tonnes in 1994 compared to 540 tonnes in 1991 (Table 2). Exports rose from 2,768 heavy vehicles in 1988-89 to more than 12,000 a year by 2001-02 (Figure 5).

Tables and figures in boxes should be avoided if possible. Do not number tables or figures in boxes; place them immediately below the reference in the text.

1. Usage

Use a table or figure only when it amplifies and illustrates the discussion in the text. Place each table or figure as soon as possible after the end of the paragraph in which it is first cited.

2. Format

A table or figure ideally should not extend beyond one page. If a table is too large for one page, consider splitting it or reformatting it (for instance, reducing the point size to conserve space).

Note 3. Labelling

If a document has only one figure or table, use only the title; if it has two or more figures or tables, **number** them consecutively with Arabic numerals in the order in which they appear in the text.

The figure or table number should be followed by a **colon** and a short descriptive **title**. Centre the title above the figure or table and use headline-style capitalisation.

When **years or other dates** form part of the title, they should be in bold, preceded by a comma.

Table 7: Nepal Sovereign Operations Portfolio, 2007–2008

Spell out abbreviations in titles, even if they have already been defined in the text. Do not add abbreviations in parentheses in titles.

Indicate the **unit of measurement** in parentheses, same font size, but not in bold. Align the unit of measure to the right of the title. The word “in” should not be used in the description of units.

No

Figure 2: Fiscal Balance
(% of GDP)
Figure 4: External Assistance
(in \$ million)

Yes

Figure 2: Fiscal Balance
(% of GDP)
Figure A4.1: External Assistance
(\$ million)

4. Notes and explanatory material

Tables and figures need to be self-contained (for example, abbreviations need to be defined, even if they have already been defined in the text), because tables and figures are often extracted from a document and used for other purposes. Also define all symbols along with abbreviations, if any.

Use superscript lowercased letters for footnote indicators.

5. Placement and order

Place all explanatory material immediately below the table or figure, not at the bottom of the page, vertically listed in this order: abbreviation(s), general explanatory note(s), footnote(s), and source(s).

List abbreviations in alphabetical order with their definitions.

6. Notes

A note applying to a table or figure as a whole is unnumbered and is introduced by “Note(s):” If a table or figure has a few such notes and they are short, run them on.

Notes: Each dot represents one country. Data for Nepal are for 2004.

Number the notes if there are several and/or they are long.

Notes:

- 1) The total trade ratio is defined as the average percentage share of total exports and imports of the relevant sub-region to world trade.
- 2) Data used are on a calendar year basis.
- 3) No 1990 data are available for Central Asia.

Note 7. Sources

Provide a source for every table and figure. For tables and figures with several sources, list them in alphabetical order by author.

Be as precise as possible when identifying sources for figures. Where possible give a documentary source, rather than an organisation’s name.

No

Source: International Monetary Fund.

Yes

Source: International Monetary Fund (IMF) (1998):
Malaysia: Recent Economic Developments. IMF Staff
Country Report No 98/9. Washington, DC.

Exceptions

Complete citations for sources are not required in the following cases:

- (i) For unpublished data provided to the author(s) by an organisation, the organisation’s name is sufficient.
- (ii) For estimates made by the author(s).
- (iii) For works listed in full in the References, the in-text citation format will suffice.

Source: Central Statistical Office (1967)

In References: Central Statistical Office (1967): National Account Statistics, Delhi: CSO.

8. Column headings

Each column in a table must have a heading. Use “Item” if there is no obvious descriptor. Use headline-style capitalisation for column heads.

If the first column of the table is text, use sentence-style capitalisation, that is, capitalise only the first word and proper nouns. Headings within the first column should use headline-style capitalisation.

Item	2006	2007
Combined Key Ratios		
Return on shareholders' equity	107.6	72.9
Operating expenses	16.8	16.3
Profitability Ratios		
Net interest income	5.0	7.0
Operating expenses	14.4	14.0

Note Principle: Endnotes distract readers from the flow of text. Therefore, minimise their use, keep them brief, and avoid endnote indicators in headings or subheadings.

Endnotes should not be used to give references, as has been sometimes done. This should be avoided.

1. Endnote indicators in text

Use superscript Arabic numerals to indicate endnotes (not asterisks, daggers, or other symbols).

Number endnotes sequentially throughout the main text, but begin again with “1” in each appendix.

Endnote numbers in the middle of a sentence are distracting. Place superscript numbers at the end of the sentence if possible, after the punctuation mark.

No

Marginal landowners²³ accounted for 78% of the population.*

The Board of Directors approved the policy on 21 November 2007¹.

The report notes that institutional development is “the single most important task.”

Yes

Marginal landowners accounted for 78% of the population.²³

The Board of Directors approved the policy on 21 November 2007.¹

The report notes that institutional development is “the single most important task relating to managing the transition.”¹¹

Exception

Place endnote numbers before a closing em dash in a parenthetical passage.

ADB will work closely with the World Bank—the lead agency in the sector, with a long record of support for microfinance⁵¹—to establish institutions offering loans, payment services, money transfers, and insurance.⁵²

2. Comments and notes

Endnotes can be used for evaluative bibliographic comments.

1 See Banerjee, especially chapters three and four, for an insightful analysis of this trend.

2 On the problems related to repressed memory recovery, see Williams (1987), pp 120-35; for a contrasting view, see Paul (1988).

Endnotes can also be used for occasional explanatory notes or other brief additional helpful information that might be too digressive in the main text.

3 In a 1991 interview, she reiterated this point even more strongly, “I am an artist, not a politician!” (Gupta 1997: 5).

3. Numbering endnotes

Endnotes must be indicated by consecutively numbered superscript Arabic numbers in the main text,

preferably at the end of the sentence.

Some have argued that such an investigation would be fruitless.⁶

This can also be done after punctuation of the phrase or clause the note refers to, though it may look ungainly.

Scholars have long argued that this claim has no basis,⁷ so we would do well to ignore it.

However, note references appear before dashes.

For long, scholars have not addressed this point⁸—a fact that suggests their cowardice.

Do not use double endnotes. It is better to combine the notes in one endnote.

No

A major reason for the poor productivity of agriculture is the poor rural infrastructure, particularly rural roads and irrigation.^{12,13}
 12 Agriculture grew 4.1% in 2005.
 13 The percentage of the rural population with access to all-weather roads varies considerably.

Yes

A major reason for the poor productivity of agriculture is the poor rural infrastructure, particularly rural roads and irrigation.¹²
 12 Agriculture grew 4.1% in 2005. The percentage of the rural population with access to all-weather roads varies considerably.

4. Abbreviations

If a term has already been abbreviated in the text, the abbreviation may be used in an endnote.

However, if a term requiring an abbreviation appears for the first time in an endnote, spell it out and give the abbreviation in parentheses. If the term is used later in the main text, spell it out again and give the abbreviation.

5. Cross-referencing

Rather than repeat an endnote, cross-reference the earlier endnote by placing a cross-reference in parentheses at the end of the sentence.

A recent IMF study shows that a 10% increase in food prices will increase the number of people living in absolute poverty by 7.05 million in Pakistan alone (note 8).

A cross-reference containing additional information (for example, a page number) should be placed in a new endnote.

**A recent IMF study shows that a 10% increase in food prices will increase the number of people living in absolute poverty by 7.05 million in Pakistan alone.³³
 33 Note 8, pp 19–25.**

Article in another issue

If an article that appeared in another issue is being cross-referenced, add an in-text citation in parentheses at the

end of the sentence. The full form has to be listed in the References.

Citing empirical data, the conclusion of the discussion on employment figures (Bradley 2013; Jackson 2013) has been recently challenged (Harding 2013).

In References: Bradley, A H (2013): "New Methodology for Estimating Employment Figures," *Social Sciences*, Vol 46, No 5.

Jackson, R (2013): "Employment Figures the Statistical Way," *Social Sciences*, Vol 46, No 5.

Harding, D (2013): "Empirical Data Shows Contradiction in Employment Figures," *Social Sciences*, Vol 46, No 7.

VII Headings

Principle: A strict hierarchy of headings organises complex text, but keep it to a maximum of three levels. Inconsistent headings simply confuse the reader.

4 Financial and Economic Evaluation (Level 1)

4.1 Economic Benefits (Level 2)

4.1.1 Flood Control (Level 3)

It is advisable to have only two levels of headings, and if absolutely necessary three. An alternative, especially when there are many sub-headings in Level 2 or Level 3 is to convert the sub-headings into bold text (or italics) and run on with the paragraph. See “Run-in heads” below.

1. Breaking headings

If a heading runs into two or more lines, do not break it in a manner that makes it look awkward. For instance, do not add a soft return between words in a phrase, between a preposition and the noun that follows, or an adjective and the noun. Think of where the heading would break naturally.

No

**More Food is on
the Agenda
Japan’s Elderly Live
Much Longer**

Shape of headings

While breaking headings, try to ensure that the first line is longer than the second. If not for an unavoidable reason, ensure that it does not exceed the length of the first line by more than three characters (see examples alongside).

Yes

**More Food is
on the Agenda
Japan’s Elderly
Live Much Longer**

2. Abbreviations

With the exception of well-known abbreviations, avoid them in headings, even if they have previously been defined. Do not add abbreviations in parentheses in headings.

No

**United Nations (UN) Must Rethink Syria Issue
International Monetary Fund at the Crossroads
Odisha IAL Plant in Trouble**

Yes

**UN Must Rethink Syria Issue
IMF at the Crossroads
Odisha Indian Aluminum Plant in Trouble**

3. Capitalisation

Sentence-style capitalisation is used in all headings.

See Chicago (8) for further guidance on sentence-style capitalisation.

When using sentence-style capitalisation for hyphenated words in a heading, in general, capitalise the first element of a hyphenated word, but not its subsequent elements.

**Anti-money-laundering Activities
Children-friendly Hospitals
Over-the-counter Transactions
Salary-related Benefits**

Avoid endnote indicators in headings and subheadings. Find an appropriate place for them in the text.

5. Run-in heads

If a subheading is required (or if paragraphs at any level need to be set apart without the degree of emphasis implied by attaching a heading), a run-in head may be inserted at the beginning of the paragraph.

Use sentence-style capitalisation for run-in heads. That is, capitalise only the first word and proper nouns.

Run-in heads should be in bold, followed by a colon. They can be italicised, if needed.

Limit run-in heads to a few words; they should not be complete sentences.

Quality of mercy: Shakespeare's time was vastly different. Many offenders received mercy, though grudgingly given, without having to pay a penny. This contrasts with having to break the bank these days.

Or

Quality of mercy: Shakespeare's time was vastly different. Many offenders received mercy, though grudgingly given, without having to pay a penny. This contrasts with having to break the bank these days.

VIII Lists

Principle: The items in a list must use parallel wording and consistent grammatical structure.

No

The government will provide incentives to improve tax collection, for modernising computer systems, and staff training.

Yes

The government will provide incentives to improve tax collection, modernise computer systems, and train staff.

1. Punctuation

Use a colon before a list if there is a natural break. The word that comes after a colon does not always have to be capitalised. If the sentence flows easily into the list, punctuation before the list is not needed.

Separate items in a list with commas, unless one of the items contains a comma within it. In that case, separate items with semicolons. After the penultimate item in a list, use “and” or “or.”

The tunnel has been designed to withstand falling rocks, subsidence, and flooding.
The project will assist in redefining roles and functions; developing organisational configurations; and improving systems, procedures, rules, and formats.

2. Numbered lists

Before inserting numbers into a list, consider whether they are needed. In a long and complicated list, numbers can help the reader identify the constituent parts, but numbers in a short list are merely distracting.

No

The mission visited (i) farms, (ii) government offices, and (iii) factories.

Yes

The mission visited farms, government offices, and factories.

When the items listed in the sentence are long or require emphasis, separate them with lowercased Roman numerals in parentheses.

The goals of the workshop include (i) introducing participants to a new method of budget management, (ii) training provincial officials to use computers, and (iii) demonstrating alternative methods of irrigation to participants during site visits.

Note When items are longer or require more emphasis, create a **vertical list**.

If the items in a list are not complete sentences, treat a vertical list as a **single long sentence**. Lowercase the word that begins each item, and separate items by the appropriate punctuation (a comma or a semicolon). After the penultimate item in the list, use “and” or “or.” Place a period at the end of the last item.

The main benefits from the programme cluster will be the following: (i) higher investor confidence because of implementation of the new enterprise law and the negative list; (ii) lower transaction costs for businesses because of streamlined start-up procedures, and less bureaucracy; and (iii) support for the government’s efforts to reduce poverty by tapping the private sector as a generator of new jobs.

30
Note If the items in a list are **complete sentences** (or more than one complete sentence), capitalise the first word and put a period at the end of each of item. Do not use “and” or “or” after the penultimate item.

The project has had to overcome several unforeseen problems,
(i) The change in national government severely delayed implementation.
(ii) The recruitment of suitably qualified national consultants was more difficult than anticipated.
(iii) The project manager resigned at the end of the first year.

Introduce a vertical list with either a **colon or comma**, depending on the structure of the lead-in element. Use a colon if the lead-in element could stand on its own as a complete sentence.

The consultants will carry out these tasks:
(i) conduct an economic analysis in accordance with World Bank guidelines,
(ii) review data on traffic along the main corridor, and
(iii) assess the feasibility of diverting traffic to another mode of transportation.

Introduce a list with **no punctuation** at the end of the lead-in element when it is an incomplete construction that could not stand on its own as a complete sentence.

The consultants will
(i) review climate change policies,
(ii) provide insights and recommendations for mitigation and adaptation, and
(iii) propose policy measures to mitigate the impact of climate change.

For a list within a list, use lowercased Roman numerals in parentheses for the first level, and lowercased letters in parentheses for the next level.

The consultants will be responsible for the following:
(i) undertaking a literature review to identify data gaps;
(ii) identifying special health risks and problems faced by ethnic minorities; and
(iii) assessing the appropriateness and effectiveness of health sector policies and institutional arrangements, including
(a) financing arrangements, cost recovery, and tariffs;
(b) approaches to planning; and
(c) management of personnel.

If run-in heads are needed within a list, capitalise the first word, place a colon at the end of the phrase, and make the run-in head bold. The run-in heads should be short; they should not be complete sentences.

Asia's economic development has come at a high environmental cost:
(i) Urbanisation: By 2020, more than half of Asia's population is likely to live in cities, placing an additional strain on already inadequate infrastructure for water supply, housing, and sanitation.

(ii) **Habitat erosion:** The region has lost up to 90% of its original wildlife habitat to agriculture, infrastructure, deforestation, and land degradation.

(iii) **Safe water:** One in three Asians lacks access to safe drinking water within 200 metres of home.

(iv) **Air pollution:** In several Asian cities, air pollution is a major cause of respiratory ailments and premature death.

Principle: Try to keep the use of non-English terms to a minimum.

1. Italics

Give the term in italics on first appearance and provide its approximate English translation in parentheses (if the explanation is short) or in an endnote (if it is long).

The term will be in plain without the translation for all subsequent appearances.

**My mum and sister kept going on about Mumbai *ad nauseam* (to a tiresomely excessive degree).
Though the drama had few charms, it attracted the *beau monde* (fashionable society).**

2. No italics

If a non-English term, or an abbreviation derived from a non-English term, is included in the Concise Oxford Dictionary, do not use italics.

ad hoc, per capita, milieu, vice versa

Do not italicise proper nouns, for example, names of agencies, institutions, or organisations.

The French Development Agency is officially the Agence Française de Développement.

3. Abbreviations

At the first appearance of a non-English name or term in the text, give its English translation followed by its abbreviation (which will usually be based on its name in its original language).

**Agency for Rehabilitation and Reconstruction (BRR)
Capacity Building International (Inwent)
Doctors Without Borders (MSF)**

In an endnote, write the non-English name first, followed by the English translation in parentheses.

**BRR – Badan Rehabilitasi dan Rekonstruksi (Agency for Rehabilitation and Reconstruction)
Inwent – Internationale Weiterbildung und Entwicklung (Capacity Building International)
MSF – Médecins Sans Frontières (Doctors Without Borders)**

4. Accents and other diacritical marks

Eliminate accents and other diacritical marks from non-English terms that have become common in English usage, unless they are necessary for proper pronunciation or to avoid confusion with another term.

Accents Omitted

Accents Retained

**apropos forte
canyon naive
facade niche**

**aide-mémoire La Niña
cliché mañana
El Niño résumé**

Note 5. Latin words and phrases

Try and avoid the use of Latin terms if a clear English translation is available.

No

ceteris paribus
de jure
de facto
ex ante
ex post
inter alia
sine qua non
sui generis
vis-à-vis

Yes

other things being equal
by law, legal
in reality, actual
in advance
after
among other things
essential
unique
in relation to, as compared with

Do not use “op cit” or “ibid” to cross-refer to a previously cited publication. Instead, repeat the citation.

No

A major reason for poor productivity is the inadequate rural infrastructure (ibid).

Yes

A major reason for poor productivity is the inadequate rural infrastructure (Ray 2011).

Do not use eg (exempli gratia) to mean “for example” and ie (id est) to mean “that is.” Spell both out.

No

There are many mammals (eg, humans, cows, and goats).
The country will choose the next ruling party on voting day, ie, 4 May 2014.

Yes

There are many mammals (for example, humans, cows, and goats).
The country will choose the next ruling party on voting day, that is, 4 May 2014.

6. Plurals of words derived from other languages

When COD allows more than one spelling for the plural form of a word, use the version given first. As in the case of the following examples.

formulas/formulae
forums/fora
symposia/symposiums
focuses/ foci

34

X Numbers

Principle: Be accurate and consistent when presenting numerical data.

1. Countable or uncountable

Use “less than” with nouns that cannot be counted and “fewer than” with countable nouns. “Less” refers to “how much”; “fewer” refers to “how many.”

Fewer than 10 committee members were present.
The new treatment plant uses less water than other facilities.

Exception

Use “less than” when referring to time and money.

The power plant was built in less than three years for less money than budgeted.
In 2005, more than 600 million people in Asia and the Pacific were living on less than \$1 a day.

2. Decimals

Write decimals with a period, not a comma.

9.31 (not 9,31)

It is usually not necessary to use more than two decimal places. When decimal numbers are to be compared, they should have the same level of accuracy (use the same number of decimal places).

The figures were 2.3, 3.0, and 5.2 (not 2.3, 3, and 5.21).

Precede decimals less than one with a zero.

0.6 (not .6)

Note 3. Figures or words?

Spell out numbers from one to nine except with

- (i) currencies;
- (ii) percentages, decimals, and ratios;
- (iii) weights and measures;
- (iv) ranges;
- (v) dates;
- (vi) parts of a book (pages, chapters, volumes);
- (vii) figures and tables; and
- (viii) when using %

Almost half the world’s population lives on less than \$2 a day.
The agriculture sector grew consistently at 5% a year in the 1990s.
Pollution from the plant affected 2 hectares (ha).

During 2006–2007, the project developed wastewater and sanitation facilities in 27 villages, 11 towns, and four cities (Table7).
The three subprojects were implemented in 24 municipalities within the project area.

Use figures for numbers 10 and above unless they appear at the start of a sentence, in which case spell them out. However, if possible recast the sentence.

Twenty-seven villages were covered by the project.

The project covered 27 villages.

Very large numbers may be expressed in numerals followed by “million” and “billion,” (“lakh” and “crore” in the case of Indian financial data).

4. Fractions

Simple fractions are spelt out and hyphenated unless the individual parts are discussed.

The bill requires a two-thirds majority vote for it to pass into law.

Three-quarters of the people in the district derive their livelihood from agriculture.

The provincial government divided the district into quarters; three quarters would be administered by the district government and one quarter by the provincial government.

5. Negative numbers

In text, write out all negative numbers as numerals preceded by an en dash. When providing a plus-or-minus range, place “±” before the number without a space.

The agency’s score was –7.

Gross domestic product growth in the region was –6.9% in 1998.

In January, the project area recorded temperatures from –18°C to –8°C.

The portfolio duration should not deviate by ±15% from the benchmark duration.

6. Numbers greater than 999

Except in years, page numbers, and serial numbers, insert a comma every three digits (but it would be three followed by two in the case of lakh and crore).

7. Ordinals

Spell out ordinal numbers from one to nine, even when referring to days, weeks, months, years, quarters, decades, or centuries. Use numerals for ordinal numbers 10 and above. Avoid using ordinals when writing dates.

No

A special evaluation study will be conducted in the 3rd year of the project.

The participants reached a consensus at the twelfth meeting of the working group.

For the tenth consecutive year, the maternal mortality ratio declined.

1st January 2008

Yes

A special evaluation study will be conducted in the third year of the project.

The participants reached a consensus at the 12th meeting of the working group.

For the 10th consecutive year, the maternal mortality ratio declined.

1 January 2008

36

Exception

Use the official spelling for major government plans and strategies.

Tenth Five Year Plan is official, though 10th Five Year Plan is also used. Stick to the former.

8. Percentages

Use the “%” symbol in text and tables. If a percentage appears at the beginning of a sentence, recast the sentence.

No

Eighty percent of the respondents to the survey had a bicycle, 5% had a car, and 5% had no vehicle.

Yes

Of the respondents to the survey, 80% had a bicycle, 5% had a car, and 5% had no vehicle.

When describing the differences between percentages, use percentage points or basis points to avoid ambiguity. A basis point is equal to one one-hundredth of a percentage point.

No

**The inflation rate dipped 1%—from 4.2% to 3.2%—allaying fears of an economic slowdown.
Banks announced plans to cut their prime lending rate by 0.5%, from 5.5% to 5.0%.**

Yes

**The inflation rate dipped 1 percentage point— from 4.2% to 3.2%—allaying fears of an economic slowdown.
Banks announced plans to cut their prime lending rate by 50 basis points, from 5.5% to 5.0%.**

A percentage takes a singular or a plural verb depending on whether the subject of the sentence is a singular or a plural noun.

**More than 20% of the population lives in poverty.
More than 80% of the people in the village have access to clean water.**

9. Rounding

When rounding, round up numbers 5 and above; round down numbers below 5.

**2.55 becomes 2.6
2.54 becomes 2.5
2.45 becomes 2.5**

Where appropriate, round numbers to one or, at most, two decimal places. Be consistent, especially in tables. When numbers are rounded in a table, provide the appropriate note below the table.

**Note: Numbers may not add up to 100 because of rounding.
Note: Percentages may not total 100% because of rounding.**

Note 10. Singular or plural?

“Number” as a collective noun takes a singular or plural verb depending on whether it is preceded by a definite article (“the”) or an indefinite article (“a” or “an”).

The number of loans approved this year has doubled.

A number of studies have shown that this approach is ineffective.

The only individual number that is treated as singular is exactly one, neither more nor less.

The consultant will be recruited for one month.

The consultant will be recruited for 0.7 months.

XI Organisations

Use the official spelling of the name and acronym of an organisation; do not change it. In particular, note that some organisations, including those in the United Nations system, follow US spelling in their names.

International Labour Organization

International Centre for Trade and Sustainable Development

Organisation for Economic Co-operation and Development

United Nations Development Programme

United Nations Environment Programme

Add “of the United Kingdom” to the name of the UK development agency.

Department for International Development (DFID) of the United Kingdom

XII Em and En Dashes

Note 1. Em dash

An em dash (a long dash) (ctrl+alt+minus) is used to denote a break in thought, or to emphasise or explain. There is no space before or after an em dash.

This will enable banks to promote trade finance and other services—particularly to small and medium-sized enterprises (SMEs)—and to advise clients on trade transactions.

Note 2. En dash

An en dash (a short dash that is longer than a hyphen) (ctrl+minus) is used to connect an inclusive range of numbers—dates, time, money, distances, amounts, and reference numbers.

In this usage, it signifies “up to and including” or “through.”

There is no space before or after an en dash when used for this purpose.

12–14 April 2008

\$150 million–\$175 million

48–50 kilometres

paras 3–7

An en dash should never be used to replace “to” if the word “from” precedes the first element; nor should it replace “and” if the word “between” precedes the first element.

No

**The conference will be held from
17–18 October in Tokyo.**

**Implementation will require between
24–36 months.**

Yes

**The conference will be held from
17 to 18 October in Tokyo.
Implementation will require 24–36 months.**

Signifies relationship

An en dash is used to indicate a relationship between two independent elements when one part of a compound does not modify the meaning of the other parts. In this usage, it is the equivalent of “to,” “and,” or “versus” to indicate linkage or opposition.

ADB–OECD study

Bangkok–Manila flight

Bose–Einstein statistics

build–operate–transfer

cost–benefit analysis

debt–equity ratio

demand–supply gap

Mumbai–Ahmedabad highway

north–south corridor

public–private partnership

An en dash is added to a numeral to denote a negative number in text.

Annual average temperatures range from –4° C to 24° C.

See also the use of en dashes in ranges, and rates and ranges in the next two sections.

40

13 Ranges

Principle: Use an en dash to connect continuing or inclusive numbers for dates, times, page numbers, or reference numbers.

1. Symbol and en dash

A symbol should be repeated on both sides of an en dash if it is closed up to a number. Abbreviations for weights and measures that are not closed up to a number should be placed only after the second number in the range.

No

12–14%
\$125,000–150,000
15 kWh–20 kWh

Yes

12%–14%
\$125,000–\$150,000
15–20 kWh

2. Punctuation and words to describe a range

Follow the punctuation and wording in the examples of ranges below.

No

from \$8 to \$9 million
\$8–9 million
20–30%
from 20%–30%
from 27–29 June
from 1 August–4 September

Yes

from \$8 million to \$9 million
\$8 million–\$9 million
20%–30%
from 20% to 30%
from 27 to 29 June
1 August–4 September, from 1 August to
4 September

Repeat percent symbol

If a sentence says “the percentage of xxx is 5,” use the symbol (%) after the number to prevent confusion and ambiguity, though it may be a repetition. If not, see if the sentence can be reworded.

No

The percentage of literate people in Kerala is 95.5.

Yes

The percentage of literate people in Kerala is 95.5%.
Kerala’s literacy is 95.5%.

Note 3. Distinction between Ratio, Proportion, and Percentage

Ratio

A ratio is a comparison of two similar quantities obtained by dividing one quantity by the other. Ratios are written with the : symbol.

The ratio of 6 to 3 is $6 \div 3 = 6/3 = 6 : 3 = 2$
The ratio of 3 to 6 is $3 \div 6 = 3/6 = 3 : 6 = 1/2$

Note that since a ratio is only a comparison or relation between quantities, it is an abstract number. For instance, the ratio of 6 km to 3 km is only 2, not 2 km.

Ratios can be written as fractions.

The ratio of 6 to 3 should be stated as 2 to 1, but common usage has shortened the expression to simply 2. If two quantities cannot be expressed in terms of the same unit, there cannot be a ratio between them.

Proportion

Many people use the terms ratio and proportion as though they mean the same thing, but they do not. Ratios compare one part to a different part. Proportions compare one part to the whole.

Consider the number of boys and girls in a class. A ratio would compare the number of girls to boys, while a proportion would compare the number of girls to the total number of students in the class.

Percentage

A percentage is another way of describing a ratio with respect to 100.

Percent (%) is a value corresponding to how many out of a 100 (per 100).

If 92 out of 100 teachers have completed a course, the ratio of teachers completing the course is 92:100, and the percentage is written as 92%.

Note that the two-word form “per cent” is still used occasionally, but its use is diminishing. EPW prefers using “percent” as one word. The percent sign (%) is used only with numerals preceding it.

58%; a range of 30% to 40%

In the senses “rate or proportion per hundred” and “proportion in general,” percent and percentage are frequently interchangeable. With a preceding number, only percent occurs.

a 16% decline

With no preceding number, either occurs, but percentage is much more common.

A major percentage (or percent) of the land is for cultivating paddy.

Note 4. Avoid ambiguity

Avoid “between ... and” where precision is required, since “between” often does not include the beginning and end points.

No

The economy strengthened between 1992 and 1999.

Yes

**The economy strengthened from 1992 to 1999.
The economy strengthened during 1992–1999.**

5. With a continuum

Confine the use of the construction “from ... to” or “ranging from ... to” to situations where there is a continuum with definite starting and stopping points, such as geographic locations and prices . Do not use this construction when there is no continuum.

from Mumbai to Kolkata

from Rs 1,000 to Rs 5,000

6. With a range

Avoid the construction “everything from ... to” except when discussing literally all items between two points.

No

Private sector development encompasses productive sectors ranging from agriculture to tourism.

The study found a reduction in the incidence of many diseases, everything from diarrhoea to AIDS, to tuberculosis.

Yes

Private sector development encompasses productive sectors as varied as agriculture and tourism.

The study found a reduction in the incidence of many diseases, including AIDS, diarrhoea, and tuberculosis.

Note 7. Year ranges in strategies and plans

In the examples below, note (i) the en dash between the years, (ii) the placement of the abbreviation, and (iii) the comma before the range of years, but not after (for more, see Chicago, 6.45).

The range of years does not have to be included in subsequent references unless two or more documents covering different year ranges are being discussed.

The loan was included in the country partnership strategy (CPS), 2007–2011 for Vietnam. The ADB Board of Directors endorsed the CPS in September 2007.
The country operations business plan (COBP), 2010–2012 is much more detailed than the COBP, 2009–2011.

XIV Rates and Ratios

1. Colon

Use a colon with no spaces on either side to express a ratio.

The debt–equity ratio of the company was 78:22.

2. Slash

A slash may be used to represent “per” when referring to a rate.

The water treatment plant was upgraded from 5,000 m³/day to 12,500 m³/day.

3. En dash

Use an en dash when the elements of a ratio form an adjective and a relationship between the two elements is implied.

cost–benefit ratio	equity–loan ratio
debt–equity ratio	reserve–loan ratio

4. Public health

In public health terminology, maternal mortality is expressed as a “ratio” and infant mortality as a “rate.”

In 2005, the maternal mortality ratio was 450 maternal deaths per 100,000 live births.

The immunisation programme is expected to lower the infant mortality rate from the current 45 per 1,000 live births.

5. Rates of growth and inflation

Note that rates of economic growth and inflation rise and fall, but economic growth (an increase in the level of production of goods and services) and inflation (an increase in the prices of goods and services) are processes that accelerate and decelerate.

No

Economic growth rose in 2007 to 7.8%.
Inflation fell to 2.5% in September.

Yes

Economic growth accelerated in 2007 to 7.8%.
The inflation rate fell to 2.5% in September.

Note Principle: All author-date citations will go in the text, with full references in the bibliography. Author-date citations have to be avoided in the endnotes. However, if an author-date citation has some text along with it, it may be included in the endnotes.

Note 1. Notes and references

Notes and references are to be separated. But they can stay combined in history papers, where separation is sometimes difficult. If the endnotes with references add up to more than a third of the total number of endnotes, they can stay combined.

2. No periods

Note that all abbreviations such as “ed” for editor, “vol” for volume, “qtd” for quoted, and the like do not have a period after them. They are capitalised in in-text citations, notes and references.

Ed, not ed.; Vol, not vol.; Qtd, not qtd, and so on.

3. Internet

For internet citations, see Section XVIII, and for citation of legal material, see “13. For legal cases” below.

4. Author-date

Referring to the works of others in the text is done by using what is known as parenthetical citation. Immediately after a quotation from a source or a paraphrase of a source’s ideas, place the author’s name, followed by a space and the year in which the source was published.

Human beings have been described as “symbol-using animals” (Barua 1993).

The author’s name may appear either in the sentence itself or in parenthesis following the quotation or paraphrase, but the date should always appear in the parenthesis, not in the text of the sentence.

Wordsworth stated that Romantic poetry was marked by a “spontaneous overflow of powerful feelings” (1967).

Romantic poetry is characterised by the “spontaneous overflow of powerful feelings” (Wordsworth 1967).

Wordsworth extensively explored the role of emotion in the creative process (1967).

The citation, both (1967) and (Wordsworth 1967), tells readers that the information in the sentence can be located in a work by an author named Wordsworth published in 1967. If they want more information about this source, they can turn to the References, where, under the name of Wordsworth, they would find the following information:

Wordsworth, William (1967): Lyrical Ballads, London: Oxford University Press.

5. Forthcoming

If the source is awaiting publication or is in the process of being published, the word “forthcoming” can be used instead of the date of publication.

6. No op cit and ibid

Do not use “op cit” or “ibid” to cross-refer to a previously cited publication. Instead, repeat the citation.

No A major reason for poor productivity is the inadequate rural infrastructure (ibid).

Yes A major reason for poor productivity is the inadequate rural infrastructure (Ray 2011).

7. For multiple sources

To cite multiple sources in the same parenthetical reference, separate the citations by a semicolon.

... as has been discussed elsewhere (Barua 1993; Desai 1997).

8. For anonymous work/author unknown

If the work cited has no author, use an abbreviated version of the work’s title and italicise it. For non-print sources, such as electronic sources (internet), films, TV series, pictures, or other media, include the name that begins the entry in the References.

An anonymous Wordsworth critic once argued that his poems were too emotional (*Wordsworth Is a Loser* 1970).

9. For works with no date

When the year of publication of the work cited is not known or not available, used “nd” (no date) in place of the date. The full form of “no date” could be used in the first instance, with nd for subsequent ones.

A contemporary Byron critic wrote that separating the poet from the man was a daunting task (*A Lyrical Life* no date [nd]).

The Romantic era saw “genius flowering in the garrets” (Dodd nd).

10. For classic works with multiple editions

The year of publication is always required, but additional information can help scholars, who may have a different edition of a classic work like Marx and Engels’ *Communist Manifesto*. In such cases, give the date of the edition (making sure the edition is listed in the References) followed by a semicolon, and then the abbreviations for volume (vol), book (bk), part (pt), chapter (ch), section (sec), paragraph (para) as available.

Marx and Engels described human history as marked by class struggles (1879; ch 1).

11. For authors with same last names

If two or more authors have the same last name, provide both authors’ first initials (or even the authors’ full name if different authors share initials).

Although some medical ethicists claim that cloning will lead to designer children (R Pande 1992), others note that the advantages for medical research outweigh this consideration (S Pande 1998).

12. For indirect sources

An indirect source is a source cited in another source. For such indirect quotations, use “qtd in” to indicate the source that was actually consulted.

Motilal argues that high schools are pressured to act as “social service centres, and they don’t do that well” (qtd in Sengupta 1999).

Note 13. For legal cases

The names of legal judgments, petitions, appeals, and the like, including the abbreviation v (versus), are italicised when mentioned in the main text, in-text citations, and in the references, . They have to be followed by the date in brackets.

Brihanmumbai Municipal Corporation v Rakesh Rao (2012)

Vijay Singh v State of Karnataka (1988)

In subsequent mentions, a case name may be shortened.

the BMC case (or simply, “In BMC, the judge said ... ”)

the Vijay Singh dispute

Do not consign to notes

Avoid consigning all legal references to endnotes, which is inconvenient to readers, and inconsistent with EPW’s style of author-date (or, in this case, case-date) in-text citations and references.

Make separate list for references

If a paper mentions many sets of legal documents, all of which to be cited in the references, you could order them alphabetically in a separate list that goes above the references.

Note Major reporters and their citation styles

India’s vast judicial system has more than 200 law reports; subject-wise and state-wise, authorised and unauthorised, each with its own style of citation.

The official reporter for Supreme Court decisions is *Supreme Court Reports*. These, however, take years to compile, and others are authorised to publish the Court’s decisions, which are uploaded on www.courtnic.nic.in.

All India Reporter (AIR) reports Supreme Court and high court decisions. Other popular ones are *Supreme Court Cases*, which is the most cited in the Supreme Court, *Supreme Court Almanac*, and *Judgements Today*.

See how legal cases are cited in the major reporters, and EPW’s style of **Name of case (Year of publication):**

Name of reporter, Forum (which court), Volume number, Page number.

All India Reporter

Sebastian Hongray v Union of India AIR 1984 SC 571.

AIR is the *All India Reporter*, 1984 is the year of publication (AIR does not use a volume-based classification), SC is the Supreme Court of India, and 571 is the page number.

EPW: *Sebastian Hongray v Union of India* (1984): AIR, SC, p 571.

Supreme Court Cases

***Sebastian Hongray v Union of India* (1984) 1 SCC 339.**

Year (of publication), Volume (of the reporter), *Supreme Court Cases* (name of the reporter), and page number.

EPW: *Sebastian Hongray v Union of India* (1984): SSC, SC, 1, p 339.

Criminal Law Journal

***Sebastian Hongray v Union of India* 1984 Cri LJ 289 (SC).**

Year (of publication), *Criminal Law Journal* (name of reporter), page number (in the 1984 volumes), and the forum (Supreme Court) in parentheses.

EPW: *Sebastian Hongray v Union of India* (1984): *Criminal Law Journal*, SC, p 339.

Supreme Court Almanac

***Additional Secretary, Government of India v Alka Subhash Gadia* (1990) 2 Scale 1352.**

Year (of publication), Volume (of the reporter), *Supreme Court Almanac* (name of the reporter), and page number.

EPW: *Additional Secretary, Government of India v Alka Subhash Gadia* (1990): Scale, SC, 2, p 339.

Judgements Today

***Premium Granites v State of Tamil Nadu* JT (1994) 1 SC 374).**

Judgements Today (name of the reporter), Year (of publication), Volume (of the reporter), the forum (Supreme Court), and page number.

EPW: *Premium Granites v State of Tamil Nadu* (1994): JT, SC, 1, p 374.

SCC published supplementary volumes for a few years in the early 1990s. From 1996, the supplementary volumes have been numbered in sequence after the regular volumes. But you may see legal citations as below.

***Federation of Mining Associations v State of Rajasthan* 1992 Supp (2) SCC 239.**

(Page 239 of the Second Supplementary Volume of the SCC reports in 1992.)

AIR is the most popular nationwide reporter for decisions of the high courts. It follows a uniform style for all high court reports, with only the shortened indicator of the forum changing.

***Surjya Kumar Das v Maya Dutta* AIR 1982 Cal 222.**

“Cal” is the Calcutta High Court in Kolkata. This changes for each high court.

1. Short quotations

To indicate short quotations (fewer than four typed lines of prose or three lines of verse) in the text, enclose the quotation within double quotation marks.

Provide the author and date, followed by a colon and the specific page number (in the case of verse, provide line numbers) in the text, and include a complete reference in the References.

According to some, dreams express “profound aspects of personality” (Mitra 1884: 72), though others disagree.

According to Mitra’s study, dreams may express “profound aspects of personality” (1884: 72).

Is it possible that dreams may express “profound aspects of personality” (Mitra 1884: 72)?

Eliot’s theories on sensibility are also a poet’s way of explaining his own work (Leavis 1964: 36–43).

Punctuation marks such as periods, commas, and semicolons should appear after the citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quoted passage but after the citation if they are a part of the text.

Note Note that an en dash should appear between page or line numbers.

Breaks in verse

Mark breaks in short quotations of verse with a slash, /, at the end of each line of verse (a space should precede and follow the slash). A colon should separate the date and line numbers.

Cullen concludes, “Of all the things that happened there / That’s all I remember” (1960: 11–12).

2. Adding or omitting words in quotations

If a word or words is added to a quotation, put square brackets around the words to indicate that they are not part of the original text.

Jan Harold, in an essay on urban legends, states “some individuals [who retell urban legends] make a point of learning every rumour or tale” (1978: 67).

If a word or words is omitted from a quotation while writing or editing, indicate the deleted word or words by using ellipsis marks, which are three periods (...) preceded and followed by a space.

In an essay on urban legends, Jan Harold notes that “some individuals make a point of learning every recent rumour or tale ... and in a short time a lively exchange of details occurs” (1978: 67).

If there are ellipsis marks in the quoted author’s work, do not put square brackets around them; but do use square brackets around ellipsis marks that are added, so as to distinguish them from ellipsis marks in the original.

“While researching that article we could not find a result that made us go ‘Oh ... that’s how it is.’ We were [...] finally compelled to take a new look at Burton’s conclusions” (1986: 342–47).

Note 3. Permissible changes

Although in a direct quotation the wording, spelling, capitalisation, and internal punctuation of the original should be reproduced exactly, the following changes are permissible.

- (i) Single quotation marks may be changed to double, and double to single.
- (ii) The initial letter may be changed to a capital or a lowercase letter.
- (iii) The final period may be omitted or changed to a comma as required, and punctuation may be omitted where ellipsis points are used.
- (iv) Original notes and note reference marks may be omitted unless omission would affect the meaning of the quotation. If an original note is included, the quotation should be set off as a block quotation, with the note at the end, or the note may be summarised in the text. Writers may, on the other hand, add note references of their own within quotations.
- (v) Obvious typographic errors may be corrected silently (without comment or sic) unless the passage quoted is from an older work or a manuscript source where idiosyncrasies of spelling are generally preserved. If spelling and punctuation are modernised or altered for clarity, readers must be so informed in a note.

4. Use proper syntax

In incorporating fragmentary quotations into a text, phrase the surrounding sentence in such a way that the quoted words fit into it logically and grammatically, quoting only as much of the original as is necessary.

In short, there has been “almost a continual improvement” in all branches of human knowledge; and since this improvement has taken place not merely in the speculative sciences but likewise in those other forms of learning, such as politics, morality, and religion, “which apparently have a more immediate influence upon the welfare of civil life, and man’s comfortable subsistence in it,” it seems to follow, “as a corollary, plainly deducible from a proposition already demonstrated,” that human happiness has also increased (Crane 1967: 14–15).

5. Use proper tenses and pronouns

In quoting verbatim, writers and editors need to integrate tenses and pronouns into the new context.

Original

Mr Moll took particular pains to say to you, gentlemen, these 11 people here are guilty of murder; he calls this a cold-blooded, deliberate and premeditated murder.

As quoted

According to Darrow, Moll had told the jury that the 11 defendants were “guilty of murder” and had described the murder as “cold-blooded, deliberate and premeditated.”

Occasional adjustments to the original may be bracketed. This should be done sparingly.

Graham is saying he will not play the game of rumour-mongering, and has “learnt from [his] mistakes.”

Note 6. Capital to lowercase initial letter: run-in quotations

When a quotation is used as a syntactical part of a sentence, it begins with a lowercase letter even if the original is a complete sentence or a fragment of poetry beginning with a capital.

Whether “to be, or not to be” was a major consideration or not, Thomas hastily put away his sword. Benjamin Franklin admonishes us to “plough deep while sluggards sleep” (1874: 89).

When the quotation has a more remote syntactic relation to the rest of the sentence, the initial letter remains capitalised.

As Franklin advised, “Plough deep while sluggards sleep” (1874: 89).

7. Quotes within quotes

Single quotation marks enclose quotations within quotations; while double quotation marks enclose quotations within these; and so on.

“Don’t be absurd,” said Henry. “To say that ‘I mean what I say’ is the same as ‘I say what I mean’ is to be as confused as Alice at the Mad Hatter’s tea party. You remember what the Hatter said, ‘Not the same thing a bit! Why you might just as well say that “I see what I eat” is the same thing as “I eat what I see.””

8. Long quotations

Quotations longer than four typed lines should be a free-standing block of text. Omit quotation marks. Start the quotation on a new line, with the entire quote indented from the left margin.

The citation should come after the closing punctuation mark.

Nelly Dean treats Heathcliff poorly and dehumanises him throughout her narration.

They entirely refused to have it in bed with them, or even in their room, and I had no more sense, so, I put it on the landing of the stairs, hoping it would be gone on the morrow. By chance, or else attracted by hearing his voice, it crept to Mr Earnshaw’s door, and there he found it on quitting his chamber. Inquiries were made as to how it got there; I was obliged to confess, and in recompense for my cowardice and inhumanity was sent out of the house. (Bronte 1878: 92)

When quoting verse, maintain original line breaks.

In her poem “Sources,” Adrienne Rich explores the roles of women in shaping their world.

The faithful drudging child
the child at the oak desk whose penmanship,
hard work, style will win her prizes
becomes the woman with a mission, not to win prizes
but to change the laws of history. (1954: 23–28)

Note 9. Initial letter: block quotations

The initial letter of a block quotation may be lowercased if the syntax demands it. For example, if a phrase such as “So-and-so maintains that” precedes the quotation.

In the following example, the quotation from Aristotle begins in the original with a capital letter and a paragraph indentation.

In discussing the reasons for political disturbances Aristotle observes that revolutions also break out when opposite parties, for example, the rich and the people, are equally balanced, and there is little or no middle class; for, if either party were manifestly superior, the other would not risk an attack upon them. And, for this reason, those who are eminent in virtue usually do not stir up insurrections, always a minority. Such are the beginnings and causes of the disturbances and revolutions to which every form of government is liable. (Jowett 1935: 64)

Similarly, if a quotation that is only a part of a sentence in the original forms a complete sentence as quoted, a lowercase letter may be changed to a capital if appropriate. To use the second sentence in the Aristotle quotation in the example above,

Aristotle put it this way, “Those who are eminent in virtue usually do not stir up insurrections, always a minority” (Jowett 1935: 64).

Note 10. Use of the colon, comma with an introductory phrase

A formal introductory phrase, such as “thus” or “the following,” is usually followed by a colon.

The role of the author has been variously described. Fielding, at the beginning of his *History of Tom Jones*, defines it thus: “An author ought to consider himself, not as a gentleman who gives a private or eleemosynary treat, but rather as one who keeps a public ordinary, at which all persons are welcome for their money” (1856: 78).

But avoid using colons with perfunctory phrases such as “Salman Rushdie writes” or “The defendant stated.” A comma rather than a colon is better after said, replied, asked, stated, and similar verbs.

Garrett replied, “I hope you are not referring to me.”

Note 11. Use of the period before a block quotation

Unless introduced by “thus,” or other wording that requires a colon, a block quotation may be preceded by a period. This should be done consistently.

He then took a clearly hostile position towards Poland, having characterised it as a Fascist state that oppressed the Ukrainians, the Belorussians, and others.

Under present conditions, suppression of that state will mean that there will be one less Fascist state. It will not be a bad thing if Poland suffers a defeat and thus enables us to include new territories and new populations in the socialist system. (Stalin 1939: 78)

Note 12. Periods and commas with closing quotation marks

Periods and commas precede closing quotation marks, whether double or single. Note that this also applies to the titles of papers within quotes listed in the references.

No

EFA Global Monitoring Report (2010): “Reaching the Marginalized”, UNESCO, Paris.

Yes

EFA Global Monitoring Report (2010): “Reaching the Marginalized,” UNESCO, Paris.

Exception

In computer-related writing, in which a file name or other character string enclosed in quotation marks might be rendered inaccurate or ambiguous by the addition of punctuation within the quotation marks, the alternative system of using the punctuation after the quotation marks may be used, or the character string may be set in another font, without quotation marks.

Hornyak, Tim (2010): “Project Ara’s Modules will be ‘Hot Swappable’ in C++”, *PC World*, 16 Aug.

XVII Citations and References

1. Capitalisation and punctuation

Capitalise each word in the titles of articles, books, movies, and so on, but do not capitalise articles, short prepositions, or conjunctions unless one is the first word of the title or subtitle:

Gone with the Wind
The Art of War
“How the Poll Was Won”

Use italics for titles of larger works (books, magazines, journals) and quotation marks for titles of shorter works (poems, articles). Titles of papers in journals or books are enclosed in double quotes.

2. Listing author names

Entries are listed by author name (or, for edited collections, editor names). Author names are written last name first; middle names or middle initials follow the first name.

Barua, Debendranath
Levy, David M
Wallace, David Foster

Do not list titles (Dr, Sir, Saint) or degrees (PhD, MA, DDS) with names. Do, however, include suffixes like “Jr” or “II”.

A work by Dr Martin Luther King, Jr would be cited as “King, Martin Luther, Jr,” with the suffix following the first or middle name and a comma.

Note 3. More than one work by an author

If there is more than one work by an author cited, order the entries alphabetically by title, and instead of repeating the author’s name, use an em dash for every entry after the first. See also [More works in same year](#).

Burke, Kenneth (1971): *A Grammar of Motives*, Oxford: Oxford University Press.
— (1974): *A Rhetoric of Motives*, Oxford: Oxford University Press.

When an author or collection editor appears both as the sole author of a text and as the first author of a group, list solo-author entries first.

Heller, Steven (ed) (1991): *The Education of an E-Designer*, Paris: Liberte.
Heller, Steven and Karen Pomeroy (1986): *Design Literacy: Understanding Graphic Design*, London: Macmillan.

4. Work with no known author

Alphabetise works with no known author by their title; use a shortened version of the title in citations. *Boring Postcards USA* has no known author. In the References section, it would look as below:

Baudrillard, Jean (1982): *Simulacra and Simulations*, London: Dover.
Boring Postcards USA (1991): New York: Penguin.

The same would apply when citing a paper on a website with no known author (title, date, and page or para number). If there is no date, the order would be title, and page or para number. The entry in the references should include title, date, name of website, and the address or URL.

First or single author's name is written last name, first name. The basic form for a book citation is **Last name, First name (Year of publication): Title of book, Place of publication: Publisher.**

Book with one author

Gleick, James (1987): *Chaos: Making a New Science*, New York: Penguin.

Henley, Patricia (1999): *The Hummingbird House*, Denver: MacMurray.

Book with more than one author

First author name is written last name first; subsequent author names are written first name, last name.

Gillespie, Paula and Neal Lerner (2000): *The Allyn and Bacon Guide to Peer Tutoring*, Boston: Allyn.

If there are more than three authors, list only the first author on the title page followed by the phrase et al (the abbreviation for the Latin phrase "and others"). A comma comes before "et al" and there is no period after "et" or "al", which substitute for the other authors' names.

Wysocki, Anne Frances, et al (2004): *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*, Logan: Utah State University Press.

Two or more books by the same author

Use an em dash for the author's name after the first time. List books alphabetically by title.

Palmer, William J (1997): *Dickens and New Historicism*, New York: St. Martin's.

— (1993): *The Films of the Eighties: A Social History*, Carbondale: Southern Illinois University Press.

Book by a corporate author

A corporate author may be a commission, a committee, or any group whose individual members are not identified on the title page.

Indian Allergy Association (1998): *Allergies in Children*, New Delhi: Penguin.

Book with no author

List and alphabetise by the title of the book.

Encyclopaedia of India (1993): New Delhi: Delhi University Press.

For parenthetical citations of sources with no author named, use a shortened version of the title instead of an author's name. For example, parenthetical citations of the source above would appear as (*Encyclopaedia* 1993).

Translated book

Cite as any other book, and add "Trans" followed by the translator's/translators' name(s).

Foucault, Michel (1988): *Madness and Civilization: A History of Insanity in the Age of Reason*, Trans Richard Howard, New York: Vintage-Random House.

Republished book

Books may be republished due to popularity without becoming a new edition, which is usually a revision of the original. For these books, insert the original publication date before the publication information.

Butler, Judith (1999): *Gender Trouble*, 1990, New York: Routledge.

Erdrich, Louise (1993): *Love Medicine*, 1984, New York: Perennial-Harper.

Note Edition of a book

There are two types of editions in book publishing—a book that has been published more than once in different editions and a book that is prepared by someone other than the author (typically an editor).

For the first, cite the book as normal, but add the number of the edition after the title.

Crowley, Sharon and Debra Hawhee (2004): *Ancient Rhetorics for Contemporary Students*, 3rd ed, New York: Pearson/Longman.

For the second, cite the book as normal, but add the editor after the title.

Bronte, Charlotte (1998): *Jane Eyre*, Margaret Smith (ed), Oxford: Oxford University Press.

6. Anthology or collection

List by editor or editors, followed by “ed” or, for multiple editors, “eds” in brackets.

Hill, Charles A and Marguerite Helmers (eds) (2004): *Defining Visual Rhetoric*, Mahwah, NJ: Lawrence Erlbaum.

Peterson, Nancy J (ed) (1997): *Toni Morrison: Critical and Theoretical Approaches*, Baltimore: Johns Hopkins University Press.

A work in an anthology, reference, or collection

Book parts include an essay in an edited collection or anthology, or a chapter of a book.

The basic form is **Last name, First name (Year): “Title of essay,” Title of collection, Editor’s name(s), Place of publication: Publisher, Pages.**

Harris, Muriel (2000): “Talk to Me: Engaging Reluctant Writers,” *A Tutor’s Guide: Helping Writers One to One*, Ben Rafoth (ed), Portsmouth: Heinemann, pp 24–34.

Swanson, Gunnar (1998): “Graphic Design Education as a Liberal Art,” *The Education of a Graphic Designer*, Steven Heller (ed), New York: Allworth Press, pp 13–24.

Note 7. Cross-referencing

If there is more than one essay from the same edited collection, cross-reference within the references list to avoid repeating the publishing information for each separate essay. To do so, include a separate entry for the entire collection listed by the editor’s name. For individual essays from it, simply list the author’s name, the title of the essay, the editor’s last name, and the page numbers.

L’Eplattenier, Barbara (1999): “Finding Ourselves in the Past: An Argument for Historical Work on WPAs,” *Rose and Weiser*, pp 131–40.

Peeples, Tim (1999): "Seeing the WPA With/Through Postmodern Mapping," Rose and Weiser, pp 153–67.

Rose, Shirley K and Irwin Weiser (eds) (1999): *The Writing Program Administrator as Researcher*, Portsmouth: Heinemann.

8. Poem or short story

Burns, Robert (1995): "Red, Red Rose," *100 Best-Loved Poems*, Philip Smith (ed), New York: Dover, p 26.

Kincaid, Jamaica (1994): "Girl," *Vintage Book of Contemporary American Short Stories*, Tobias Wolff (ed), New York: Vintage, pp 306–07.

If the specific literary work is part of the same author's collection, there will be no editor to reference.

Whitman, Walt (1991): "I Sing the Body Electric," *Selected Poems*, New York: Dover, pp 12–19.

Carter, Angela (1995): "The Tiger's Bride," *Burning Your Boats: The Collected Stories*, New York: Penguin, pp 154–69.

9. Government publications

Cite the author of the publication if the author is identified. Otherwise start with the ministry, committee, agency, or any subdivision that served as the author, followed by the date, title, place, and publisher. For parliament or assembly documents, try to include the relevant session.

Committee on Energy and Natural Resources (1979): "Debate on the Geopolitics of Oil," Monsoon session, 1978, Lok Sabha, New Delhi: Government Press.

Note 10. Multivolume work

When citing only one volume of a multivolume work, include the volume number after the work's title, or after the work's editor or translator.

Quintilian (1980): *Institutio Oratoria*, Trans H E Butler, Vol 2, Cambridge: Loeb-Harvard University Press.

When citing more than one volume of a multivolume work, cite the total number of volumes in the work.

Quintilian (1980): *Institutio Oratoria*, Trans H E Butler, 4 vols, Cambridge: Loeb-Harvard University Press.

If the volume has its own title, cite the book without referring to the other volumes as if it were an independent publication.

Churchill, Winston (1957): *The Age of Revolution*, New York: Dodd.

11. An introduction, a preface, a foreword, or an afterword

When citing an introduction, a preface, a forward, or an afterword, write the name of the authors and then give the name of the part being cited. The name of the part should not be italicised or enclosed in quotation marks.

Farrell, Thomas B (1993): Introduction, *Norms of Rhetorical Culture*, By Farrell, New Haven: Yale University Press, pp 1–13.

If the writer of the piece is different from the author of the complete work, then write the full name of the complete work's author after the word "By".

Duncan, Hugh Dalziel (1984): Introduction, *Permanence and Change: An Anatomy of Purpose*, By Kenneth Burke, 1935, 3rd ed, Berkeley: University of California Press, pp xiii-xliv.

12. Religious texts

Give the name of the specific edition, any editor(s) associated with it, followed by the publication information.

Mahabaratha (1971): P Lal (ed), New Delhi: Macmillan.

New Jerusalem Bible (1985): Susan Jones (gen ed), New York: Doubleday.

13. Pamphlets

Cite the title and publication information for the pamphlet just as with a book without an author.

Women's Health: Problems of the Digestive System (2006): Washington: American College of Obstetricians and Gynecologists.

Your Rights Under India's Welfare Programmes (2007): New Delhi: Ministry of Social Services.

14. Dissertations

Dissertations and theses may be used as sources whether published or not. If the dissertation is published, treat the title as any other book title and include the date it was published, followed by the designation Diss (or PhD thesis) and the degree-granting university.

Bishop, Karen Lynn (2002): *Documenting Institutional Identity: Strategic Writing in the IUPUI Comprehensive Campaign*, Diss, Purdue University.

Bile, Jeffrey (2005): *Ecology, Feminism, and a Revised Critical Rhetoric: Toward a Dialectical Partnership*, Diss, Ohio University.

If the work is not published, put the title in quotation marks.

Graban, Tarez Samra (2006): "Towards a Feminine Ironic: Understanding Irony in the Oppositional Discourse of Women," Diss, Purdue University.

Stolley, Karl (2002): "Towards a Conception of Religion as a Discursive Formation," PhD thesis, Purdue University.

15. Article in a scholarly journal

Author(s) (Year): "Title of article," Title of journal, Volume, Issue, pages.

Bagchi, Alaknanda (1996): "Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's *Bashai Tudu*," *Tulsa Studies in Women's Literature*, Vol 15, No 1, pp 41–50.

See Chicago Manual (14: Documentation I: Notes and Bibliography) for eventualities not covered in this Section.

16. Paper presented at a meeting or conference

Put the title in quotation marks, say where it was presented and end with the date it was presented.

Doyle, Brian (2002): "Howling Like Dogs: Metaphorical Language in Psalm 59," Paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, 19–22 June.

17. Article in a magazine

Cite by listing the article's author and year of publication, putting the title of the article in quotation marks, and italicising the periodical's title. Follow with the day and month (remember to abbreviate the month), and page numbers.

Author(s) (Year): "Title of Article," Title of Periodical, Day Month, pages.

Poniewozik, James (2000): "TV Makes a Too-Close Call," *Time*, 20 Nov, pp 70–71.

Buchman, Dana (2006): "A Special Education," *Good Housekeeping*, Mar, pp 143–48.

18. Article in a newspaper

Cite a newspaper article like a magazine article, but note the different pagination in a newspaper. If there is more than one edition available for that date (as in an early and late edition of a newspaper), identify the edition following the date (**17 May, late ed**).

Brubaker, Bill (2007): "New Health Centre Targets County's Uninsured Patients," *Washington Post*, 24 May, p LZ01.

Krugman, Andrew (2007): "Fear of Eating," *New York Times*, 21 May, late ed, p A1.

Note 19. Article in reference book

For entries in encyclopaedias, dictionaries, and other reference works, cite the piece as any other work in a collection but do not include the publisher information. Also, if the reference book is organised alphabetically, as most are, do not list the volume or the page number of the article or item.

"Ideology," *American Heritage Dictionary* (1997), 3rd ed.

20. A review

To cite a review, include the abbreviation "Rev of" plus information about the performance that is being cited before giving the periodical information, as shown in following basic format:

Review author (Year): "Title of review (if there is one)," Rev of performance title, by author/director/artist, Title of periodical, Day, Month, Page.

Seitz, Matt Zoller (2007): "Life in the Sprawling Suburbs, If You Can Really Call It Living," Rev of *Radiant City*, dir Gary Burns and Jim Brown, *New York Times*, 30 May, late ed, p E1.

Weiller, K H (2007): Rev of *Sport, Rhetoric, and Gender: Historical Perspectives and Media Representations*, (ed) Linda K Fuller, *Choice*, Apr, p 1377.

21. An editorial and letter to the editor

Cite like any article in a periodical, but include the designators “Editorial” or “Letter” to identify the type of work it is.

“Of Mines and Men” (2004): Editorial, *Wall Street Journal*, 24 Oct, p A14.

Hamer, John (2006): Letter, *American Journalism Review*, Dec/Jan 2007, p 7.

22. Anonymous articles

Cite the article title first, and finish the citation like any other for that kind of periodical.

“Global Warming’s Boom Town: Tourism in Greenland” (2007): *Economist*, 26 May, p 82.

3a. More than one work by the same author in the same year

If there is more than one work by the same author in the same year, differentiate between them by adding “a,” “b,” “c,” and so on to the date.

Burke, Kenneth (1971a): *A Grammar of Motives*, Oxford: Oxford University Press.

— (1971b): *A Rhetoric of Motives*, New York: Routledge.

— (1971c): *A Structure of Motives*, London: Macmillan.

Principle: Many of the rules for citing printed material also apply to online and electronic sources. Providing only the URL is usually not sufficient.

Note 1. Required information

- (i) Citations of electronic sources should include an author or editor, the title of the text, date, the title of the website, the electronic address, and page or paragraph numbers. If the date when the source was accessed is crucial to the argument, include it in brackets at the end.
- (ii) Citations of books, journal articles, periodicals, and other sources published online should follow EPW style for traditional citations as closely as possible, with the addition of the electronic address or URL. Citation of online sources of a publication/article that was originally published in print should be an addition, and not the only citation.
- (iii) Citations to online postings and email messages must include the date they were posted or sent.

Note Further considerations

When composing citations, include all information the reader might need to locate the item. Using the style for citations as a model, work from the most specific to the most general information.

- (i) When formatting URLs, include the protocol (<http://>, <https://>, <ftp://>) at the beginning of the URL, and do not include default index pages at the end of URLs; these include [index.htm](#), [index.html](#), [index.shtml](#), [home.htm](#), and [home.html](#).
- (ii) Whenever possible, direct readers to the most accessible version of a journal article. For example, cite the paper version of a journal article instead of a limited-access or subscription-only online version. Cite the paper version if the online version does not have page numbers.

See examples of references and citations to different sources of online content

2. Website

Geography and Map Division, Library of Congress, *Panoramic Maps, 1847–1929*, <http://memory.loc.gov/ammem/pmhtml/panhome.html>.
Geography and Map Division, *Panoramic Maps*

3. Article in an online-only journal

Haynes, Steven R (2000): “Original Dishonor: Noah’s Curse and the Southern Defense of Slavery,” *Journal of Southern Religion*, 3, <http://jsr.as.wvu.edu/honor.htm>, paras 9–11.
Haynes (2000); (Haynes 2000)

See Chicago Manual (14.166 to 14.169; 14.184, 14.185; 14.243 to 14.246) for possibilities not covered here.

4. Article in newspaper

Ethan Bronner (1999): "You Can Look It Up, Hopefully," *New York Times*, 10 Jan, p A4,
<http://www.nytimes.com/library/review/011099language-database-review.html>.
 Bronner (1999); (Bonner 1999)

Note 5. Article in an online database

"Jackson Calls for Protest of Florida Vote," (2000): *Los Angeles Times*, 19 Dec,
 p B4, Available at Lexis-Nexis Academic Universe.
 "Jackson Calls for Protest of Florida Vote" (2000)

For online databases available only to subscribers, simply provide the name (for example, Lexis-Nexis Academic Universe, Academic Search Elite, or Dow Jones Interactive), rather than the website address.

6. Page on a website

Petrik, Paula, "Scholarship on the Web," *Archiva*, <http://www.archiva.net/footnote/>.
 Petrik, "Scholarship on the Web."

7. Document posted on a website

"Gettysburg, July 1863," photograph, *Images of American Political History*,
http://teachpol.tcnj.edu/amer_pol_hist/thumbnail195.html.
 "Gettysburg, July 1863."

Follow this style for any unpublished document posted on a website. You should indicate the type of document, for example, photograph, sound file, film clip, memo, or letter.

There is no need to include in the citation all the people involved in the making of the website on which the source is posted. Providing the name of a general editor or director after listing the title of the website is sufficient.

Eastman, Mary Henderson, *Aunt Phyllis's Cabin; or, Southern Life as It Is* (Philadelphia, 1852), 7–12,
 in *Uncle Tom's Cabin and American Culture*, dir Stephen Railton, <http://www.iath.virginia.edu/utc/proslav/eastmanhp.html>.

Eastman, *Aunt Phyllis's Cabin*.

Martin, Thomas, "Niagara Movement Declaration of Principles, 1905," *American History Class Enhancement Pages*, <http://zuska.simplenet.com/USProjects/DBQs2000/APUSH-DBQ-40.htm>.

Martin, "Niagara Movement Declaration of Principles, 1905."

8. Posting to a discussion list or on a blog

Paul Finkelman, "Spielberg's Amistad—reply," online posting, 16 Dec 1997, H-SHEAR (Society for the Historians of the Early American Republic) discussion list, <http://www2.h-net.msu.edu/~shear/>.
Finkelman, "Spielberg's Amistad—reply," online posting.

Note 9. Email message

John Ruffin to Anna Switzer, email, 9 Feb 1997 (in Anna Switzer's possession).
Ruffin to Switzer, e-mail, 9 Feb 1997 (in Switzer's possession).

This form is modelled on the citations of letters, with the location of the message indicated in parentheses following the date.

10. Check links

Check links to verify the accuracy of citations to electronic content as close to the publication date as possible. Access dates are not always required.

XIX Scientific Terms

For general guidance on scientific terminology, see Chicago (8.118–8.129) .

For the correct spelling and capitalisation of scientific and vernacular names of plants, see the International Code of Botanical Nomenclature.

<http://www.iapt-taxon.org/nomen/main.php>

For the correct spelling and capitalisation of scientific and vernacular names of animals, see the International Code of Zoological Nomenclature.

<http://iczn.org/code>

For the correct spelling and capitalisation of physical and chemical terms, see the American Institute of Physics Style Manual.

www.aip.org/pubservs/style/4thed/AIP_Style_4thed.pdf

For the correct spelling and capitalisation of geological terms, see Chicago (8.133–8.135).

Principle: EPW uses the metric system.

Exceptions

Note the following exceptions to the rule.

(i) In some industries, other systems of measurement are standard and may be used.

The project supplies 5,383 trillion British thermal units (Btu) of natural gas per year for power generation and industrial use.

(ii) Chinese units of measurement may sometimes be used if converting them to metric units would make the sentence unnecessarily complicated. However, always give the metric equivalent, either in an endnote or in a glossary.

Avoid: Smallholdings larger than 1,333.32 m² are in a different tax bracket.

Prefer: Smallholdings larger than 2 mu are in a different tax bracket.¹

1 A mu is a Chinese unit of measurement (1 mu = 666.67 m²).

1. Spelling out

If a unit of weight or measure is used frequently in a document, spell it out at first appearance and give the abbreviation in parentheses. Thereafter, use only the abbreviated form.

Brunei Darussalam, Indonesia, and Malaysia account for about 10 billion barrels (bbl) of proven oil reserves and about 200 cubic feet (ft³) of proven gas reserves. The Philippines has a modest amount of potential oil (3.5 billion bbl) and gas (25 trillion ft³) reserves.

2. Abbreviations

Use only the singular form when abbreviating a unit. Do not use a period with the abbreviated form and do not hyphenate an abbreviated measure acting as an adjective. However, the spelt-out form may be hyphenated.

No

22 kgs
5,960 ha.
11-kV line
11 kilovolt line
50-ha field
50 hectare field

Yes

22 kg (22 kilograms at first appearance)
5,960 ha (5,960 hectares at first appearance)
11 kV line
11-kilovolt line (at first appearance)
50 ha field
50-hectare field (at first appearance)

Convert figures in one unit to figures in a different unit at <http://www.convertunitsnow.com/>.

Convert from hundreds, thousands, lakhs to millions, crores, billions at <http://easycalculation.com/million-cal.php>.

A list of abbreviations for weights and measures that EPW usually uses are on the next page.

barrel	bbl
barrel per day	bbl/day
British thermal unit	Btu
byte	B
calorie, large, or kilocalorie	kCal
calorie, small	cal
Celsius (centigrade)	C
centimetre	cm
cubic centimetre	cm ³
cubic foot per second	ft ³ /sec
cubic metre per day	m ³ /day
cubic metre per second	m ³ /sec
decibel	dB
degree	°
Fahrenheit	F
foot	ft
gallon	gal
gigabyte	GB
gigawatt-hour	GWh
gram	g
hectare	ha
horsepower	hp
hour	h
inch	in
kilo-ampere	kA
kilobyte	KB
kilogram	kg
kilogram of oil equivalent	kgoe
kilometre	km
kilovolt	kV
kilovolt-ampere	kVA
kilowatt	kW
kilowatt-hour	kWh
megawatt-hour	MWh

litre	l
liter per capita per day	lpcd
megabyte	MB
megavolt-ampere	MVA
megawatt	MW
metre	m
microgram per normal cubic metre	µg/Nm ³
milligram	mg
millimetre	mm
million cubic feet	MMCFmillion
gallons per day	mgd
ounce	oz
parts per million	ppm
passenger-kilometre	pass-km
pound	lb
pounds per square inch	psi
revolutions per minute	rpm
second	sec
square feet	ft ²
square kilometre	km ²
square metre	m ²
terawatt-hour	TWh
thousand cubic feet	MCF
ton of coal equivalent	tce
ton of oil equivalent	toe
ton-kilometre	ton-km
tonnes per day	tpd
trillion cubic feet	TCF
twenty-foot equivalent unit	teu
volt	V
volt-ampere	VA
watt	W
watt-hour	Wh

This space is for doodling