Author Guidelines

For Shortform Publication:

Authors are encouraged to submit a concise pitch of approximately 150 words.

A strong pitch (150 words)

- Focuses on the mandate of the Chair
- Makes a sharp, testable argument (not a general overview)
- Uses evidence (data, cases, historical comparison)
- Explains why this matters now
- Shows why you are uniquely placed to write it

Tone: Confident, policy-analytical and/ or policy-advocacy oriented, not activist or polemical.

Submission Email: scbchair.ir@chanakyauniversity.edu.in

Authors can submit either a pitch or a full article through the same email address. A response to pitches will be communicated within **7 working days**.

Guidelines:

1. Submissions must be sent via email to scbchair.ir@chanakyauniversity.edu.in
2. Subject line: Author name and title of submission
3. File format: Microsoft Word (.doc/.docx) only; PDFs and other formats are not accepted.
4. Font: Use Calibri in size 12 with 1.5 spacing, justified.
5. Margins: Margins should be at least 2.5cm (1 inch).
6. Title: Use bold for your article title, with an initial capital letter for any proper nouns.
7. References: Use **hyperlinks only.** Do not use footnotes, endnotes, or bibliographies. Hyperlinks should be embedded in short active phrases (3–5 words).
8. Plagiarism: In line with international standards, the Chair does not tolerate plagiarism in any form, including self-plagiarism. Any submission reflecting more than 20% similarity or AI-generated content will be returned to the author with a request for revision

For Longform Publication

This guide contains advice to help you get started with the specific layout and formatting requirements.

Below is a list of formatting considerations for submission.

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3. File format: Microsoft Word (.doc/.docx) only; PDFs and other formats are not accepted.
4. Font: Use Calibri in size 12 with 1.5 spacing, justified.
5. Margins: Margins should be at least 2.5cm (1 inch).
6. Title: Use bold for your article title, with an initial capital letter for any proper nouns.
7. Cover Page: Title of the Paper, Author(s) Full name, affiliation, and contact information (Email and phone number)
8. Abstract: Indicate the abstract paragraph with a heading or by reducing the font size. Word Limit: 150 – 200 words
9. Language and Tone
   a. Language should be clear, precise, and formal, avoiding journalistic exaggeration or colloquial expressions. Use active voice.
   b. Writing must be analytical rather than descriptive, especially in research outputs.
   c. Avoid unnecessary jargon; where technical terms are unavoidable, define them at first use.
   d. Use gender-neutral language wherever possible.
   e. First-person should be avoided.
10. Spelling Conventions
    a. British English spelling is to be followed consistently.
    b. Use -ise endings, not -ize.
    c. Use American 'z' only where globally standardised usage prevails (e.g., analyze/analyze may be accepted in datasets or quoted material, but not in original prose).
11. Numbers, Units, and Percentages
    a. Spell out numbers one to nine; use figures for 10 and above.
    b. Always use figures for exact measurements: 3 km, 1500 MW, 32 kg
    c. Use thousands, millions, and billions, not lakhs or crores: 100,000 (not 1 lakh); 1 million or 1,000,000 (not 10 lakh).
    d. Use per cent in running text and % in tables and figures.
    e. Use internationally standard formats: US$35; US$35 million (not $35 or US$ 35)
    f. Time: 9 am, 6 pm (not 9 a.m.)
12. Dates and Periodisation
    a. Date format: 9 May 1995 (day-month-year).
    b. Decades: the 1980s (not 1980's).
    c. Centuries: 20th century.
    d. Use the smallest possible number range: 42-5, 1971-4, 1981-95.
13. Formatting and Structure

a. Use italics and diacriticals sparingly and consistently. Avoid using italics for emphasis; reserve them for book titles, journal names, and foreign words.

b. Limit headings to two or three levels; avoid numbering headings.

c. Avoid overly long headings.

d. All pages (including notes, references, tables, figures, and maps) should be sequentially numbered (Bottom of the page, right aligned).

14. Hyphenation

a. Hyphenation should be used carefully and consistently.

b. Use a hyphen (-) to join compound terms that function as a single idea, for example, Asia-Pacific, cutting-edge technology, and dual-use technology. Note that Asia-Pacific (with a hyphen) is different from Asia – Pacific (with an en dash), which separates two distinct regions.

c. Do not use hyphens in terms that have become commonly accepted as single words through frequent usage, such as geopolitical, geostrategic, and counterterrorism. As usage becomes standard, hyphens are generally dropped for ease and consistency.

15. Articles (A, An, The)

a. Use a/an on first reference; the on subsequent reference.

b. Do not use articles with countries, states, provinces, lakes, or mountains, except plural entities: India, China, Mount Everest, but the United States.

c. Use the with oceans and seas: the Indian Ocean, the Pacific Ocean.

d. Do not use articles with meals, transport, or institutions used generically: at university, by air, at home.

16. Proper Nouns, Regions, and Political Terms

a. Proper nouns, regional names, and political or religious terms should follow standard academic usage and be applied consistently.

b. Capitalise historically defined periods and formally recognised regions (e.g., Cold War, South Asia, Southeast Asia).

c. Use accepted regional forms (e.g., Northeast India), and lowercase descriptive adjectives (e.g., southern and eastern Afghanistan).

d. Follow widely accepted spellings for political and religious terms (e.g., al Qaeda, Taliban, Shia).

e. Commonly used foreign terms such as jihad and Sharia need not be italicised when they appear frequently.

f. Use expressions such as War on Terror or war on terrorism carefully, based on context, and maintain consistency throughout the text.

17. Capitalisation

a. Capitalise formal titles: President, Prime Minister, Foreign Secretary

b. Do not use honorifics such as Mr., Dr., Prof. in running text.

c. Use capitals for institutions at first mention, lower case thereafter where generic.

18. Quotations
    a. Use double quotation marks for quotations.
    b. Use single quotation marks for quotations within quotations or to highlight a term.
    c. Punctuation falls inside double quotation marks.
    d. Quotations of 45 words or more should be set as block quotations, indented, without quotation marks.
19. Abbreviations and Acronyms
    a. Spell out abbreviations at first occurrence, followed by the acronym in brackets: Ministry of External Affairs (MEA), Indo-Pacific Economic Framework (IPEF)
    b. Do not use periods in acronyms: UN, US, ASEAN, NATO
    c. Use lowercase without periods for am, pm.
20. Tables, Figures, and Maps
    a. Refer to tables and figures by number (e.g., "see Figure 2").
    b. Do not refer to placement (e.g., "below").
    c. Provide a title, caption, and complete source for each.
    d. Submit figures (in jpeg/PNG format) and tables (.xlsx format) as separate files where required.
21. Citations and References
    a. All citations must follow the Chicago Manual of Style (18th edition), Notes and Bibliography system.
    b. Sources should be cited using numbered notes in the text, with all endnotes listed together at the end of the manuscript.
    c. Notes should be numbered consecutively throughout the text.
    d. A complete bibliography of all cited sources must be included.
    e. Consistency in Chicago style formatting is required for all source types.
22. Plagiarism: Submissions must meet the standards of academic and professional integrity.