



Sahitya Akademi

STYLESHEET TO BE FOLLOWED FOR SUBMISSIONS TO *INDIAN LITERATURE*

- Manuscripts (including notes and references) should be submitted in a Microsoft Word file, in Times New Roman font, 12-point size, with 1.5 line spacing. All citations should be done in MLA (8th edition or above) format.
- Please submit your short biographical note, in 50 to 60 words, as author and also of each of the collaborators; Also include your photograph as well as the postal address.

Please check the following points for submissions:

- **SPELLINGS:** Use British spellings. ‘Colour’ not ‘color’, ‘labour’ not ‘labor’. Use ‘ise’ spellings instead of ‘-ize’; ‘specialise’ not ‘specialize’, ‘finalise’ not ‘finalize’. In quoting a source that does not use British spelling, maintain source spellings.
- **DATES:** Use ‘19th century’ not ‘nineteenth century’. Decades should be cited as 1980s, 1860s and so on. Specific dates should be written as 12 August 1978.
- **TIME:** Time to be written as 10:54 pm.
- **SECTION BREAKS:** Mark section breaks with a single asterisk *
- **NUMBERS:** Numbers 0 to 9 should be *spelt* out. Numbers 10 and above should be written in Arabic numerals.
- **DASHES:** Please use spaced en dash (e.g. The essay – first published in 1960 – addresses this question) throughout the submission with spaces before and after the dashes.
- **COMMAS:** Oxford commas will **not** be used.
- **ITALICS:** Words not present in the English dictionary should be italicised.
- **INDENTED TEXT**
 - No quote marks should be used in quotations that are more than 40 words, and over 3 lines for poetry. Instead, these should be separated from the text with space above and below and indented.
 - The first line of every new paragraph should be indented.

NAMES:

- Names of books and journals, names of movies, plays, TV serials **must be italicised (not in quotes)**. The titles of articles, essays, poems, Ph.D theses and unpublished material, **use double quote marks, no italics**.



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- Titles of chapters in books, articles in periodicals, shorter poems, and short extracts from a text are in double quotations: a) the “Ode on the Intimations of Immortality” in *Lyrical Ballads*, b) the famous chapter in *The Feudal Order: State, Society and Ideology in Early Medieval India* entitled “Material Milieu of Tantricism”.
- Titles of the submissions should have the first letter of all words in capitals excluding prepositions, conjunction and articles.

QUOTATION MARKS

- Double quote marks to be used throughout for conversations, extracts, quoted text. Single quote marks are to be used for quotes within quotes or to highlight words.
- Quotations of forty-five or more words should be set apart from the text with a line space above and below, in a smaller font size, and indented from both ends. No quote marks should be used around these block quotes.
- Where a quote mark begins a sentence, the closing quote will come after the full stop, ditto for parenthesis. E.g.: “Why are we doing this, Manoj?” or “Have you read this?” asked Subhash. Or, She said, “This is one of the best books I’ve ever read.”

FULL STOP (PERIOD)

- Use periods in the case of initials, as in S.S. Gill.
- Abbreviations and contractions consisting of upper and lower cases take full points as in Mt. (Mount) St. (Saint) Ph.D (Doctor of Philosophy), Rs. (Rupee/s), Dr. (Doctor) Rev. (Reverend), Sr. (Sister), Mr., Mrs.

CONSISTENCY: All spellings, names, terms, etc. should be cross-checked carefully to be consistent throughout.

BOOK REVIEWS

- Length: generally, not to exceed 750 words;
- Publication details of the book reviewed should be given on top of the review, as given in the example below:

***Transgression and Other Stories* by Pratibha Ray, Tr. Manoranjan Mishra, Sahitya Akademi, 2023, Pp. 334, Rs. 380/-**