

Style Guide

Presentation

Manuscripts must be in Times New Roman font, 12-point, double-spaced, liberal margins must be used. Manuscripts should be arranged in the following order of presentation:

- **First page:** title, subtitle (if any); author's name, affiliation, full postal address, email address, telephone, and fax numbers; acknowledgements (if any). Respective affiliation and addresses of co-authors should be clearly indicated.
- **Subsequent pages:** main body of text; list of references and footnotes; appendices; tables (on separate sheets); captions to illustrations below the illustrations. The text should be organised under appropriate section headings.
- **Spelling and punctuation:** UK spelling standard is used in the journal so ensure that you use the appropriate spelling (for example 'ise' endings (not 'ize')).
- **Dates and Numbers:** 12 July 1981; 1981-82; the 1980s (not 'the eighties'). Numbers up to ten should be written in words, except for measurements. Metric measurements are preferred. Percentages should be written 'per cent', not '%'.
• **Abbreviations** are written without full stops (USA, ILO, etc.).

Quotations, Notes, Other Inclusions and References

Quotations: Whether in text or notes, if less than three lines should be enclosed in double quotes. Substantial quotations (three lines or more) should be indented without quotation marks and typed one-and-a-half line spaced.

Notes: Notes should be kept to a minimum and numbered consecutively throughout the article. They should be signalled serially within each article by superscripts 1, 2, 3 etc. Notes should appear at the bottom of each page as footnotes.

Charts, Maps and Illustrations: All charts, maps and illustrations must be in a resolution or format that can be printed and be inserted within the text with captions or heading in an appropriate manner. They should be referred to as "figures", and be numbered consecutively in the order in which they are referred to in the text.

References

In the Text: All source references are to be identified at the appropriate point in the text by the last name of the author, year of publication and pagination where needed. Identify subsequent citations of the same source in the same way as the first.

Examples:

- (i) Single Author—If the author's name is mentioned in the text, follow it with the year in parentheses, e.g.: Naipaul (1990).

- (ii) If author's name is not in the text, insert, in parentheses, the last name and year, e.g.: (Naipaul 1990).
- (iii) Pagination follows year of publication after a colon, e.g.: Naipaul (1990: p. 56) or Naipaul (1990: pp. 56-90).
- (iv) Multiple Authors: Two authors—give both last names for dual authors. For more than two authors—give the last names of all the authors; the first time and in subsequent citing use the last name of the first author with 'et.al'. When two authors have the same last names, use identifying initials in the text. For institutional authorship, supply minimum identification e.g., (Sri Lanka, Department of Statistics 1990).
- (v) Series of references—separate each with a semi-colon and enclose them within a single pair of parentheses, e.g.: (Naipaul 1990; Sanderatne et.al. 1995).

Reference List: List all items in an appendix titled 'References' or 'Bibliography'. The references should be listed alphabetically by author, using the last name and initials. Multiple works by the same author should be indented underneath the name of the author, by the year of publication. If there is more than one publication in a single year, use the notation a), b), to differentiate between the texts. Multiple authors should be cited by name and the use of 'et.al.' is not accepted in the Reference List.

Titles of books and journals should be in italics. Article titles should be in double inverted commas and the first letter of each word in an article title should be capitalised.

Examples:

- (i) Naipaul, V. S. (ed.) (1990), *India: A Million Mutinies Now*, London, William Heinemann, p. 14.
- (ii) Naipaul, V. S., (1992), "A Decade of South Asian Regionalism: Retrospect and Prospect", *Contemporary South Asia* 21(1), pp. 5-7.
- (iii) Godelier, Maurice (1970), "System, Structure and Contradiction in Das Kapital" in Michael Lane (ed), *Structuralism: A Reader*, London, Jonathan Cape, pp. 340-58.

Web Publications:

Oriental Institute of the University of Chicago (2008), "Lost Treasures from Iraq" available at <<http://oi.uchicago.edu/OI/IRAQ/iraq.html>> accessed on 15 June 2014.

The Editorial Process

The Review Process: In accordance with the editorial policy of the IJESS, the article is peer-reviewed by two referees. The articles are reviewed 'blind', i.e. the names of the referees will remain confidential at all times and the name/s of the author/s will not be revealed to the referees during the review process.

Your submission will be returned to you after the review process is completed in order for you to comply with the required changes requested by the reviewers. You will be required to return the article to the Editor within the specified time.

Proofs: Near-final page proofs of the submissions will be returned to the author with comments or requests for amendment, and the author must return them within the specified deadline to **IJESS**. Requests for amendments, by the author, must be kept to a minimum at this stage. Final page proofs are checked by the **IJESS** editorial team and the Editor's decision will be final.