

Guidelines for Authors

Authors are requested to submit the manuscripts as per following guidelines to ensure efficient processing, double-blind peer review, and compliance with international publication standards:

1. General Submission Requirements:

- Manuscript must present original, unpublished work not under consideration elsewhere.
- All submissions will undergo double-blind peer review.
- Submissions must conform to the formatting and ethical requirements.
- Authors are encouraged to consult the Publication Ethics and Malpractice Policy.
- The journal publishes articles in English only.
- Words limit for Research Article is 6000-8000 words excluding references.
- Word limit for Book Review / Review Essay is 1000-1500 words.
- Following will be the components of Manuscript in the structure order:
 - Title – Concise and informative
 - Author (s) – Full Name, institutional affiliation, city, country and email address
 - ORCID ID – Each author must provide or register an ORCID identifier
 - Abstract – 150-250 words summarizing objectives, methods, findings and significance
 - Keywords – 3-6 keywords separated by commas
 - Main Text - Organized into clear sections and sub-headings (use numbered headings if appropriate)
 - Main Text – Organized into clear sections and sub-headings (use numbered headings if appropriate)
 - Acknowledgment (Optional)
 - Funding Statement (Optional) – Disclose any financial support (with grant numbers, if applicable)
 - Conflict of Interest Declaration – Authors must state any potential conflicts or explicitly note “None”.
 - Data Availability Statement – Indicate where supporting data are available or state “Not Applicable”.

2. Formatting:

- Submit Manuscript in Microsoft Word (.doc / .docx) format, double-spaced, Times New Roman 12pt.
- Use 1 inch (2.54 cm) margins and continuous line numbering
- Use British or American English consistently
- Avoid footnotes wherever possible; use endnotes only when necessary
- Illustrations, tables and figures should be numbered sequentially and include captions. Provide high resolution images separately (300 dpi or higher)

3. Referencing Style

- Use APA (7th Edition) or Chicago Author-Date consistently throughout the manuscript.

Examples

Books

- Single Author

Chaudhuri, Amit, *Afternoon Raag*, London: Heinemann, 1993. p72.

Surname, First name, *Title of Book*, Place of Publication: Publisher, (date) and page.
- Multiple Authors

Basu, Tapan, Pradip Datta, Sumit Sarkar, Tanika Sarkar, and Sambuddha Sen, *Khaki Shorts Saffron Flags (Tracts for the Times/1)*, Hyderabad: Orient Longman, 1993 and page.

Surname of first Author, First name of first Author and First name of second Author, Surname of second Author etc., *Title of Book*, Place of Publication: Publisher, (date) and page.

Edited Volume

- Single author

George, K.M. (ed.), *Modern Indian Literature: An Anthology, Plays and Prose*, Delhi: Sahitya Akademi, 1994 and page.

- Multiple authors

Ashcroft, Bill, Gareth Griffiths and Helen Tiffin (eds), *The Empire Writes Back* [1989], London and New York: Routledge, 1995 and page.

Translated Volume

- Kemal, Yasher (trans. from Turkish by Thilda Kemal), *The Wind from the Plain* [1960], London: Harvill Press, 1989 and page.

Paper in Edited Volume

- Single Author and Single Editor

Masselos, J.C., 'The Khojas of Bombay: The Defining of Formal Membership Criteria During the Nineteenth Century', in *Caste and Social Stratification among the Muslims*, Imtiaz Ahmad (ed.), Delhi: Manohar Book Service, 1973.

Surname, First name of Author, 'Title of Paper', in *Title of Book*, First name of Editor Surname of Editor (ed.), Place of Publication: Publisher, (date) and page.

- Single Authors and Multiple Editors

Salomon, C., 'The cosmogonic riddles of Lalan Faqir', in *Gender, Genre and Power in South Asian Expressive Traditions*, A. Appadurai, F. Korom, and M. Mills (eds), Philadelphia: University of Pennsylvania Press, 1991 and page.

Surname of Author, First name of Author, 'Title of Paper', in *Title of Book*, First name of first Editor Surname of first Editor and First name of second Editor Surname of second Editor (eds), Place of Publication: Publisher, (date) and page.

Paper in Journal

- Single Author

Bouiller, V., 'The Nepalese State and Gorakhnathi Yogis: The Case of the Former Kingdoms of Dang Valley, 18th-19th Centuries', *Contribution to Nepalese Studies*, 20 (1), 1993, pp. 29-52.

Surname, first name, 'Title of Paper', *Name of Journal*, Volume number (Issue number), (date), pp. 000-0.

- Multiple Authors

Murty, M. N. and R. Ray, 'A Computational Procedure for Calculating Optimal Commodity Taxes with Illustrative Evidence from Indian Budget Data', *Scandinavian Journal of Economics*, 91(4), 1989, pp.655-70.

Surname of first Author, First name of first Author and First name of second Author
Surname of second Author, 'Title of Paper', *Name of Journal*, Volume number (Issue number), (date), pp. 000-0.

Paper in Edited Journal

- Single author

Gaborieau, Marc, 'Life-Cycle Ceremonies among Converted Muslims in Nepal and Northern India', in Islam in Asia, Yohanan Friedmann (ed.), vol. I, *South Asia*, Jerusalem: Magnes Press, Hebrew University, 1984 and page.

Unpublished Papers/Mimeographs/Discussion Papers/Working Papers

Chander, P. and L. Wide, 'Corruption and Tax Compliance', mimeo, New Delhi: Indian Statistical Institute, 1989.

Surname of first Author, First name of first Author and First name of second Author
Surname of second Author (1991), 'Title of Paper', mimeo, Place: Organization, (date).

Newspaper: Author's Last Name, First Name. "Title of Article." *Name of Newspaper* (City and Province/State of Publication, if not Included in Name), Date of Publication.
<https://doi.org/DOI> Number or Name of Database.

Website/URL:

With author:

- Author Last Name, First Name. "Page Title." *Website Name*, Month Day, Year. URL.
- Example: Schallhorn, Cathlyn. "Chicago." *Britannica*, December 17, 2021.
<https://www.britannica.com/place/Chicago>
- Full Note: First Name Last Name, "Page Title," *Website Name*, Month Day, Year, URL.
- Example: 1. Jack Caulfield, "A Step-by-Step Guide to the Writing Process," *Scribbr*, April 24, 2020, <https://www.scribbr.com/academic-writing/writing-process/>

If there is no author or date:

- Bibliography: "Title of Page." *Website Name*, accessed Month Day, Year. URL.
- Example: "About the UvA." University of Amsterdam, accessed July 24, 2018.
<http://www.uva.nl/en/about-the-uva>
- Full Note: "Title of Page," *Website Name*, accessed Month Day, Year, URL.
- Example: 1. "Catholic News Agency," accessed March 25, 2025,
<https://www.catholicnewsagency.com/>

Citing blog posts and blogs

- Citing blog posts and blogs Blog posts are cited like—quotation marks; the title of the blog, in italics; the date of the post; and a URL. Blogs that are part of a larger...clear from the titles, the word blog may be added in parentheses after the title of the blog. Blog posts can often be cited in...2. William Germano, “Futurist Shock,” *Lingua Franca* (blog), Chronicle of Higher Education, February 15, 2017, <https://www...>

News sites and blogs

- News sites and blogs Titles of news websites and blogs, like the titles of newspapers and other...along with the title. Titles of articles and blog posts should be placed in quotation marks (untitled posts...Wasted Food; “Food Waste Stump Speech,” in Wasted Food, a blog by Jonathan Bloom Huff Post; “The Best and Worst...

Titles for websites, blogs, and social media

- Titles for websites, blogs, and social media Whether they are mentioned in the text or...quotation marks) may be used for generic or descriptive titles. Blogs are treated like periodicals, their titles set in italics...Merriam-Webster.com CMOS Shop Talk; the Shop Talk blog YouTube.

4. Tables, Figures, and Illustrations

- All tables and figures should be cited in the text and placed near their first mention.
- Provide a separate list of captions at the end of the manuscript.
- Ensure that all images are either original or reproduced with written permission and credit source clearly.

5. Authorship and Acknowledgement

- All individuals who made significant contributions must be listed as authors.
- Corresponding author must be clearly indicated.
- Those who contributed in minor ways (technical, editorial, funding) should be acknowledged separately.
- Authorship changes after submission require approval from all authors and the Editor-in-Chief.

6. Ethical Declarations

Each submission must include the following at the end of the manuscript:

Funding: Specify all sources of financial support; if none, state “This research received no external funding.”

Conflicts of Interest: Disclose any personal, academic, or financial conflicts; if none, state “The author(s) declare no conflict of interest.”

Data Availability: State where the data supporting the study are available (repository name/URL) or “Data sharing not applicable to this article.”

7. Submission Process

- Submit manuscripts by email to shss@iias.ac.in

(An online submission system will be launched shortly.)

- Each submission must include:

- a. Cover letter (title, author details, declaration of originality)
- b. Manuscript file (anonymised for review)
- c. Author information file (with full names, affiliations, ORCIDs, contact information)

8. Review and Decision

- The journal follows a double-blind peer review procedure.
- Authors are notified of editorial decisions within 8–12 weeks of submission.

- Accepted papers will be copy-edited and proofread before publication.

9. Copyright and Licensing

- Copyright remains with the Indian Institute of Advanced Study.
- Authors grant the Institute a non-exclusive license to publish and distribute their work.
- Articles are published under a Creative Commons Attribution 4.0 International License (CC BY 4.0), allowing sharing with proper attribution.

10. Digital Object Identifiers (DOIs)

All published articles are assigned a Crossref DOI to ensure persistent citation and indexing in scholarly databases.

Authors are encouraged to use their article DOI in all citations and institutional repositories.

11. Archiving and Open Access

The journal maintains permanent digital archives on the IIAS institutional repository for long-term preservation.

The entire content is freely available without charge to readers or institutions.

12. Contact Information

Editor

SH&SS

Indian Institute of Advanced Study, Shimla – 171005, India

shss@ias.ac.in

<http://journal.ias.ac.in/ojs/index.php/summerhill>

