

Man and Society

A Journal of North East Studies

Notes for Contributors Style Sheet

1. Manuscripts should be submitted in duplicate, typed in double space on one side of the paper only, and with ample margins on all four sides. Contributors must provide their affiliations and complete mailing addresses on the last page of the article. All correspondence regarding manuscripts should be sent to The Managing Editor, MAN AND SOCIETY - A Journal of North-East Studies, ICSSR- NERC, NEHU Campus, Shillong-793022, Phone 0364-2550432, Fax 2550428, Email: icsr_nerc@hotmail.com
2. Notes should be typed in double space, numbered serially, and appended at the end of the article.
3. Reference should be embedded in the anthropological style. For example, '(Nayak 2002: 540)'. Citations should appear alphabetically, for example, '(Barpujari 1998; Gassah 1992; Nayak 2002: 54)'. Multiple references of the same date for any one author should be distinguished thus: '(Nayak 2002a, 2002b)'. The detailed style of referencing follows:
 - a. **Books:**

Barpujari, H.K. 1998. *North-East India: Problems Policies and Prospects-Since Independence*. Guwahati: Spectrum Publications.
 - b. **Articles in Edited Volumes:**

Das, Nitendra Nath. 1992. Public Opinion and Regional Political Parties in North-East India, in L.S. Gassah(ed.), *Regional Political Parties in North East India*. New Delhi, Omsons Publications.
 - c. **Articles in Journals:**

Das, Samir Kumar 2000, 'Towards Developing an Agendum of Refugee Studies in North East India', *Journal of Indian Council of Social Science Research*, 24 (2): 21-25.
 - d. **Edited and Translated Volumes:**

Das, Gurudas and R.K. Purkayastha (eds.) 2000. *Border Trade: North East India and Neighbouring Countries*. New Delhi, Akansha Publishing House.

Becker, C. 1923. *Early History of the Catholic Missions in Northeast India (1598-1890)*, edited and translated by F. Leicht and S Karotemprel 1989. Shillong: Vendrame.
 - e. **Unpublished Works:**

Dutta Hazarika, Sujata. 2002. 'Women Labour of Tea Estates in Upper Assam'. Unpublished Ph.D. Thesis, North Eastern Hill University.

Phukan, Girin. 2002. Politics of Urbanisation and Democratic Decentralisation in the North - East India. Paper presented at the National Seminar on Urban Local Self-Government in North - East India: Problems and Prospects, Aizawl, 28-29, May.
 - f. **Primary Source Citations:**

Primary Source Citations must include the archival location, including the town and, if necessary, the country where an archive is located, at first used. 'Assam State Archive, Guwahati'. In case materials are in a private collection, the name and location of the collection should be mentioned. In case recorded oral material stored in an audio archive is being used, the location of the recordings should be specified.

4. Where alternate forms exist, choose '-se' instead of 'ize' spellings. Thus, use 'organise', 'civilise', etc. Use British, not American spellings. Thus use 'labour' not 'labor' and 'programme' not 'program'.
5. Use single quotation marks, reserving double quotation marks for quoted words within a quotation.
6. Use capitals and italics sparingly but consistently. Words familiar to an average reader of North-East India and those which appear in a commonly used dictionary need to be italicised. Proper names in a foreign language, as also terms like 'etal.', 'ibid.', and 'vis-a-vis' should be roman.
7. Use a stop after abbreviations (such as 'p.', 'vol.' and 'ed.,'), contractions (such as 'Dr.' 'end.' And 'Mr.') and between initials (such as 'V.V Rao'), but not between capitals (such as 'ICSSR', 'UNESCO' and 'POTA').
8. Numbers from one to nine should be spelt out, 10 and above will remain in figures. However, figures should be used for exact measurements (such as '5 km', 5 year-old boy and '5 per cent'). Use 'thousands' and 'millions' not 'crores' and 'lakhs'. Use fuller forms for inclusive numbers in the case of dates and page numbers (such as '2002-02' and 'pp.125-130').
9. Each figure and table should be on a separate sheet of paper and collected at the end of the article. Figures and tables must be numbered in separate sequences, i.e., 'Figure 6' and 'Table 6', and the titles should be short and crisp. Copyright permission for reproducing figures or photographs that have been cited from other works must be obtained.
10. Diacritical marks, if used, must be consistent.