Guidelines for Submission of an Article

Manuscript submission:
Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

Permissions:
Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

Length:
The length of the articles can vary from 8,000-10,000 words or 55,000-80,000 characters. Please save your text in a usual text format: (.doc; .docx; .odt). We reserve our right to shorten or edit articles.

Information about the author:
The author's information should include: your name (without academic titles) and your active email address.

Keywords:
Please provide 4-6 keywords.

Text Formatting:
- Font: Verdana, 11pt., single spaced; use the "Standard" template
- Highlighting: For emphasis use double quotation marks.
- Book-, journal-, poetry-, conference-, film-titles in the running text should be italicised.
- "Article titles" should be put into inverted commas. Law cases and names of legal documents should only be italicised when mentioned in their full form.
- Names of organisations, parties, institutions, international conventions, should NOT be italicised or put in inverted commas.

Headings:
Use the following form for headings/subheadings (please do not use the automatic word function):

      Main Heading
      Sub-heading
      Third-level Heading

Endnotes:
Please use endnotes **only** for explanatory purposes, for purposes of giving further information. Insert the numbers before commas[1], directly after 'quotations'[2] and after full stops.[3] If you wish to include more than one comment in a single note, use semicolons to separate them. All notes end with a full stop.

Spelling:

Please use British English spelling. For example, write "organised" instead of "organized", "globalisation" instead of "globalization", and so on.

- *Special characters*
  Do not use special characters such as $, %, § in the text. Please spell these out (per cent, Dollar etc.) But use '%' in tables and figures.

- *Numbers*
  In the text, spell out numbers one to ten and put numbers higher than ten in numerals; Sentences that contain both numbers less than ten and greater than ten should use numerals. Fractions are always hyphenated, whether adjective or noun: one-half, two-thirds. Spell out ordinals: second (instead of 2nd). Please use the following spelling for thousands separators: 1,000; 10,000; 100,000; 30,000,000.

- *Years and dates*
  Please write all dates according to the following examples: on 28 October 1997; or in October 1997; the 1980s; 1994-95; the twentieth century. Do not use superscript. Use BCE and CE (not BC and AD).

- *Abbreviations*
  To ensure a general academic understanding, we request you to avoid abbreviations. If you use abbreviations, please use the full term when first mentioning it and add in parentheses the abbreviation that you will use throughout the following text.

Translations:

Established terms or titles in common academic languages need not be translated. Terms and titles in subject-specific languages such as Hindi or Urdu should be quoted in the original language and then translated (in parenthesis). Italics are used only for the first mention. Please do not use diacritics for words, so simply write bhasa instead of bhāṣā.

Quotation:

Use single quotation marks for quotes. Use […] for omissions. Use double quotation marks for quotes within quotes. Please indent quotes that are longer than four lines with 0,5cm on both sides.

Examples:

- Although the East India Company flourished as a trading company, 'their activity bore witness to the fact that the organization became overambitious and reckless' (Lawson 1993, 43).

- Michel-Rolph Trouillot (1995, 7) aptly summarises: 'As befits comparison between the West and the many subaltern others it created for itself, the field was uneven from the start; the objects contrasted were eminently incomparable.'

Citations:

When quoting literally or when citing specific information, cite references in the text by name and year in parentheses. Include a page number when citing specific information. For references with two authors write X & Y. References with more than two authors can be shortened with X et al.

Examples:

- The law was racialised and enabled white settlers to exert physical violence without the fear of conviction (Kolsky 2010).

- During that time, the East India Company was deeply embedded within the structures of the political life in Britain (Chatterjee 2013, 55-6).

- The relationship between the archivist and the reasearcher might affect the general access to archival material for the latter (Johnson & Duff 2005).

- While most respondents questioned the reliability of archival sources only 18% questioned their authenticity (Duff et al. 2004, 67-81).

Bibliography:

All bibliography entries are to be formatted with a hanging indent (1,25 cm). <u>Please use minimum capitalisation</u>. Please mention all authors in the bibliography (<u>NO</u> et al.). If possible, always spell out the author's first name.

Monography:
- Author last name, author first name. Year. *Publication title: Subtitle*. Publication place: Publisher.

  <u>Example:</u>
  Steedman, Carolyn. 2001. *Dust*. Manchester: Manchester University Press.

Edited volume:
- Single Editor: Author last name, author first name, ed. Year. *Publication title: Subtitle*. Publication place: Publisher.

  <u>Example:</u>
  Burton, Antoinette, ed. *After the imperial turn: Thinking with and through the nation*. Durham/London: Duke University Press.

- Two or more editors: Author (1) last name, author (1) first name, first and last name author (2) & first and last name author (3), eds. *Publication title: Subtitle*. Publication place: Publisher.

  <u>Example:</u>
  Foscarini, Fiorella, Heather MacNeil, Bonnie Mak & Gillian Oliver, eds. 2016. *Engaging with records: Histories and theories*. London: Facet Publishing.

Article in an edited volume:
- Author last name, first name. Year. "Title article." In Editor last name, first name, ed. *Title of edition*. Place: Publisher, pages.

  <u>Example:</u>
  Breakell, Sue. 2011. "Encounters with the self: Archives and research." In Hill, Jennie, ed. *The future of archives and recordkeeping*. London: Facet Publishing, 23-36.

Journal article:
- Author last name, first name. Year. "Title." *Journal title* Volume (Issue/Number): pages.

  <u>Example:</u>
  van Meeresbergen, Guido. 2017. "Writing East India Company history after the cultural turn: Interdisciplinary perspectives on the seventeenth-century East India Company and Verenigde Oostindische Compagnie." *Journal for early modern cultural studies* 17 (3): 10-36.

News or magazine article
- With author: Author last name, first name. Year. "Title." *Newspaper*, date. URL.

  <u>Example:</u>
  Castle, Stephen. 2025. "Britain's anticorruption minister resigns." *New York Times*, 14 January. https://www.nytimes.com/2025/01/14/world/europe/britain-tulip-siddiq-resigns.html.

- Without author: *Newspaper*. Year. "Title." Date. URL.

  <u>Example:</u>
  Hindustan Times. 2025. "Veteran Kannada actor R Vijaykumar, popularly known as Sarigama Viji, dies at 77." 15 January. https://www.hindustantimes.com/entertainment/others/veteran-kannada-actor-r-vijaykumar-popularly-known-as-sarigama-viji-dies-at-77-101736951089315.html.

Thesis or dissertation
- Author last name, first name. Year. "Title dissertation." (unpublished) PhD diss., University.

  <u>Example:</u>

  Fraas, Arthur Mitchell. 2011. "'They have travailed into a wrong latitude': The laws of England, Indian settlements, and the British imperial constitution 1726-1773." Unpublished PhD diss., Duke University.

Archival material
- Collection: Collection name, repository name, repository location. URL.
  In-text-citation: (Collection name date)

  <u>Example:</u>

  Henry Davies Hicks fonds. Dalhousie University Archives, Halifax, Nova Scotia.

- Single item: Author last name, first name. Date. Title. Item number, item location. Collection name, repository name, repository location. URL.

  <u>Example:</u>

  Hicks, Henry Davies. 24 October 1956. Letter from Henry Davies Hicks to the Annapolis County electorate. MS-2-511, Box 15, Folder 9, Henry Davies Hicks fonds. Dalhousie University Archives, Halifax, Nova Scotia.

Information for the submission of a review essay:
If you are submitting a review essay, please list the reviewed works at the beginning directly before the main text under the heading Reviewed Works in order of mention in the essay. The reference should include ISBN, pages and price.

<u>Example:</u>

Humeira Iqtidar. 2011. Secularizing Islamists Jamaʿat- e-Islami and Jamaʿat-ud- Daʿwa in Urban Pakistan. Chicago: University of Chicago Press, 232 pp., ISBN: 9780226384689, $40.00.

Humeira Iqtidar & David Gilmartin, eds. 2011. Secularism and the State in Pakistan. Modern Asian Studies 45, (3), pp. 491-757, ISSN 0026749X, $XX.