

SDC 2007 Authors' Guidelines¹

Paper

The submitted paper should be concise not exceeding a maximum of **8,000 words**, approximately 25 type-written pages (1.5 line spacing, 12 font size, Times New Roman font), including all tables, figures and references.

An abstract of 150 words should be provided at the beginning of the paper. The paper should include the author's full name, a brief bionote as author of no more than 30 words, complete contact address (email as well as postal), telephone and fax numbers.

Example of an Author's Bionote

Rubina Ahmad is a professor at the Department of Sociology, University of the Punjab, Lahore, Pakistan. She is an author and gender activist, and has worked with various UN and international organizations on gender issues.

References cited should be complete and given in a standardized manner as explained below.

1. Title

Titles for the paper, tables and figures should be concise and clearly indicate the subject matter being dealt with.

2. Sections and Sub-Sections

Bold all sections and a maximum of 3 digits numbering of sub-sections (you should use 3.2.1, and avoid 3.2.2.1). Sub-section headings should start at the left margin.

3. Lists, Tables and Figures

Provide a list of abbreviations/acronyms used, as well as a Glossary of Key Terms, especially those mentioned in native language with their English translation and brief explanation. Present only important tables and figures that illustrate the points made. Tables and figures should be well designed and complete to avoid lengthy explanation in the text. Each figure should be presented on a separate page and should not exceed half-a-page in size and should leave margins on both sides. Where you are reproducing data from a diagram or table, or copying the entire table or diagram, in your paper, a reference should be made to the source.

A reference within the text to a Table taken from a book should include the author and page (Smith 2005, p.33). Where the source of the data is not the author's own, but obtained from another source, this is a second hand reference and needs to be cited thus (United Nations 1975 cited in Smith 2005, p.33).

¹ The sources quoted in these guidelines have been compiled for the purposes of illustration only. Any similarity with published work is coincidental. This guide has been compiled with reference to the Harvard Style and the British Standards Institution for referencing published material.

4. Footnotes and Endnotes

For longer explanations, use footnotes indicated using auto numbers. Footnotes should not provide references given within the text. The footnote should be given on the first page using an asterisk (*). Endnotes should NOT be used.

5. Syntax and Language

Each paragraph should contain a full message and use simple language. Avoid lengthy sentences. Use US spellings and indicate all monetary values in dollars (\$).

6. References²

Use the Harvard system - whereby the author's surname and year of publication are cited in the text, e.g. (Bond 2004), and a reference list (of these citations), in alphabetical order by author, included at the end of the paper. It is here additional bibliographical details are noted, such as the title and publisher. Papers with incomplete or incorrect references will not be accepted.

Each reference should use the elements and punctuation given in the following examples for the different types of published work you may have cited:

For Books, Working Papers, Monographs

Author(s) surname(s) and initials

Year of publication of edition referred to

Full title of book/thesis/dissertation (including subtitle) in italics using Title case

Edition of book (if not first edition)

Place of publication

Name of publisher

- Ulrich, W. (1983) *Critical Heuristics of Social Planning*, Chicago: University of Chicago Press.
- Kirk, J. and Munday, R.J. (1988) *Narrative Analysis*, 3rd ed., Bloomington: Indiana University Press.

For Books with Multiple Authors

The first Author only surname and initials, followed by 'et al', other authors are omitted.

Year of publication of edition referred to

Full title of book/thesis/dissertation (including subtitle) in italics using Title case

Edition of book (if not first edition)

Place of publication

Name of publisher

- Grace, B. et al. (1988) *A History of the World*, Princeton, NJ: Princeton University Press.

² Remember that you must acknowledge your source every time you refer to someone else's work. Failure to do so amounts to plagiarism, which is against SDPI's rules and is a serious offence.

For Books which are Edited

Author(s) surname(s) and initials, followed by ed. or eds.

Year of publication of edition referred to

Full title of book/thesis/dissertation (including subtitle) in italics using Title case

Edition of book (if not first edition)

Place of publication

Name of publisher

- Keene, E. ed. (1988) *Natural Language*, Cambridge: University of Cambridge Press.
- Silverman, D.F. and Propp, K.K. eds. (1990), *The Active Interview*, Beverly Hills, CA: Sage.

For Chapters of Edited Books

Chapter author(s) surname(s) and initials

Year of publication (of chapter)

Title of chapter in quotes ‘ ’ using Title case

Followed by *in*

Editor(s) first name/ initials and surname(s) of the book, placing ed. or eds. after the last name

Title of the book (including subtitle) in italics using Title case

Edition of the book (if not the first)

Place of publication

Name of publisher

Year of publication (of book)

Page numbers if relevant, first page and last page e.g. pp. 3-8

- Smith, J. (1975) ‘A Source of Information,’ in W. Jones (ed.) *One Hundred and One Ways to Find Information about Health*, Oxford: Oxford University Press, 1998.
- Samson, C. (1970) ‘Problems of Information Studies in History,’ in S. Stone (ed.) *Humanities Information Research*, Sheffield: CRUS, 1980, pp. 44-68.

For Journal Articles

Author(s) surname(s) and first name initials

Year of publication

Title of article in quotes ‘ ’ using Title case

Name of journal in italics using Title case

Volume number

Issue number in brackets (-)

Page numbers, first page and last page e.g. pp. 3-8

- Boughton, J.M. (2002) ‘The Bretton Woods Proposal, An In-depth Look,’ *Political Science Quarterly*, 42 (6), pp.564-78.

For Conference Papers

Contributing author’s surname, initials

Year of publication
Title of contribution in commas using Title case
Followed by *in*
Initials surname of editor of proceedings (if applicable) followed by ed.
Title of conference proceedings/conference in italics including date and place of conference using Title case
Place of publication (if applicable)
Publisher (if applicable)
Page numbers of contribution (if applicable)

- Silver, K. (1991) "Electronic Mail: The New Way to Communicate," in D.I. Raitt, (ed.) *9th International Online Information Meeting, 3-5 December 1990 London*, Oxford: Learned Information, pp. 323-330.

For Newspaper/Bulletin Articles

Author(s) surname(s) and first name
Year of publication in brackets
Title of article in quotes using Title case
Name of newspaper in italics
Date and month
Page number of article

- Hisam, Zeenat (2000), "Karachi 2000," *The News on Sunday*, 3 April, p. 23.
- Khan, Shaheen Rafi (2000) "The Environment-Poverty Nexus: Do Poor Communities really Degrade the Environment?" *SDPI Research & News Bulletin*, March-June 2000, pp. 1-4.

For E-Books

Author(s) surname(s) and initials
Year of publication of edition referred to
Full title of book/thesis/dissertation (including subtitle) in italics using Title case
Type of medium should be indicated in parentheses or square brackets, ie. [e-book; CD; database etc.]
Edition of book (if not first edition)
Place of publication
Name of publisher
Available from, should include Web site address/URL and additional details of access, such as the routing from the home page of the source
Accessed, or cited date in square brackets

- Fishman, Robert (2005) *The Rise and Fall of Suburbia* [e-book], Chester: Castle Press, Available from: [libweb.anglia.ac.uk / E-books](http://libweb.anglia.ac.uk/E-books) [cited 5 June 2005].
- *Employment Law and Practice* (2005) [CD-ROM], London: Gee
Available from: [libweb.anglia.ac.uk/ E-books](http://libweb.anglia.ac.uk/E-books) [cited 7 June 2005].

For E-Journal Articles

Author(s) surname(s) and first name initials

Year of publication

Title of article in quotes using Title case

Name of journal in italics

Type of medium should be indicated in square brackets

Volume number

Issue number in brackets (-)

Page numbers, only if these are part of the webpage presentation

Available from, URL and other location and source details, which would help to retrieve the article

Accessed, or cited date in square brackets

- Boughton, J.M. (2002) 'The Bretton Woods Proposal, An In-depth Look,' *Political Science Quarterly*, [online], 42 (6), Available from : <http://www.pol.upenn/articles>, Blackwell Science Synergy, [cited 12 June 2005].

Citing from an Interview

Name of interviewee

Relationship/credentials of the interviewee related to the paper

Purpose of interview

Date of interview

Place of interview

Personal Communications

Cite personal communications in the text only. Give initials as well as the surname of the communicator and provide as exact a date as possible.

- Many designers do not understand the needs of disabled people according to Fatima Reiss (personal communication, 14 April 2005).

Referencing Other Types of Documents

- *Development and Environment (1971)* Report and Working Papers of Experts convened by the Secretary General of the United Nations Conference on the Human Environment, Founex, Switzerland, Paris: Mouton.
- British Standards Institution (1990) BS 5555:1990, *Recommendations For Wiring Identification*, Milton Keynes: BSI.
- Marks and Spencer (2004) *The Way Forward, Annual Report 2003-2004*. London: Marks and Spencer.