

MANUAL OF STYLE

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Preface

In developing this *Manual of Style*, I have been mainly inspired by *The Chicago Manual of Style*, though I have also consulted the formats of other similar manuals and style sheets of journals in social sciences. The *Manual* was originally prepared in 2001 for use by students and research scholars of the Department of Sociology and other Departments of the Faculty of Social Sciences at Goa University. It has been subsequently revised twice (in 2006 and 2009) for use by students and research scholars at the Tata Institute of Social Sciences. The current edition incorporates the suggestions received from the users during the last two years. The feedback received from the users is gratefully acknowledged.

N. Jayaram

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1. Organisation of a Dissertation/Thesis

A dissertation or thesis generally consists of three major parts:

1. The front matter (preliminaries)

- Title page (see Appendix 1 – M.A. Dissertation; 2 – M.Phil. Dissertation; and 3 – Ph.D. Thesis)
- Declaration by the student/scholar (see Appendix 4)
- Certificate by the guide/supervisor (see Appendix 5)
- Epigraph (if any) (see Appendix 6)
- Table of contents (see Appendix 7)
- List of abbreviations
- List of illustrations: figures, charts, maps, and diagrams
- List of tables
- Preface (including acknowledgements)/Acknowledgements

2. The text

- First text page (Chapter I or Introduction) will appear as page 1

3. The back matter (reference matter)

- Appendix(es) (including research instruments)
- Glossary
- Bibliography/References

Note on pagination:

1. (a) The front matter pages are numbered consecutively with *lowercase Roman numerals* (e.g., i, ii, iii, iv, etc.).

(b) The text and back matter pages are numbered consecutively with *Arabic numerals* (e.g., 1, 2, 3, etc.).
2. Pagination is suppressed on pages which begin with a chapter title or main/lead heading.
3. Pagination position: Top of Page – Centre

2. Organisation of a Research Paper

A research paper generally consists of four parts:

1. The text

- Title and subtitle (if any)
- Name(s) of the author(s)
- Abstract
- Epigraph (if any)
- Text

2. The endnotes or footnotes

- Author identification (not numbered; single asterisk [*] may be used)
- Acknowledgements and disclaimers (not numbered; double asterisk [**] may be used)
- Clarifications or elaborative notes in serial order

3. Appendix(es)

- Tables
- Supplementary texts
- Glossary

4. Bibliography/References

Note:

(i) Each journal has its own style sheet.

(ii) Editors of anthologies or compendia provide publisher's style sheet.

3. Subheadings

The different levels of headings can be contrasted by varying the font size (e.g., 16, 14, and 12) (font size must not exceed that of the chapter title), emphasis (e.g., regular, **bold**, or *italic*), and location (centre justification, flush left, and beginning of paragraph).

The following pattern is recommended for dissertation/thesis: Three levels, with varying location and emphasis, as follows:

Level 1 (principal) subhead: separate line, font size 14, centred, upper case, and bold (usually indicates a distinct part/section):

THE POLITICS OF CULTURAL RENAISSANCE

Level 2 (secondary) subhead: separate line, font size 12, flush left, initials capitalised (title case), and bold:

The Idiom of Culture

Level 3 (run-in side head): set at the beginning of a paragraph, in italics (font size 11, bold), followed by a period:

Politicisation of ethnicity. The advent of universal suffrage saw the candidates overtly appealing to ethnicity

Note:

(i) Unless parts/ sections in a chapter are referred elsewhere in the text, subheads need not be numbered. If subheads are to be numbered, the use of 'double numeration' system (in which the number of a part/section consists of the number of the chapter, a decimal point, and the number of the part/section within a chapter) is recommended: e.g., 3.4 means the fourth section in Chapter 3.

(ii) Subheadings must NOT be underlined.

Spacing and Font

1. Subheadings: as suggested above
2. Text: 1.5-line spacing; Times New Roman Font 11
3. Indented matter/block quotations: 1-line spacing; Times New Roman Font 10
4. Endnotes/Footnotes: 1-line spacing; Times New Roman Font 10
5. Bibliography/References: 1-line spacing; Times New Roman Font 10

4. Quotations

In academic writing the use of ideas and texts which have already been published (in whatever form – printed, electronic, etc.) or unpublished (in whatever form – dissertations or theses, conference/seminar papers, lecture notes, etc.) is inevitable. Similarly, a scholar benefits from several sources (persons and institutions) in various ways in her/his academic endeavours. These sources have to be acknowledged: it may be a statutory requirement (as in the case of published materials), a matter of professional ethics (as in the case of unpublished materials), or an academic obligation. *Plagiarism* (Latin *plagiarius*; kidnapper), that is, appropriating the work or an idea of someone else and passing it off as one's own is both ethically reprehensible and legally punishable (as it may violate the copyright law). The reuse of one's own work without due acknowledgement of its original source of publication is called *self-plagiarism*, which is also a violation of the copyright law.

Copyright refers to the exclusive legal right, given to the originator or her/his assignee for a fixed number of years to publish etc., and to authorise others to do the same. This right (shown as '©') may be held by the author, editor, institution, publisher, etc. Permission to reproduce extensive quotations from previously copyrighted works is a statutory necessity. Underlying these rights and permissions (now subsumed under *Intellectual Property Rights*) is the body of law known as *Copyright Law*.

Note:

- (i) An author's work is now protected under Copyright Law for 70 years after the date of her/his death.
- (ii) Unpublished as well as published materials (letters, diaries, etc.) may be protected under Copyright Law.

However, it is not always necessary to obtain written permission of the copyright holder to reproduce the original work or idea, and this is embodied in *the doctrine of fair use*: this is the legally permissible use of copyrighted material in another work – as the use of quotations and ideas in scholarly writings – reviews, dissertation/thesis, and research papers. The purpose and character of use, including whether such use is of a commercial nature or is for non-profit educational purposes, the amount and substantiality of the portion used, the effect of the use upon the potential market for, or value of the copyrighted work are the important considerations governing this doctrine. While no formal permission is necessary, the doctrine of fair use requires the scholar to make due acknowledgments and citations in the text and/or bibliography/references (see *infra* 8. Documentation).

Commonly known facts should not be enclosed in quotation marks or given a source citation unless the wording is taken directly from another work. Similarly, well-known ideas and expressions and proverbs are not to be treated as quotations.

All quotations must be meticulously checked for accuracy. Since all the sources consulted may not be readily available, it is advisable that the researcher is careful in taking notes: While taking notes, it is necessary to enclose *verbatim text* in quotation marks, as it would be easy to distinguish it from *paraphrased ideas*.

Direct quotations must be reproduced exactly – not only the wording, but also the spelling, capitalisation, and internal punctuation of the original. The following changes are, however, permissible:

1. Single quotation marks may be changed to double quotation marks and vice versa.
2. The initial letter may be changed to a capital or a lowercase letter.
3. The final punctuation marks may be changed, and punctuation marks may be omitted where *ellipsis* points are used.
4. Obvious typographical errors may be corrected, but idiosyncrasies of spelling and errors in usage must be preserved using '[sic].'

Quotations may be incorporated into the text in two ways:

1. *As run in*, that is, in the same font (type and size) as the text and enclosed in quotation marks.

Use single quotation marks ('abcd') generally, and double quotation marks ("ijkl") when a quotation appears within a quotation ('abcd "ijkl" qrst').

2. *As set off from the text*, WITHOUT quotation marks. These are called *block quotations*, extracts, or excerpts. All quotations exceeding four lines or fifty words and case histories should be blocked. Blocks are typed in single space and indented 0.3" (or equivalent) space from the left and leaving a line space each above and below. Quotation within a blocked text must be enclosed in single quotation marks.

When a quotation is used as a syntactical part of a sentence, it begins with a lowercase letter, even though the original is a complete sentence beginning with a capital (e.g., Nehru believed that 'it is the system that is wrong ...'). But when the quotation is not syntactically dependent on the rest of the sentence, the initial letter is capitalised, even if in the original form it was not so (e.g., As Mahatma Gandhi advised, 'Go to the village.'). The same rule is applicable to block quotations.

The closing quotation mark (' or ") should follow punctuation marks, if any: e.g., (.), (,), (?) etc.

Ellipses

Omission of a word or phrase from a quoted passage is indicated by ellipsis points (three dots with a space in between, as ...).

Omission of the last part of the quoted sentence, the first part of the next sentence, or a whole sentence is indicated by ellipsis points (four dots with a space in between, as).

Omission of a whole paragraph is indicated by ellipsis points (four dots) enclosed in brackets as [...].

All interpolations or alterations must be enclosed in brackets, e.g., [emphasis added], [italics mine/author's], [sic], etc.

5. Language

Use simple English: long sentences, complex sentence constructions, and involved language make the text difficult to understand. Avoid using jargons and neologisms (unless inevitable).

Use English (UK) (not US) spelling convention: your readers are trained in that and it is easy to notice inconsistencies from normal English spelling. In 'Set Language' option in your word-processing programme, opt and set as default 'English (UK)'. Also be wary of the Americanisms being introduced through the grammar programmes.

Where inter-changeable, use 's' instead of 'z.' Avoid using ligatures (e.g., 'æ' and 'œ').

Compass points: When compass points are used to describe recognised geographical areas, they should be capitalised, e.g., 'the Far East,' 'unemployment in the North-East'. When the area described is not commonly recognised as a unit, use lower case (e.g., 'southern India'), and use lower case too for simple directions (e.g., 'Shivaji attacked from the west', 'the monsoon is moving towards the north', etc.).

Useful writing aids:

1. *Concise Oxford Dictionary* (ed. by Judy Pearsall)
2. *The BBI Combinatory Dictionary of English* (ed. by Morton Benson, Evelyn Benson and Robert Ilson)
3. *Roget's Thesaurus* (ed. by D.C. Browning)
4. *The Oxford Thesaurus* (ed. by Laurence Urdang)
5. *A Dictionary of Modern English Usage* (ed. by H.W. Fowler)
6. *The New Fowler's Modern English Usage* (ed. by R.W. Burchfield)
7. *Webster's Guide to English Usage*
8. *Eats, Shoots and Leaves: The Zero Tolerance Approach to Punctuation* (Lynne Truss)
9. *The Penguin Guide to Punctuation* (R.L. Trask)
10. *Mind the Gaffe: The Penguin Guide to Common Errors in English* (R.L. Trask)
11. *Current English: A Guide for the User of English in India* (K.S. Yadurajan)

Useful subject-related writing aids:

1. *A Dictionary of Sociology* (ed. by G. Duncan Mitchell)
2. *Dictionary of Sociology and Related Sciences* (ed. by Henry Pratt Fairchild et al.)
3. *The Penguin Dictionary of Sociology* (4th edition, ed. by Nicholas Abercrombie, Stephen Hill and Bryan S. Turner).
4. *Keywords: A Vocabulary of Culture and Society* (by Raymond Williams)
5. *The SAGE Dictionary of Cultural Studies* (ed. by Chris Baker)
6. *The New Fontana Dictionary of Modern Thought* (ed. by Alan Bullock and Stephen Trombley)
7. *The International Encyclopedia of the Social Sciences* (ed. by David L. Sills)
8. *An Anthropological Atlas* (by K.S. Singh)

9. *The Encyclopaedia Britannica*

10. Year Books

Numbers

Whole numbers from one through ninety-nine (as also when any of these is followed by hundred, thousand, million, etc.) are spelt out in ordinary text. For all other numbers, figures are used. This principle is applicable to both cardinal (three, fifty, 122, 150, etc.) and ordinal (third, fiftieth, 122nd, 150th, etc.) numbers.

At the beginning of a sentence any number that would ordinarily be set in figures is spelt out (e.g., Two hundred forty tourists, not 240 tourists; Forty-five per cent of the migrants, not 45 per cent of the migrants). If this is cumbersome the sentence has to be recast, as no sentence begins with a figure.

Physical quantities (age – 32 years old; century – 20th century; currency – Rs 23; distance – 40 km; electricity – 220 volts; percentage – 6 per cent; weight – 12.5 kg; period – 1990s, etc.) are expressed in figures, unless a sentence begins with a figure indicating a quantity.

In the text, the word ‘per cent’ is used, and in a table or parenthesis, the symbol ‘%’ is used.

Emphasis

A word, phrase, or sentence may be set in italics to emphasise it if the emphasis might otherwise be lost. Non-English and unconventional terms are to be italicised. Proper names, Indian words in common usage (e.g., darga, devi, guru, karma, sati, etc.), and well-known names of religious books or epics (e.g., Bhagavadgita, Bible, Guru Granth Sahib, Mahabharata, Ramayana, Quran, Talmud, Torah, Zend Avesta, etc.) are NOT italicised. Standard non-English citation abbreviations are also not italicised (Roman type is used). But, because of its peculiar use in quoted matter, it is advisable to retain italics for [*sic*]. Note: [*sic*] is not followed by a period and is always placed in brackets.

(Parentheses) and [Brackets]

Parentheses ‘(.....)’ are used to set off amplifying, explanatory, or digressive elements. If such an element has a direct logical relationship to the rest of the sentence, it is better to use commas.

Brackets ‘[.....]’ are used

1. to enclose editorial interpolations, corrections, explanations, or comments in quoted material,
2. to enclose the phonetic transcript of a word,
3. to enclose such phrases as ‘To be continued,’ ‘Continued from ...,’ etc., and
4. as parentheses within parentheses.

All punctuations, except the terminal punctuation (periods, question marks, and exclamation points) must be dropped before closing parenthesis/brackets.

Period (Full Stop)

1. A period is used to indicate the end of a declarative or an imperative sentence.
2. A period should be omitted at the end of a sentence that is included within another sentence.
3. A period is to be used after numerals or letters while enumerating items in a list.
4. A period is not used after heads or subheads, excepting in Level 3 (run-in side head).

Miscellaneous

In cross-references in the text, the convention for the use of the word ‘chapter’ is as follows:

‘In the next chapter ...’ (lowercase)

‘In Chapter 5 ...’ (capital)

In references to chapters in cited books, it is usual to make ‘chapter’ lower case in order to make a distinction from the above:

‘In chapter 3 of her *A New God in Diaspora*, Vineeta Sinha argues’

The word chapter must not be abbreviated in running text; it may be abbreviated (as ‘Ch.’ or ‘ch’, as the case may be) in footnotes/endnotes and bibliography/references.

6. Abbreviations

Standard Abbreviations

Several citation abbreviations are conventionally used in scholarly writing. Many of them are Latin (L.) in origin. The important ones are reproduced below in their standard form. For others, one may consult *Concise Oxford Dictionary*.

‘ca’ (L. *circa*; approximately) – used preceding a date or amount

‘cf.’ (L. *confer*; compare) – compare with [different from ‘c.f.’ (carried forward) in accounting]

‘e.g.’ (L. *exempli gratia*; ‘for the sake of example’) – for example

‘et al.’ (L. *et alii*) – and others

‘etc.’ or ‘etc.’ (L. *et cetera*; ‘and’ ‘the rest’) – and other similar things

‘et seq.’ (L. *et sequentes*) – and the following

‘f.’ – and following (plural ‘ff.’)

‘fv’ (L. *folio verso*), on the back of the page

‘ibid.’ (L. *ibidem*; in the same place) – in the same source (referring to a previously cited work)

‘idem’ (L.; the same) – used in citations to indicate an author or word that has just been mentioned

‘i.e.’ (L. *id est*; ‘that is’) – that is to say

‘inf.’ (L. *infra*) – below

‘loc. cit.’ (L. *loco citato*) – in the place cited

‘NB’ (L. *nota bene*) – take careful note

‘nd’ – no date

‘Np’ – no publisher; no place

‘op. cit.’ (L. *opere citato*) – in the work cited

‘p.’ – page (plural ‘pp.’)

‘passim’ (L. *passus, pandere*; scatter) – (of references) at various places throughout the text

‘pub.’ – publication, publisher, published by

‘quart.’ – quarterly

‘qv’ – (L. *quod vide*) – which see

‘repr.’ – reprint

‘rev.’ – review; revised, revision

‘sec.’ – section

‘ser.’ – series

‘*sic*’ (L.; ‘so, thus’) – used after a copied or quoted word to indicate that it is written exactly as it stands in the original.

‘sup.’ – (L. *supra*) – above

‘viz.’ (L. abbreviation of *videlicet* – *z* being a medieval L. symbol for *et*) – name; in other words

‘vol.’ – volume

Internet Abbreviations

email – electronic mail

Id. – identity

html – hyper text mark-up language

http – hyper text transport/transfer protocol

www – world wide web

Non-standard Abbreviations

The expanded form of an abbreviation must be given when first used, e.g., Indian Council of Social Sciences (ICSSR), Tata Institute of Social Sciences (TISS), University Grants Commission (UGC), etc.

Abbreviations must be written out in full when they form the first word in a sentence (or the sentence must be rearranged to avoid this problem).

As a general rule, periods (full stops) must be left out in abbreviations made up of capitals, e.g., UGC, not U.G.C.; USA, not U.S.A.

7. Tables

Tables offer a useful means of presenting large amounts of detailed information in small space. They contribute to clear, concise, and comparative presentation of data.

Tables may be used to present either primary data or secondary data. Tables based on secondary data must mention their 'source(s)' at the bottom of the table.

Types of Tables

There are two broad types of tables:

1. A *frequency table* describes the distribution of some characteristic(s) (see Appendix 8)
 - Sequence of entry: serial number, variable (category), frequency, and percentage.
 - Column-wise total is presented.

2. A *cross table* shows the relationship between variables (categories), that is, variations in a given category of responses (the dependent variable) with respect to some other category(ies) of responses (the independent variable) (see Appendix 9).
 - Position of variables: independent variable to the left (column) and dependent variable to the right (row).
 - Sequence of entry: As in frequency table.
 - Both row-wise and column-wise totals are presented, but only row-wise comparison yields statistically permissible results, though column-wise comparisons may sometime yield crucial/confirmatory insights.
 - Row-wise percentages are presented in parenthesis adjacent to the frequency; column-wise percentages are presented under the frequency.

More complicated tables (relating three variables), matrix, etc. can be prepared.

Table Numbers

Every table should be given a number (Arabic numeral) and should be cited in the text by that number, either directly, e.g., 'as seen in Table 4.1,' or parenthetically, e.g. '(see Table 4.1).' Tables should be referred to only by their serial numbers; expressions such as 'in the table below' and 'in the table above' must be avoided.

Tables are numbered in the order in which they are to appear in the text. Since tables are likely to appear in more than one chapter, tables can be assigned numbers as

follows: chapter number followed by a point followed by the table number, e.g., Table 4.1 refers to the first table in chapter 4.1.

Table should always follow a reference to it in the text. Table number (typed in Arabic numerals) and the title of the table (initial capital and no period at the end) must be placed on a line above the table. Tables may have footnotes.

8. Documentation: Referencing and Bibliography

The *author-date* system is the most economical and efficient system of documentation. Author's name and year of publication are given in the text, usually in parentheses, and keyed to a list of references, which is placed at the end of the dissertation/thesis or paper. This list is arranged alphabetically, and is called 'Bibliography' or 'References' or 'Bibliography and References.'

Referencing in the Text

(Madan 1972) – last name of the author and the year of publication with no punctuation mark in between. The citation is in parentheses.

Madan (1972) – name of the author is part of the running text and only the year of publication appears in parentheses.

(Madan 1972: 42) – last name of the author, the year of publication followed by a colon, and a specific page number).

(Madan 1972: 5–6); (Madan 1972: 125–32) (Madan 1972: 198–203) – last name of the author, the year of publication followed by a colon, and specific page numbers). The beginning and the ending pages are joined by an En-dash.

(Srinivas and Panini 1987) – two authors.

(Sundar, Deshpande and Uberoi 2000) – three authors.

(Pradhan et al. 2000) – more than two authors.

(Madan 1972, 1983, 1998) – one author and multiple works listed chronologically and separated by commas.

(Madan 1995a, 1995b) – one author and two works published in the same year suffixed with alphabets and separated by comma.

(Madan 1981; Dube 1983) – works of two separate authors, listed chronologically separated by a semicolon.

(Shirodkar nd) – the year of publication not known.

(Indian Council for Social Science Research 1998) – work published or sponsored by an institution and there is no author's name.

When more than one person with the same last name is cited (e.g., Khan, Rao, Singh, Smith, Young, etc.), it is advisable to give their initials (e.g., M. Khan and W. Khan; P. Rao and S. Rao; R. Singh and Y. Singh; V. Smith and W. Smith; K. Young and M. Young) or full first names, if the initials are also identical (e.g., Yogendra Singh and Yuvaraj Singh).

Secondary references to be cited as '(quoted in or cited in).'

All reference material (published, unpublished, recorded, microfilm, Internet, etc.) to be included in a comprehensive list called **References** or **Bibliography** or **References and Bibliography**.

Bibliography

Each item in a bibliography should begin flush left. If the item requires more than one line, run-over lines should be indented 0.3” (or equivalent) space (hanging indentation).

All bibliographic material must be typed single-spaced.

Author’s names in alphabetical list are typed last name first. If several works by the same author are listed, a long dash (four En-dashes with a period [—.—]) is used in place of the author’s name for each item following the first.

Capitalise the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions. Lowercase articles (*the, a, an*), co-ordinate conjunctions (*and, or, for, nor*), and prepositions, regardless of length, unless they are the first or the last words of the title or subtitle. Second element in a hyphenated compound word in a title should be capitalised only if it is a noun or a proper adjective or if it has equal force with the first element (e.g., Twentieth-Century, Non-Indian, City-State, etc.). The second element must not be capitalised if it is a participle modifying the first element or both elements constitute a single word (e.g., Konkani-speaking People, Large-sized Library, Re-establish, Self-sustaining Village, etc.).

Titles of books, journals, magazines, newspapers are italicised.

Items listed in the Bibliography/References must have the following details:

1. Book

- Full name of the author(s) (starting with the last name of the [first] author)
- Year of publication
- Complete title and subtitle (if any) of the book (in *italics*)
- Volume number, if any
- Editor, compiler, or translator, if any
- Series, if any, and volume or number in the series
- Edition, if not the original
- Number of volumes (if the entire multi-volume work is cited)
- Facts of publication: city where published and the name of the publisher
- Inclusive page number(s) of the chapter (if only a chapter is cited)

2. Paper/Article in a Journal/Periodical

- Full name of the author(s) (starting with the last name of the [first] author)
- Year of publication
- Complete title and subtitle (if any) of the paper/article
- Name of the journal/periodical (in *italics*)
- Volume and Issue numbers of the journal/periodical
- Inclusive (beginning and ending) page numbers of the paper/article

3. Newspaper

- Full name of the author(s) (starting with the last name of the [first] author) or the name of the news agency (Times News Network; Reuters, etc.)
- Year of publication
- Complete title and subtitle (if any) of the article/news item
- Full name of the newspaper
- Place of publication (edition)
- Date of publication (e.g., 8 January 2012)
- Page number(s) of the article/news item

4. Internet

- Full name of the author(s) or the agency
- Title of the paper
- Website Id. (e.g., <http://www.....html>)
- Date of posting
- Date of accession

5. Unpublished Material

- Title of document, if any, and date
- Folio number or other identification number
- Name of collection
- Depository and the city where it is located.

(for details on bibliography, see Appendix 10)

Bibliographies can also be generated by using an appropriate format in recent versions of word-processing programmes.

9. Miscellaneous

Epigraph

Epigraph is a relevant quotation at the beginning of a book or a paper. This is not part of the text (unless it is repeated in the text) and hence no referencing is necessary. Only the author's name and title of the work need be given on a line (set flush right) following the quotation (see Appendix 6).

Frontispiece

Frontispiece in illustration or photograph carried before the title page. This is not part of the text, but this may be explained in the Preface or Introduction (see Appendix 11).

Glossary

Glossary is an alphabetical list of words relating to a specific subject or language/dialect with short explanations. If such words are very few, the explanations can be given in parenthesis (or in an endnote/footnote) when the word appears first in the text.

Notes

If there are many items under 'notes' it is advisable to place them at the end of the chapter (hence called *endnotes*). If the number of items is very few, they could be placed in *footnotes*.

CIP: Library of Congress Cataloguing in Publication

ISBN: International Standard Book Number – a number assigned to each book by its publisher under a system set up by the R.R. Bowker Co. It uniquely identifies the book. E.g., 0-226-07522-2 (0 = published in English-speaking country, 226 = publisher UCP, 07522 the book - 2 check digit).

ISSN: International Standard Serial Number – A number assigned to serial publications either in book or journal form.

Recto – (L. on the right [*folio*] page): right hand page (always odd number).

Verso – (L. on the turned [*folio*] page): left hand page (always even number).

Appendix 1: Specimen title sheet – M.A. Dissertation

**NUTRITIONAL HEALTH STATUS
OF
TRIBAL CHILDREN**

(A Study in Thane District of Maharashtra)

Daksha C. Parmar

**A project report submitted in partial fulfilment of the requirements for
the Degree of Master of Arts in Development Studies**

**Centre for Development Studies
School of Social Sciences
Tata Institute of Social Sciences
Mumbai**

2008

Appendix 2: Specimen title sheet – M.Phil. Dissertation

**WOMEN VICTIMS OF ARMED CONFLICT:
A Study of Half-Widows in Jammu & Kashmir**

Soudiya Qutub

**A dissertation submitted in partial fulfilment of the requirements for
the Degree of Master of Philosophy in Social Sciences**

**School of Social Work
Tata Institute of Social Sciences
Mumbai**

2011

Appendix 3: Specimen title sheet – Ph.D. Thesis

SOCIAL CAPITAL AND BUSINESS VENTURE:

Entrepreneurship in the ICT Industry

Anirban Sengupta

**A dissertation submitted in fulfilment of the requirements for
the Degree of Doctor of Philosophy in Social Sciences**

**School of Social Sciences
Tata Institute of Social Sciences
Mumbai**

2009

Appendix 4: Specimen declaration**DECLARATION**

I, [full name of the student], hereby declare that this dissertation entitled '[full title of the dissertation]' is the outcome of my own study undertaken under the guidance of [title, full name, and designation of the guide], Centre, School of, Tata Institute of Social Sciences, Mumbai. It has not previously formed the basis for the award of any degree, diploma, or certificate of this Institute or of any other institute or university. I have duly acknowledged all the sources used by me in the preparation of this dissertation.

[Date, month, and year]

[Signature of the student]
[(Name of the student)]

Appendix 5: Specimen certificate**CERTIFICATE**

This is to certify that the dissertation entitled '[full title of the dissertation/thesis]' is the record of the original work done by [full name of the student] under my guidance and supervision. The results of the research presented in this dissertation/thesis have not previously formed the basis for the award of any degree, diploma, or certificate of this Institute or any other institute or university.

[Date, month, and year]

[Signature of the guide]
[(Name of the guide)]
[Designation]
[Centre and School]

Appendix 6: Specimen epigraph

. . . one has to admit that nationalism in both its historical expressions [liberating and expansionist] is dead today. But we can still say: 'Nationalism is dead, long live Nationalism,' for a new Nationalism like a new monarch has appeared. What is it like?

– Nirad Chaudhuri: *Three Horsemen of the New Apocalypse*

Appendix 7: Specimen table of contents

Contents

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1	Introduction	1
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Note:

(i) The table of contents is titled **Contents** and includes the title and beginning page number of each part of the dissertation/thesis covering the front matter, the text divisions (chapters) and the back matter.

(ii) The table of contents is followed by (1) the list of abbreviations (if there are many) (titled **Abbreviations**), (2) the list of illustrations (covering figures, charts, maps, and diagrams) (titled **Illustrations**), and (3) the list of tables (titled **Tables**). The titles of illustrations and tables may be shortened, if necessary.

Appendix 8: Specimen frequency tables

Table 4.3
Results of the 1967 Goa Assembly Elections

<i>Party</i>	<i>Candidates</i>	<i>Valid Votes</i>	<i>Percentage</i>	<i>Seats</i>
MGP	25	110,991	40.37	16
UGP	30	104,426	37.98	12
Others	171	59,504	21.65	2
Total	226	*274,921	65.71	30

Note: * out of 418,404

Source: *Assembly Elections Ready Reference* (1994: 28)

Table 2.6
Type of Schooling

<i>Type of School</i>	<i>Research scholars</i>	<i>Post-graduate students</i>	<i>Private medical college students</i>	<i>Government medical college students</i>	<i>Total</i>
'Public school'	6.8	3.0	42.7	9.6	14.5
English medium private school	40.9	50.0	40.0	77.6	56.7
English medium government school	15.9	15.0	1.3	8.0	9.6
Vernacular medium private school	15.9	17.0	13.3	3.2	11.1
Vernacular medium government school	20.5	15.0	2.7	1.6	8.1

Note: Only percentage distributions are given

Appendix 9: Specimen cross table

Table 4.1
Father's Educational Status Compared with Grandfather's Educational Status

<i>Grandfather</i>	<i>Father</i>			<i>Total</i>
	High educational status	Medium educational status	Poor educational status	
High educational status	53 (89.8) 40.2	6 (10.2) 8.8	–	59 25.5
Medium educational status	45 (71.4) 34.1	17 (27.0) 25.0	1 (1.6) 3.2	63 27.3
Poor educational status	34 (31.2) 25.7	45 (41.3) 66.2	30 (27.5) 96.8	109 47.2
Total	132 (57.2)	68 (29.4)	31 (13.4)	231

Note: Figures in parentheses refer to row-wise percentages; figures in the second row refer to column-wise percentages.

Appendix 10: Specimen bibliography/references

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Appendix 11: Specimen frontispiece

Appendix 9: Specimen frontispiece



Portrait of Abbe J. A. Dubois appearing in
Dubois' *Hindu Manners, Customs and Ceremonies*
edited by Henry K. Beauchamp (Third edition 1906)

Appendix 12: Specimen text

As a socio-cultural laboratory, the Trinidadians of Indian origin (or Indo-Trinidadians) in general, and the Trinidadian Hindus in particular, have been under scholarly focus for long (see Jain 1993: 76–80). Given the centrality of caste in India, scholars on ‘Hindu Trinidad’ have invariably examined the position of this institution after a century or so after the arrival of the first Indians on this island: Schwartz (1967b: 117) noticed ‘the failure of caste in Trinidad.’ Niehoff (1967: 162) found caste to be ‘functionally a matter of little concern in [the] Hindu community.’ Clarke (1967: 195, see also 1986: 89–97) observed that while ‘the caste system has broken down . . . some social, marital, and religious implications of caste persist.’ While caste has ‘dissolved as a functional form,’ Lowenthal (1972: 150) noted, it has ‘survived as an aspect of prejudice, a matter of style, an ingredient of personality.’ Based on these and similar conclusions, van der Veer and Vertovec (1991: 155) aver that ‘we have to give caste a much more limited place in our analysis of the ways in which [Caribbean] Hindu discourses and practices are socially organized.’

That caste *as then known in India* would disappear among the Hindus in Trinidad was, in fact, anticipated more than a century ago, even by the colonial administrators and missionaries. For instance, the Protector of Immigrants in Trinidad was

... confident that were immigration from India to cease now, fifty years from this would find but little trace of caste in the colony, or what might remain so changed that the ‘Brahmins’ of India would not be able to recognise it. [Caste would be a thing of the past] ... except perhaps among a few ‘Brahmins’ or ‘Chuttreys’ [*sic*] who might still cling to it (quoted in Comins 1893a: 38).

Based on broad categories of the background of emigrants to Trinidad between 1876 and 1917, compiled by the Protector of Emigrants in Calcutta (see Vertovec 1992: 96; Laurence 1994: 110–16; Ramesar 1994: 19–20), we find the following break up of religion and caste groups: of the 91,691 emigrants, 78,772 (85.9%) were Hindus, 12,851 (14.0%) were Muslims, and 68 (0.1%) were Christians. Of the 78,772 Hindu emigrants, 13,242 (16.8%) were of ‘Brahman castes,’ 5,988 (7.60%) were of ‘Artisan castes,’ 27,680 (35.1%) were of ‘Agricultural castes,’ and 31,862 (40.5%) were of ‘Low castes.’

Similarly, Sumintra Maharaj, who was India born and whose parents were assigned to the St.Lucea estate in the early 20th century, recalled that “‘My mother never go to wuck [*sic*] [on the field]. She used to dry cocoa, never go to wuck”” (Seesaran 1994: 188).