STYLE GUIDE FOR RESEARCH/POLICY PAPERS

The updated norms are based on the UGC Guidelines
[Letter No. – D.O.No.F.1-18/2010 (CPP-II), Dated- 6th August 2018 (www.ugc.ac.in.)].
Below are the details:

1. Use MS Word **12-point Times New Roman** font for main text.

2. **Headings/Subheadings**: Use **Bold**. **Capitalise First Letter of Each Word**, except for Articles (a, an, the); short Prepositions (in, on, at…); and Conjunctions (and, for…).

3. **Alignment: Left**.

4. **Spacing**: **Space After: 2** | **Line Spacing: 1.5** | **Margins: 1 inch** on top, bottom and both sides.

5. **References & In-text Citations**: **APA style** https://apastyle.apa.org/ 5a. Mention **SOURCES/ATTRIBUTIONS** in the **REFERENCES** section in the end, with IN-TEXT CITATIONS in APA style wherever required.

6. Avoid **unnecessary/excessive formatting**.

7. Use **Graphs/Tables/Charts/Diagrams** containing data in EDITABLE format in MS Word (**Pictures** may be used as they are).

8. Tables may be submitted in MS Excel or MS Word. All figures should have a minimum resolution of 300 dpi, 1,500 pixels, minimum width 4 inches, and their format should be TIFF or JPEG. Do not provide excessive formatting for tables and figures. Due permissions should be taken for copyright protected photographs/images.

9. Use **British**spellings throughout ('labour' instead of 'labor', 'centre' instead of 'center'; 's' instead of 'z' in '-ise' and '-isation' words).

10. Use **double quotes** throughout, and **single quotes** within double quotes for quotes within quotes. Spellings of words in quotations need not be changed.

11. **Spell out numbers from one to nine** and **use figures for numbers 10 and above**. However, for **exact measurements** use only figures (3 km, 9 per cent…). Also, spell out numbers when starting a sentence. (E.g., Nine/Ten/Eleven respondents said they never visited a primary health centre).

12. For **Abbreviations/Acronyms/Contractions**, provide expansion in brackets in the FIRST INSTANCE an acronym is used in the text.

13. **Dashes:** Use the longer **M dash** (—) (Alt + Ctrl + Num -) to indicate break in sentence and wherever it is used instead of commas for parentheses (E.g., The study highlighted the problems faced by company employees — many of them from middle class backgrounds — and possible interventions for their wellbeing). Use the midsize **N dash** (–) (Ctrl + Num -) to show number ranges and dates (E.g., 2–10, pages 18–22; 2023–2025; 3–5pm). Use the shorter **hyphen** (-) for compound adjectives (data-driven, home-bred…).

Levels of Plagiarism
- Level 0: Up to 10% similarity - No penalty
- Level 1: Above 10% to 40% similarity
- Level 2: Above 40% to 60% similarity

Penalties for Plagiarism
- Level 0: Minor similarities, no liability
- Level 1: Author required to re-submit a revised version within one month
- Level 2: Research Paper will be rejected