

New Horizons Style Sheet

We predominantly follow the Harvard System for *New Horizons*

In-text citations

- (Greene, 1940: 4-7).
- The parenthetical reference should be at the end of a sentence rather than being placed in the middle.
- If the author's name forms part of a sentence, it must not be repeated in the reference:
"Chomsky claims that the United States has become a 'rogue state' by staging coups in Vietnam, Chile, Iran, Iraq and several other countries (2000: 30)."
- Summarizing the entire gist:
(Smith1997)or Smith (1997) wrote that...
- If the author cited has published two or more titles in the same year, these should be labeled as 1993a, 1993b, etc.
- If two writers are involved, write both the names:
(Drèze and Sen, 2013: 69)
- If three authors are involved in any one reference, use all author names on the first occasion:
(Phillips, Fitzgerald and Conrad, 1977), but subsequently shorten to (Phillips et al., 1977).
- If four or more authors are cited, they will be listed in the et al. form at the first occurrence.
(Cooper et al., 1996)
- Where several references are cited together in the text:
 - use a semi-colon to separate
 - arrange them in the chronological or alphabetical order, maintaining only one system throughout

e.g. alphabetically: (Collins 1960; Smith1958)
 chronologically: (Smith 1958; Collins 1960)

Works Cited/Reference List

- *Book with one author*
Greene, G. (1940) *The power and glory*, London: Vintage.
- *Book with two authors*
Drèze, J. and Sen, A. (2013) *An uncertain glory: India and its contradictions*, London: Penguin.
- *Book with three or more authors*
Ashcroft, B., Griffiths G. and Tiffin H. (1989) *The empire writes back: Theory and practice in post-colonial literatures*, London and New York: Routledge.
- *Book by the same author in the same year*
Napier, A. (1993a) *Fatal storm*, Sydney: Allen and Unwin.
Napier, A. (1993b) *Survival at sea*, Sydney: Allen and Unwin.
- *Book with an editor*
Benería, L. and Feldman, S. (ed.) (1992) *Unequal burden: Economic crises, persistent poverty, and women's work*, Boulder: Westview Press.
- *Chapters in an edited book*
Buscombe, E. (1985) 'Sound and color', in Nichols, B (ed.) *Movies and Methods: An Anthology*, Vol. 2, Calcutta: Seagull Books, pp.83-92

Byrne, J. (1995) 'Disabilities in tertiary education', in Rowan, L. and McNamee, J. (ed.) *Voices of a Margin*, Rockhampton: CQU Press.
- *Book – second or later edition*
Horowitz, P. and Hill, W. (1989) *The art of electronics*, 2nd edition, Cambridge [England]: Cambridge University Press, 2nd ed. (1989).
- *Article in a journal (print)*
Muller, V. (1994) 'Trapped in the body: Transsexualism, the law, sexual identity', *The Australian Feminist Law Journal*, vol.3, no. 2, August, pp. 103-107.
- *Article in a journal (electronic/web based reference)*
Liveris, A.(2011) 'Ethics as a strategy', *Leadership Excellence*, [Online], vol. 28, no. 2, pp.17-18. Available: ProQuest [23 June 2011].

Gilliver,K. (2007) 'Display in Roman warfare: The appearance of armies and individuals on the battlefield', *War in History*, [Online], vol. 14, no. 1, pp. 1-21. Available at: <http://wih.sagepub.com/content/14/1> [3 September 2008]

- The entire text will be spaced 1.5. The body of the paper, including notes and works cited will be in Times New Roman Font and size 12.
- Margin of 1 inch (Top, Bottom, Left and Right).
- Works Cited / Reference list should be in alphabetical order.
- Extra information in the form of notes or subscripts should be given at the end of the paper before Works Cited and not as footnotes.
- Titles of books should be italicized, not underlined.
- Do not use italics for poem titles, article titles, chapter titles, essays and song titles. They should be enclosed in single quote marks.
- URL/Website addresses should not be underlined.
- Quotations to be placed in double quotations marks. Quotation within a quotation to be placed within single quotes.
- Citation for indented quotations (roughly any quote five or more lines long) should be placed after the final punctuation, with no quotation marks around the indented quote. Indented quotes should be in Times New Roman, Font size 10 with a space before and after to mark difference from the main body of the paper. Allow the margins of the indented quotes to match with the margins of the main text. Indented quotes will also be spaced 1.5.
- Authors will make sure that citations mentioned in the main text are included in the “Works Cited”.
- To help expedite the review and editing process, all authors must conduct a full spelling and grammar check before submission.
- **Languages, Social Sciences, and Commerce**

Length of the paper: 2500-5000 words

(The length of the submissions may fall outside the mentioned word limit, if there is worthy cause for it.)

Title of the paper must be associated with Complete Affiliation of all the authors. Papers must be accompanied with a 150-300 word abstract, a 50 word bio-note of the author and a certificate declaring that the work is an original piece of unpublished work.

- **Science Streams (Physics, Chemistry, Zoology, Botany, MFT, Computer Sciences and Psychology)**

All papers must include a short abstract that summarises the content of the article and a 50 word bio-note of the author. Title of the paper must be associated with Complete Affiliation of all the authors. Papers should be written in suitable sub-headings like Introduction, Methodology, Result and Discussion, Conclusion etc. Other than the full papers, short research communications/Reviews are also invited.

Papers must be accompanied with a certificate declaring that the work is an original piece of unpublished research. Certificate regarding all ethical issues also should be attached.

- Submissions to be sent online to newhorizonsmcm@gmail.com