<u>**Style sheet for Research Students**</u>
(Department of Politics and Public Administration University of Pune)
2010-2011

Research students submitting their research work to this department are expected to follow the referencing style elaborated below.

1. When reference or citation is given, the 'in-text' method should be adopted.
   For instance: Kothari draws a distinction between dominant caste and 'entrenched caste' (Kothari; 1970: 24): surname of author, year of publication and page number. Full bibliographical details should be mentioned in alphabetical order at the end of the research work.

2. Full bibliographical reference would be in the following manner: Author, Year of publication, Title of the work, Place of publication, and Publisher. For instance: Kothari Rajni, 1970, *Politics in India,* New Delhi, Orient Longman.

3. When reference is made to an article from a journal, the following information should be provided in the bibliography: the title of the article (not to be italicized), the name of the journal (to be italicised), volume number, issue number, and page numbers of the article.

4. If reference is made to an article in an edited volume, the relevant information should be provided in the following order: Cohen G. A., 'Facts and Principles' in Thomas Christiano and John Christman (ed.) *Contemporary Debates in Political Philosophy*, Malden, Wiley-Blackwell, pp. 23-40.

5. If author / researcher wishes to give some further elaboration on a point, this may be done by way of 'Notes' to be appended at the end of each chapter. These may be arranged serially in each chapter. Thus, notes in each chapter will begin with 1. Note number may be mentioned in the text by way of superscript.

6. Whenever a reference is made to a periodical – newspaper, weekly, etc. – the date and place of publication of the particular edition must be mentioned: *The Indian Express,* Mumbai, 17 October 1998.

7. When a quotation is given, it should be clearly demarcated by double quotation marks at the beginning and at the end of quotation. For instance: "From our perspective, globalization is synonymous with westernization. This narrow view is nothing new." (Breman, 2001: 4261).

8. When the research work is in English, all reference works whether in English or other languages, should be arranged alphabetically in English and the titles of non-English works should be given in Roman script.

9. When the research work is in Marathi, references to works in Marathi should be given in Deonagari script by arranging the bibliography as per Marathi alphabetical order. English and other non -Marathi references should be given separately in English.

10. All references to periodicals, government publications, etc. should be integrated in the rest of the bibliography and need not be listed separately. But if the work heavily relies on government publications, these may be listed separately as primary sources.

11. All references to interviews taken by the researcher may be integrated in the rest of the bibliography. But if the work uses many interviews, the list of interviewees can be given separately in alphabetical order. The name of the interviewee should be mentioned first, followed by the term 'Interview' and the date of interview. The 'in-text' reference would be (Name; Interview: Date).