

## INCAA REFERENCE MANUAL

INCAA follows a particular reference style in its publication. It is for formatting the text and citing reference in it.

### Text arrangement

The submission should be accompanied by a **cover letter**. It would clearly mention that the paper is original, not submitted anywhere for publication and not published before. It will also give details about the contributions of the co-authors if the paper has more than one author. It should contain a brief explanation of what was previously known, the conceptual advance provided by the findings, and the significance of the findings to a broad readership. The cover letter may contain suggestions for appropriate reviewers and up to three requests for reviewer exclusions. The cover letter is confidential to the editors and will not be available to reviewers.

**Title page** should contain following information: Title (not more than 3 lines in 12pt bold [10 characters] or 14pt bold[8 characters] including spaces ), Short title to be used as running head, Author(s) affiliation (department(s) or subunit(s), institution, city, state or region, zip code or postal code, country, E-mail, Telephone numbers with country code), Corresponding Authors should be marked with ‘\*’(asterisks).

**Abstract** should consist of a single paragraph of 200-300 words. It should clearly convey the conceptual advance and significance of the work to a broad readership. In particular, the Abstract should contain a brief background of the question, a description of the results without extensive experimental detail, and a brief summarization of the significance of the findings. References should not be cited in the Abstract. It should contain 6-10 key words.

The main paper/article should be within 5000-7000 words i.e 10 -14 pages as per the extant norm of the journal app. 550 words per page. It is to be formatted in 12pts normal Times New Roman (TNR) font with single spacing in soft copy submission or double spacing in hard copy ( two sets). It should conform to the following guideline while arranging the main article:

The paper should have the sectional divisions ( may not always be as heading or sub heading) : Introduction, Materials / Methods/ Literature reviews, Result , Discussion , Acknowledgements, Endnotes, References.

Subheading should be in 12pt bold in TNR and left aligned. Second subheading should be 12pt italics in TNR and left inclined. Each Heading should have double spacing with preceding paragraph and single spacing with succeeding one. In case of Subheading there will be single spacing with preceding paragraph and single spacing with succeeding one.

Formatting should be justified always.

Endnotes should be marked by superscript in the main text and listed at the end of the paper before references.

In- text reference should be mentioned either as ‘Bose (1953)’ or ‘(Bose,1953)’. In case of quoted text page number is to be given as ‘(Bose.: 1953:65)’.

In case of vernacular text quoted it should be in Romanization / IPA. Its meaning should be given in a paragraph following the text. All quoted text including English should be given in one point down in double spacing in all the four sides.

All vernacular words should be italicized with appropriate meaning explained in the text or adjacent parenthesis. For names proper noun (river, book etc. ), caste/ varna/community name , the first word is to be in capital followed by lower case.

Use single quotation mark for words not more than a sentence. Text quotation is to be placed separately if it is more than one sentence in 1point down with single space in all sides.

## Reference style

### **Book**

#### **One author**

Sarana, Gopal 2008 *Explorations in Method and Theory in Anthropology*. Jaipur: Rawat Publications.

#### **Two or more authors**

Behura , N .K and Nilakantha Panigrahi 2006 *Tribals and the Indian Constitution*. Jaipur: Rawat Publications.

For four or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by *et al.* (“and others”):

#### **Editor, translator, or compiler instead of author**

Lattimore, Richmond (Translator)1951 *The Iliad of Homer*. Chicago : University of Chicago Press.

Danda , Ajit K and Rajat K. Das (Editors ) 2012 *Alternative Voices of Anthropology*. Kolkata: Indian Anthropological Society.

#### **Editor, translator, or compiler in addition to author**

Barthes, Roland 2009 *Mythologies*. (Selected and Translated by Annette Lavers.) London: Vintage Books

Radhakrishnana, S (Translators and notes)1970 *The Bhagavadgita*. Bombay: Blackie& Sons.

#### **Chapter or other part of a book**

Choi, Hyup 2012 Korean Anthropology in Historical Perspective. In *Alternative Voices of Anthropology*. Edited by Ajit K Danda , and Rajat K. Das. Kolkata: Indian Anthropological Society. Pp.117-135

#### **Books in vernacular language**

Devi, Mahasweta 1418B ( 2011) *Aranyer Adhikar* ( Right of the Forest). Kolkata: Karuna Prakashani.[Bengali]

#### **Book published electronically**

Kurland, Philip B., and Ralph Lerner, eds. 1987, *The Founders' Constitution*. Chicago : University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>.

#### **Journal article**

##### **Article in a print journal**

Kar, R.K 2012 The Concept of Culture vis-à-vis Cultural System. *Journal of Indian Anthropological Society* 47(2): 117-127

**Article in an online journal**

Kossinets, Gueorgi, and Duncan J. Watts 2009 Origins of Homophily in an Evolving Social Network . *American Journal of Sociology* 115: 405–50. Accessed February 28, 2010. Doi : 10.1086/599247.

**Article in a newspaper or popular magazine**

Mendelsohn, Daniel. 2010 “But Enough about Me,” *New Yorker*. January 25.

Stolberg, Sheryl Gay, and Robert Pear. 2010. “Wary Centrists Posing Challenge in Health Care Vote,” *New York Times*. February 27. Accessed February 28, 2010.  
<http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

Bandyopadhyay , Sumahan 2011 ‘Hul Maha : Asamapta Andoloner Shapath Diwas’ (Rebellion Day: Promise on the Day of an Unending Revolution) ,*Akdin*, July 1,Page 4 [Bengali]

**Book review**

Ray , Subha 2009 *Morphology of Primates and Human Evolution* By Professor R.P. Srivastava. *Journal of Indian Anthropological Society* 44(2): 250-252

**Thesis or dissertation**

Keot, Baijayanta 2007 *Folklore and Nationalism with special Reference to Assam*. Ph. D. thesis submitted to Department of Cultural Studies, Tezpur University, Assam.

**Paper presented at a meeting or conference**

Adelman, Rachel 2009 “ ‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition,” Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24.  
(Adelman : 2009)

**Website**

Please cite the website link as http address along with date of accession.

American Anthropological Association 1998 *Code of Ethics of the American Anthropological Association*. <http://www.aaanet.org/committees/ethics/ethcode.htm>  
(03/11/2012)

McCutcheon, W. A 1983 Industrial Archaeology: A Case Study in Northern Ireland, *World Archaeology*. 15(2): 161-172 <http://www.jstor.org/stable/124649>( 23/02/2012)

**Personal communication**

Personal communication will come as end note and it will be superscripted in the text.

**Figures**

For each figure in your article, please ensure that high resolution digital files are uploaded individually. Photographs,

Color figures should be created at a resolution of 300 dpi, while grayscale figures should be at 500 dpi in JPEG (.jpg) – maximum quality, TIF or EPS files. No change is needed in other instruction.

Place for insertions of table and photographs etc. should be clearly marked by double asterisks (\*\*) with superscript in the text with minimum descriptive title and accordingly arranged in the separate pages to be sent with the paper.

- a) Use single quotation mark for words not more than a sentence, text quotation is to place separately if it is more than one sentence in pt-down but not in double quote.
- b) For names, proper noun (river, book etc), caste / *varna* , community name first word is to be in capital followed by lower case.
- c) Follow either British or American style, do not mix them.