



Centre for Aerospace Power and Strategic Studies

PUBLICATIONS GUIDELINES FOR IN FOCUS, ISSUE BRIEF, EXPERT VIEW

1. In Text Citations.

1.1 Following will be followed i.r.o **In-Text Citations**: -

1.2.1 For all forms of online articles/papers (Writings which are not published in physical form) “**In-Text hyperlinked citations**” will be followed.

1.2.2 In Focus, Issue Brief, Expert View, are to have “In-Text hyperlinked citations”.

1.2.3 There will be No more endnotes for above listed-publications. For these publications endnotes will be used only when the cited source is not available online.

2. Use of Endnotes.

1.2 Following will be followed i.r.o use of **Endnotes**: -

1.3.1 All articles in our Journals (APJ, D&D, BY, ADR) will have ® have End-notes.

1.3.2 Monographs, books, book chapters, will continue to have endnotes.

1.3.3 Occasional Papers will have ® have End-notes.

1.3.4 Thematic / Knowledge Series articles will have (R) have End-notes.

3. ‘Introduction’ Brief and the Photograph/Image

1.3 The author of an article/paper will be responsible to give the following: -

1.3.1 Mandatorily give a 3-4 lines brief write-up along with the article/ paper as an ‘Introduction’ to the article/paper he/she has offered for publication. This ‘Introduction’ brief will be used to introduce the article/paper on CAPSS’s webpage and social media accounts.

1.3.2 Mandatorily give a photograph/image along with the article/ paper for the article/paper he/she is offering for publication. The photograph/image should be representing the theme of the article/paper. The author is to ensure that the chosen photograph/image does not infringe any copy-right issue.

- 1.3.3 The 'Introduction' brief and the photograph/image will Not (R) Not be provided either by the Centre or by person who is uploading the article/paper on internet.
- 1.3.4 Non-provisioning of 'Introduction' brief &/or the photograph/image will only delay the uploading of the article /paper.

4. Prescribed Format

- 1.4 The CAPSS Publication guidelines must be followed by the author while working on their article.
 - 1.4.1 Articles not conforming to the prescribed format will not be accepted.
 - 1.4.2 Any issues or discrepancies concerning citation style should be resolved directly between the copy editor and the author during the copy-editing process.
 - 1.4.3 Before the final draft is sent for formatting, the author has to thoroughly check and if required correct all issues or discrepancies in citations and references. The author must ensure that there is no outstanding errors or inconsistencies at this stage.
 - 1.4.4 Formatting of the article/ paper will be undertaken only when all issues (if any) iro citations and references have been taken care off by the author.

Plagiarism: Plagiarism refers to the appropriation of another's ideas, information, language, or writing as one's own without proper citation of the source. Plagiarism is a serious academic offence. Research Scholars are expected to adhere to the research norms, follow ethical research methodology, and refrain from plagiarism. The accepted standard for plagiarism similarity at CAPSS is < 10 per cent and AI detection <30 per cent.

Text Formatting: The main text is to be in Times New Roman font, size 12, with 1.5-line spacing. The citation text is in Times New Roman font, size 10, with 1-line spacing.

Date Format: Month (in words) Date (DD), Year (YYYY) Example: September 20, 2025

Language: Use Indian (British) spellings except in direct quotations, proper names and source titles. Example: "U.S. Department of Defense" and "U.S. Department of Labor".

Keywords: Provide a maximum of five keywords, and ensure that they are used at least twice in the core text.

Percentage: Use "per cent" when denoting the percentage of something. Example: It was found that over 38 per cent of the night-shift nurses at the Hospital were sleep-deprived.

Numerals: Numbers under 10 need to be spelt out, except for units of measurement, time, or money. Example: Three jets, 2 cm.

Currency: Use alphabetical currency codes to determine the amount in the text. Example: USD 32,000, JPY 1,000.

Spacing: Use one space after a colon or period (full stop).

Abbreviations/Acronyms: All abbreviations/acronyms are to be expanded at the first instance of their usage in the text. At a later stage, only the abbreviations/acronyms can be used. Example: The United States of America (USA) elected Donald Trump as the new President on January 20, 2025. He is the 47th President of the USA.

Single Quotation: Use single quotation ('...') to highlight or to emphasise certain part of a sentence. Example: 'The passing crowd' is a phrase coined in the spirit of indifference. Yet, to a man of what Plato calls 'universal sympathies' and even to the plain, ordinary denizens of this world, what can be more interesting than those who constitute 'the passing crowd'?

Single quotes can also be used within a quotation. Example: "When I say 'immediately,' I mean some time before August", said the manager.

Italics: Use *italics* to show emphasis of certain colloquial words or words used from a different language. This is also used to show the difference between standard language and the word used. Example: *Jugaad* is a colloquial Hindi-Urdu word that can mean an innovative fix or a simple workaround, used for solutions that bend rules, or a resource that can be used as such, or a person who can solve a complicated issue.

Paragraph Indentation: Always use a tab, not the spacebar, for paragraph indents. Do not indent the first line of the paragraph under a subheading. Subsequent paragraphs in a section should have their first line indented.

Vertical Lists (Paragraph Numbers/Bullets): Always use a tab, not the spacebar, for paragraph indents.

Do not indent the first line of the paragraph under a subheading. Subsequent paragraphs in a section should have their first line indented. Using Paragraph numbers/bullets helps the reader understand key points within sections, paragraphs, and sentences.

Numbers/Bullets: In Vertical Lists, elements are preceded by Arabic numerals/Bullets followed by a full stop. The run-over lines are aligned with the first word following the Number/Bullet.

Capitalisation: Do not capitalise the first letter of each numbered/bulleted item in a list unless each entry in it is a complete and independent sentence and ends with a colon or full stop.

Example:

The statistics reveal the following:

- The students were served through Reading Recovery.
- They received the full series of lessons during the entire session.
- They successfully met the criteria.

Semi-Colons/Full Stop: In a vertical list that completes a sentence, which had begun with an introductory element and consists of phrases or sentences, with internal punctuation, semicolons are to be used between the bulleted points, and a full stop is to follow the final item.

Example:

Reporting for the Development Committee, Jobson reported that:

- a fundraising campaign director was being sought;
- the salary for this director, about USD 50,000 a year, would be paid out of campaign funds; and
- the fundraising campaign would be launched in the spring of 2005.

Subdivision of Number List: Where points in a numbered list are subdivided, both numerals and letters are to be used.

Example:

Applicants will be tested for their skills in the following areas:

1. Punctuation
 - a. Using commas appropriately
 - b. Deleting unnecessary quotation marks
 - c. Distinguishing colons from semicolons
2. Spelling
 - a. Using a dictionary appropriately
 - b. Recognising homonyms
 - c. Hyphenating correctly

In the example above, kindly note that the numerals and letters denoting the levels are set off by a full stop.

Hyphen, En Dash & Em Dash: A Hyphen (-) is used to join words which are intimately related or function together as a single concept. It is used after some prefixes or between two countries related to a single issue. There is no space on either side of the Hyphen. Example:

- Toll-free call; two-third, Sub-editor, co-operative, pre-1997, post reformist, neo-classical.
- India-Russia relations refer to the bilateral relations between the Republic of India and the Russian Federation.

An En Dash (–) is used to express a range of numbers, ratios and relationships. It is used for explaining the previous argument or is an extension of the previous argument. The En Dash connects things that are related to each other by a distance. Example, Jan–Jun issue of a journal (Feb, Mar, Apr & May are also included in this range). There is no space on either side of the En Dash. (Insert Symbols and select En Dash or press option and dash key simultaneously on Mac). Example: July 9–August 17; pp.37–59; Apr–Jun.

The Em Dash (—) is used for the following:

- To create a strong break in the structure of a sentence.
- Dashes can be used in pairs like parentheses—that is, to enclose a word, or a phrase, or a clause—or they can be used alone to detach one end of a sentence from the main body.
- An Em Dash does not have any space before or after; dashes are useful in sentences that are long and complex or in those that have a number of commas within them.

Example: Upon discovering the errors—all 124 of them—the publisher immediately recalled the books.

Tables: General explanatory/useful information is placed as a “note” at the bottom of the table (definitions of abbreviations used, etc.). This note is not numbered. It is simply labelled “note”. The word “note” is singular, even when there are multiple pieces of information in the same note.

Illustrations (Figures, Graphs, Maps, Photographs, etc.):

Title/Captions

- Use Times New Roman font, Size 12, Title Case, left-aligned, and appear below the inserted Illustrations (Figures/Images/Charts/Graphs, etc.).
- Use Arabic numerals for illustrations: “Figure 12.” “Figure 10.7.”. An illustration number is to be separated from the caption by a space.
- Where a figure consists of several parts, the parts may carry letters (A, B, C, etc.); a single caption, keying the letters to the parts, suffices.

- Each illustration carries the number of the chapter followed by the illustration number, usually separated by a period.

Example: Use of Top/ Bottom/Left/ Right/Above/ Below/Left to Right, Clockwise from left or inset in Graph Captions, Figure 3. Detailed stratigraphy and geochronology of the Dubawnt Super group. Figure 9.6. (Figure 9.6. indicates the sixth figure in chapter 9).

Italicise such terms as *top*, *bottom*, *left*, *right*, *above*, *below*, *left to right*, *clockwise from left*, or *inset* to identify elements within a single illustration or parts of a composite or in print publications, an illustration that does not appear on the same page as the caption. If the term precedes the element it identifies, it is to be followed by a comma or, if a list follows, a colon.

Example: Figure 4. *Above left*, William Livingston; *above right*, Henry Brockholst Livingston; *below left*, John Jay; *below right*, Sarah Livingston Jay.

Figure 2. Schematic block diagram showing the upper plate (*top*) and the lower plate (*bottom*) of the Battle Lake thrust-tear fault system.

If the various parts of a figure have been assigned letters, these are used in a similar way, usually *italicised*. Likewise, descriptive terms used to identify parts of a figure are italicised.

Example: Figure 3. DNA sequence from a small region within the PC gene, showing the Gâ†’T transition at nucleotide 2229. The partial sequence of intron 13 is also shown. *A*, wild-type sequence; *B*, sequence from a PC-deficient Micmac.

Brackets:

Round Bracket

Parentheses () are also known as Round Brackets in American English. To insert additional information with one space between the word to beginning of the bracket(s).

Example: The NTRO (the nodal agency for combating cyber threats) identified Flame as a potential threat.

Abbreviations/Acronyms

For Abbreviations/Acronyms with one space between the word to beginning of the bracket(s).

Example: The Indian Space Research Organisation (ISRO) achieved another milestone by successfully securing the new prototype.

Plural Word

To indicate a plural word without any space between the word to beginning of the bracket(s).

Example: Please write the name(s) of your guest(s) in the section below.

Square Brackets:

Brackets are also known as Square brackets in American English. They are used to add information that explains the text they follows.

Example: It [electricity] is really just organised lightning.

Replace Text

Often, square brackets are used to replace text in a quote to make the quote clearer for the reader.

Example: Cooper said that “from the moment [he] leave[s] [his] house or hotel room, the public owns [him].”

IB Referencing Format

Content that MUST be in *Italics*

- Name of the Journal
- Name of Online News Outlet
- Newspaper
- Name of the Book

Content that should NOT be in *Italics*

- Government Institutions
- International Bodies
- News Channel
- Institutes
- Organisations