



Centre for Air Power Studies

SOP FOR RESEARCH

Jun 2015



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***Disclaimer:** The contents of this document were prepared from various sources. Please note that this CAPS SOP for Research is exclusively meant for the use by CAPS scholars only. External circulation is to be avoided.*

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CAPS Mandate

Centre for Air Power Studies (CAPS) was established in 2001 as an autonomous defence research and analysis body for studies, research and focused analyses of issues related to national security, defence and aerospace issues in the evolving strategic and international security environment. Its objective is to facilitate greater understanding of these issues amongst the Armed Forces, the public and also improve policy generation and decision-making through research in such vital fields.

Citation and Plagiarism

Citation: The key to effective citation is to give the reader enough information to locate the sources in a clear and consistent manner. The purpose of citation is to indicate clearly the sources from which a research scholar has drawn:

- factual information or data;
- quotation, ideas, interpretations, analyses or conclusions even if summarised or paraphrased in one's own language;
- distinctive structure, style or method of argumentation;

Plagiarism: Plagiarism refers to appropriation of another's ideas, information, language, or writing as one's own without proper citation of the original 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.



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SECTION I: RESEARCH PROPOSAL

Every research scholar at CAPS is required to pursue a research project on an area relevant to the scope of the Centre. For this purpose, the scholar is to submit a research proposal. A scholar is expected to have a good comprehension of the existing literature in the chosen field of research. The proposal is to be prepared on A4 size papers with Times New Roman font, size 12 and 1.5 line spacing. The proposal is to follow the following structure:

1. Background

The scholar is to briefly posit the broad context of the research problem.

2. Definition, Rationale and Scope of the Study

Based on an extensive literature survey, the scholar must define the research puzzle/question that is proposed to be addressed and explain the rationale and scope of the study.

3. Research Problem/Question and Hypothesis

Present a clear statement of the research problem. This is to be followed by a crisp and cogent statement of the research hypothesis.

4. Research Methodology

This section contains a description of how the scholar intends to answer the research question(s). A rigorous exposition of the research methods is to be employed. The scholar is expected to mention the sources of data and information required for the study.

5. Tentative Chapters and Timeline

The research scholar is to give a list of chapter headings with a brief description (about 2-3 lines) of the content of each chapter along with a tentative timeline for submission of each chapter.



6. Bibliography:

All references (primary or secondary) are to be listed alphabetically. The asterisk mark (*) is to be used at the beginning on the left side of the primary sources as and when they appear in the list for differentiation from other sources.



SECTION II: MANUSCRIPT FORMAT

Text Formatting

The main text is to be in Times New Roman Font Style, font size 12 with 1.5 line spacing.

Page Numbering	Arabic numerals are to be used for page numbering. Page numbers are to be placed three quarters of an inch from bottom edge of the paper centered between the margins.
-----------------------	--

Date	Format
-------------	---------------

Month (in words) Date (DD), Year (YYYY)

Example:

September 26, 2013

Online Sources

In case of online sources, the date on which the article/news item was accessed is to be written in the end.

Example

accessed on January 21, 2011

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”.

Numerals	Numbers, Units of Measurement, Time or Money
-----------------	---

Numbers under 10 are to be spelt out, except for units of measurement, time or money, which are always expressed in figures.

Example:

five homes, \$7, 4 hours, 3 cm.

Percentages

For percentages, under 10, both the number and word “percent” are spelled out.



Percentages of 10 or more, except at the beginning of a sentence are written in figures. Roman numerals are to be avoided.

Example:

12 percent, five percent, Seventy percent of the earth is covered with water.

Slash Slash is used with fractions, between lines of quoted poetry, in Internet addresses (URLs), to signify "or" or "and/or", with dates (informal) and in abbreviations, There is no space on either side of the slash.

Example:

- "1991/92" (instead of an En Dash)
- "6/1/11"
- "\$7/hour" (instead of "per")

Spacing Use one space after a colon or period (full stop).
If you write 5'2", there's no space after the symbol for feet

And so on (...) Three dots are used to indicate some portion of text, which is omitted in between while quoting some text.

Example:

“The difference between what we do and what we are capable... most of the world’s problems.”

Four dots are used to indicate some portion of text omitted at the end of quoted text. Three dots denote ‘and so on’ and the last dot as full stop.

Example:

“The difference between what we do and what we are capable of doing would suffice most....”

Abbreviations/ Acronyms All abbreviations/acronyms are to be expanded at the first instance of their usage in the text. At later stage, only the abbreviations/acronyms can be used.

Example:

The North Atlantic Treaty Organization (NATO) also called the North Atlantic Alliance, is an intergovernmental military alliance based on the North Atlantic Treaty which was signed on April 04, 1949. NATO’s headquarters are in Brussels, Belgium.



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)

Using Paragraph numbers/Bullets help the reader understand key points within sections, paragraphs, and sentences.

Numbers/Bullets

In Vertical Lists, elements are preceded by Arabic numerals/Bullets followed by 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 \$50,000 a year, would be paid out of campaign funds; and
- the fund raising 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 (see examples given below).

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 full stop.

Brackets

Round **Additional Information.**

Brackets or

Parentheses () 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 launching....

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 or
Brackets []*

Add Information

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

[sic]

The term “[sic]” is used within square brackets to show that the word it follows featured in the original text. Often, “[sic]” is used to draw attention of the reader who may assume that it was an error in the transcription rather than in the original. It does not show the corrected text.

Example:

The minister believed that his statement was “appropriate and did not undermine



the moral [sic] of our troops.” (should be “morale” not “moral”)

{ } Curly Brackets or Braces or Curly Braces Curly Brackets also known as Braces or Curly Braces are lesser used brackets. These are used in Programming and mathematics.

**Hyphen,
En Dash &
Em Dash**

Use of Hyphen (-)

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 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.

Use of En Dash (–)

An En Dash is used to express 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. e.g. 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. (Type ALT + 0150 to get an En Dash or Insert Symbols and select En Dash or Ctrl+Num – or press option and dash key simultaneously on Mac).

Example:

July 9–August 17; pp.37–59; Apr–Jun



Use of Em Dash (—)

After single dash type a letter and press space, the dash becomes long and is called Em Dash. (Type ALT + 0151 or Alt+Ctrl+Num – or Insert Symbols and select Em dash). 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 number of commas within it.

Example:

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

Quoting and Blocking

Long quotations (running over two sentences) are to be single spaced and left indented.

Quoting Exact Text When copying exact words of a text, even if a few words, use double quotation marks (“...”). The passage is to be copied precisely as it appears and give credit to the author in the form of a (superscript)¹ number. The number will correspond to a footnote or endnote.

Five or More Lines For passage of five or more lines, use the block quotation method:

Single-space blocked quotations, indenting the whole quotation a half inch from the left margin and removing the quotation marks. Leave one blank line before and after a blocked quotation.



Citing Indirect Source When using a quotation of an indirect source—that is, if the source has quoted from another source—include the name of the original speaker or writer of the quotation and then cite the source where the quote was taken from. The original speaker or writer of the words may be identified in the sentence and is to be cited in the footnote or endnote.

Example:

Ian Hacking, *The Social Construction of What?* (Cambridge, MA: Harvard University Press, 1999), 103, quoted in Manuel DeLanda, *A New Philosophy of Society* (New York: Continuum, 2006).

Highlight / Emphasis (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 (Colloquial Words, from Different Language or difference from Standard Language) Use *italics* to show emphasis of certain colloquial words or words used from different language. This is also used to show the difference from standard language and the word used.

Example:

Jugaad is a colloquial Hindi-Urdu word that can mean an innovative fix or a simple work-around, used for solutions that bend rules, or a resource that can be used as such, or a person who can solve a complicated issue.



Tables

Note to Tables

- General explanatory/useful information is placed as “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.

Sources

Some tables also have an unnumbered note labelled “sources” (or “source” if only one source is cited). This is used to list the sources that were used in constructing the table. If such a note is used, it is to precede all other footnotes, including the “general” note.

Use of Asterisks

Footnotes indicating standard levels of significance in statistical tables usually use asterisks. These footnotes are to follow all other footnotes at the bottom of the table.

Example:

Year	Number of Internet Subscribers in lakhs					
	Maharashtra			Tamil Nadu		
	Total	Below* <256 kbps	Above** ≥ 256 kbps	Total	Below* <256 kbps	Above** ≥256 kbps
2011	45	23	22	26	10	16
2012	45.8	22	23.8	27.1	11	16.1
2013	46.3	22	24.3	28	11	17
2014	47.6	22.6	25	29.4	12	17.4

Source. Cert-in Yearly Report 2054
Note. All the above data is within an error margin of 2.
*Rural areas.
**Urban areas.



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:

Figure 3. Detailed stratigraphy and geochronology of the Dubawnt Super group.
Figure 9.6. (Figure 9.6. indicates the sixth figure in chapter 9).

Use of Top/ Bottom/Left/ Right/Above/ Below/Left to Right, Clockwise from left or inset in Graph Captions

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 upper plate (*top*) and lower plate (*bottom*) of the Battle Lake thrust-tear fault system.

Figure with more than one part having been assigned Alphabets

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 italicized.

Example:

Figure 3. DNA sequence from a small region within the PC gene, showing the G \rightarrow 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



homozygous for the mutation.

Figure 2. Duration of hospital stay for 22 patients colonised or infected with extended-spectrum Î¸- lactamase-producing **Escherichia coli** isolates belonging to clonally related groups A (*gray bars*) and B (*white bars*). The black point represents the date when the microorganism was isolated, and the asterisk indicates stay in the geriatric care hospital.

***Symbols or
Patterns***

When symbols or patterns are used in a map or chart, they are to be identified either in a key within the figure or in the caption.

Credit Line

A credit line appears at the end of a caption, sometimes in parentheses or in different type (or both). A photographer’s name appears parallel to the bottom or side of a photograph.

Example:

Figure 37. The myth that all children love dinosaurs is contradicted by this nineteenth-century scene of a visit to the monsters at Crystal Palace. (Cartoon by John Leech. “Punch’s Almanac for 1855,” *Punch* 28 [1855]: 8. Photo courtesy of the Newberry Library, Chicago.)

Using data/Illustration from another Source

Include the source from which the image came preceded by a statement which declares the source (for example ‘In:’ or ‘Source:’ or ‘Available from:’).

Example:

Figure 1.2. Weight increase of captive pandas during the first years of life. (Data from New York Zoological Park; National Zoological Park; Giron 1980.)
Adapted from Pauly (2001, fig. 5.5.).

Map (Print)

Author Name (first name first), Title of Map, Name of resource (Place: Publisher, year of publication), Page No.

Example:

Figure 1. DGG Kerr, “The Niagara Theatre,” in *Historical Atlas of Canada* (3rd rev. ed. Toronto: Nelson, 1975), p. 38.



Photograph (Online)

Title (in italics). Year of Publication/Period. Name of publisher, other details. URL, accessed on Month, date, year (YYYY)

Example:

Figure 1. *Sod House Homesteaders*. 1900-1920. Prairie Postcards, Peel's Prairie Provinces, PC014599. <http://peel.library.ualberta.ca/postcards/PC014599.html>, accessed on November 23, 2014.

Photograph (Published)

Photographer's Name (First name first), Title of the photo, In *Title of Publication (In Italics)*, Place: Publisher, Year.

Example:

Figure 1. R Olsen, "Protest Against the War in Vietnam." in *Journeys: A History of Canada*, 2nd ed., edited by R. D. Francis, Richard Jones, and Donald B. Smith, 468. Toronto: Nelson Education, 2010.

Graph/Figure/Table (Online/Published)

Follow the rules for the source from which the image was obtained specified elsewhere in this guide for example book, website, journal, etc, then add the Image, Graph, Figure or Table Number.

Example:

Figure 1. Richard Sobel, ed., *Public Opinion in US Foreign Policy: The Controversy over Contra Aid* (Boston: Rowman and Littlefield, 1993), 87, table 5.3.

Example:

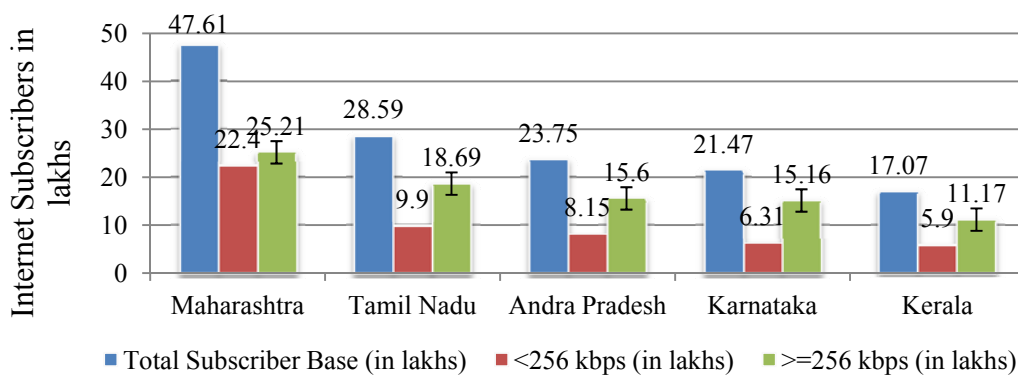


Figure 3. Speed wise Broadband Subscriber Base in Top 5 States



Appendices Appendices include additional information that is necessary. These may include notes on methods, samples of survey forms, or tables of statistical data. The appendix is to begin after reference list and start on a fresh page. The first page of the appendix is to be a miniature table of contents, listing the numbers of the appendices and their titles. Each appendix is to have a title which describes its contents written after the number. Appendices are to be numbered A, B, C, D, E, and so on.

Example:

Appendix A: Statistical Methods

Numbering of figures in Appendices

Each figure inserted into the appendix is to be numbered. Take the letter of the appendix and add a number. The first image in Appendix A is Figure A1., the second is Figure A2. and so on.



Style of Titles, Headings and Subheadings

Headings	Alignment	Case	Bold and/or <i>Italics</i> / <i>Tab</i>
<i>Centre Headings</i>			
PAPER/CHAPTER TITLE	CENTERED	CAPITAL (font 16)	BOLD
First Level Centre Heading	Centered	Title Case	Bold
<i>Second Level Centre Heading</i>	<i>Centered</i>	<i>Title Case</i>	<i>Bold and Italics</i>
<i>Subheadings</i>			
First-level Side Heading	Left	Title Case	Bold
<i>Second Level Heading</i>	<i>Left</i>	<i>Title Case</i>	<i>Bold & Italics</i>
Third Level	Half Inch indent to right	Title Case	Bold & One tab right
# Use Times New Roman Font Size 12 for all Headings and Subheadings except for PAPER/ CHAPTER TITLE (SIZE 16)			



Spacing

- Spacing for CHAPTER/PAPER HEADING and First Level of Heading is to be three spaced above and three spaces below the headings.
- The spacing for First and Second level of Side Headings is to three spaces above and two spaces below.
- The spacing for Third Level of Side Heading is to be two spaces above.

Header Length Requirements

On all centered or flush left headers, no matter which style, if the CHAPTER/PAPER HEADING, Centered Headings, Subheadings except the third level Sub Heading, is longer than 4", it is to be broken in to two or more lines in an inverted pyramid format.

Example:

CHAPTER/PAPER HEADING: CAPITAL AND BOLD FONT

**First Level Centre Heading: Centered
Title Case, Bold Font**

*Second Level Heading: Centered,
Title Case, Bold, Italics*

**First Level Heading: Centered
Title Case, Bold Font**

Flush Left headings longer than 2.5" such as this:

**First-level Side Heading in Bold Font,
Title Case and Font Broken
into Multiple Lines**

*Second-level Side Heading in Bold Font,
Italics, Title Case and Broken
into Multiple Lines*

Third-Level Side Heading is One Tab Indented to Right in Bold Font, Title Case. The Heading is unbroken and continuous.



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SECTION III: FOOTNOTE/ENDNOTE

Footnotes/Endnotes are to be written in “Times New Roman” font Size-10

Page Numbers in Footnotes/Endnotes

If citing from Book/Journal/Report (Single Page) In case of citing from books, journals and report (government or non-government), if the citation is from one page then the page number is to be written as p., followed by the page number.

Example:

Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994), p. 262.

If citing from Book/Journal/Report (More than one Page) In case of citing from books, journals and report (government or non-government), if the citation is from more than one page then the page number is to be written as pp., followed by the page numbers.

Example:

Benjamin A. Shaw and Linda S. Spokane, “Examining the Association Between Education Level and Physical Activity Changes During Early Old Age,” *Journal of Aging and Health* vol. 20, no. 7, 2008, pp. 770-779.

Legal and Public Documents

Type of Resource	Format for Footnote/Endnote
Government Report/ Documents (with Author)	Department, Organisation, <i>Title (in italics)</i> , by Author(s) name (First Name first), Publication Series No.(Place: Publisher, Year of Publication), Page No(s) Example: U.S. Department of Education, National Centre for Education Statistics, <i>The Road Less Traveled? Students Who Enroll in Multiple Institutions</i> , by Katharin Peter, Emily Forrest Cataldi and C. Dennis Carrell, NCES 2005-157 (Washington, D.C.: United States Government Printing Office, 2005), p. 12.



**Government
Report/
Document
(without
Author)**

Bills and Resolutions/Laws and Statutes

Complete name of the Act, Bill No./Publication No., Session details, (Year), Page No(if any).

Example:

Homeland Security Act of 2002, Pub. L. No. 107-296, 116 Stat. 2135 (2002).
Homeland Security Act of 2002, H.R. 5005, 107th Cong. (2002).

Congressional Debates

Session Title/Other related details, (Year), Page No (if any).

Example:

147 Cong. Rec. 19,000 (2001), p. 10.

Treaties

Treaty Name, Date, Other relevant Document details, Page No (if any).

Example:

Treaty Banning Nuclear Weapon Tests in the Atmosphere, in Outer Space and Under Water, U.S.-U.K.-U.S.S.R., August 05, 1963, 14 U.S.T. 1313.

Hearings

Title of the hearing in full (*in Italics*), Session details (Year) (Name and designation of the individual whose statement is being quoted).

Example:

Homeland Security Act of 2002: Hearings on H.R. 5005, Day 3, Before the Select Comm. On Homeland Security, 107th Cong. 203 (2002) (statement of David Walker, Comptroller General of the United States).



Secondary Sources and Freestanding Publications:

Name of Department/Organisation, Title, Pg. No/Table heading & No., URL, accessed on Month Date, Year.

Example:

U.S. Census Bureau, "Health Insurance Coverage Status and Type of Coverage by Sex, Race and Hispanic Origin: 1987 to 2005," Historical Health Insurance Table HI-1, <http://www.census.gov/hhes/www/hlthins/data/historical/orghihist1.html>, accessed on November 7, 2013.

or

Title of paper/publication(s) (in italics), Vol. no./Vol.(s) (Place: Publisher name, Year), Page No(s).

Example:

Public Papers of the Presidents of the United States: Herbert Hoover, 1929-1933, 4 vols. (Washington, DC: Government Printing Office, 1974-77), vol.1, no. 34, p. 65.

Books

Book: One Author Author Name (First name first), *Title (in italics)* (Place: Publisher, year of publication), Page No.

Example:

David Foster Wallace, *A Supposedly Fun Thing I'll Never Do Again: Essays and Arguments* (Boston: Little Brown and Company, 1998), p. 45.

Book: Two and Three Authors Name of Authors (first names first), *Title (in italics)* (Place: Publisher, Year of Publication), Page No.

[Note: names of authors should be written in order as it is written in the book].

Example:

Don Tapscott and Anthony D. Williams, *Wikinomics: How Mass Collaboration Changes Everything* (New York: Portfolio, 2006), pp. 151-182.



Book: More than three Authors	Name of first author et al., <i>Title (in italics)</i> (Place: Publisher, year), Page No.[Note: in the case when there are more than four authors, the name of the first author should be written followed by et al.] Example: Edward O. Laumann et al., <i>The Social Organization of Sexuality: Sexual Practices in the United States</i> (Chicago: University of Chicago Press, 1994), p. 262.
Book: Editor, Translator, or Compiler (instead of author)	Translators Name, trans/Ed./Compil., <i>Title (in italics)</i> (Place: Publisher, year), Page No. [Note 1: If the book is translated or a compilation of someone else's work then translated/compiled has to be mentioned after the name of the author separated by a comma] [Note 2: This format needs to be followed only when the translator's name is mentioned in the place of original author] Example: Bernard O'Donoghue, trans., <i>Sir Gawain and the Green Knight</i> (New York: Penguin, 2006), pp. 36-7.
Book: Editor, Translator, or Compiler (in addition to author)	Author Name, <i>Title (in italics)</i> , trans/ed./Compil. Author Name (Place: Publisher, year), Page No. [Note 1: This format needs to be followed only when both the original writer and translator's name are to be mentioned] [Note 2: If the book is translated or a compilation of someone else's work then translated/compiled has to be mentioned after the title of the book and before the name of the translators separated by commas]. Example: Jorge Luis Borges, <i>Collected Fictions</i> , trans. Andrew Hurley (New York: Viking, 1998), p. 234.



Book: Chapter Contributor Author Name, “Title of Chapter,” in *Book Name (in italics)*, edited by Editor’s Name (Place: Publisher, Year), Page No.

Example:

Noah Baumbach, “The Zagat History of My Last Relationship,” in David Remnick, ed., *Secret Ingredients: The New Yorker Book of Food and Drink*, (New York: Random House, 2007), p. 409.

Book: Preface, Foreword, Introduction, or Similar Part Author’s name, introduction/forward to Title of book (*in italics*) by Author’s name (Place: Publisher, Year), Page No.

Example:

Adrienne Rich, “Introduction” to Judy Grahn, *The Work of a Common Woman: The Collected Poetry of Judy Grahn, 1964-1977*, (New York: St. Martin's Press, 1980), pp. xx-xxi.

Periodicals, Interviews, Other Unpublished & Informally Published Material

Journal Article Author’s Name, “Title of article,” *Name of Journal (in italics)*, Vol no. (Year): Page No.

Example:

Benjamin A. Shaw and Linda S. Spokane, “Examining the Association Between Education Level and Physical Activity Changes During Early Old Age,” *Journal of Aging and Health* vol. 20, no. 7, 2008, p. 770.

Magazine Articles Author’s Name, “Title of article,” *Magazine’s Name (in italics)*, Month Year, Page No.

Example:

Jeremy Miller, “The Tyranny of the Test: One Year as a Kaplan Coach in the Public Schools,” *Harper's Magazine*, September 2008, p.39.

Newspaper Article Author’s Name, “Title of the Article,” *Newspaper’s Name (in italics)*, Month, date, Year, Section, Edition.

Example:

William S. Niederkorn, “A Scholar Recants on His ‘Shakespeare’ Discovery,”



New York Times, June 20, 2002, Arts section, Midwest edition.

Book Review Article Name of Reviewer, “Title of Review,” review of *the Title of Book (in italics)*, by Author’s Name, *Name of Journal (in italics)*, Vol (Month Date, Year): Page No.

Example:

Bill McKibben, “Green Fantasia,” review of *Hot, Flat, and Crowded: Why We Need a Green Revolution—And How It Can Renew America*, by Thomas L. Friedman, *The New York Review of Books* 55, no. 17, November 6, 2008, p.38.

Thesis or Dissertation Author’s Name, “Title of Thesis” (PhD/MA/M.Phil thesis/Diss., University, Year), Page No.

Example:

M. Amundin, “Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoenaphocoena*” (PhD diss., Stockholm University, 1991), pp.22–29, p.35.

Conference or Meeting Paper Speaker’s Name, “Title of Paper Presented” (Paper presented at name of event, Place, Country name, Month Date, Year).

Example:

Brian Doyle, “Howling Like Dogs: Metaphorical Language in Psalm 59” (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19–22, 2002).

Unattributed/ Unpublished/ personal interview

Unattributed:

Interview with description of interviewee, Month Date, Year.

Example:

Interview with health care worker, March 23, 2010.

Personal:

Name of the interviewee (First name first) (interviewee’s description), in discussion with the author, Month Date, Year.

Example:

Andrew Macmillan (Principal Adviser, Investment Center Division, FAO), in



discussion with the author, September 1998.

Unpublished:

Name of interviewee (first name first), interview by Name of interviewer (first name first), Month Date, Year, interview no., transcript.

Example:

Harvey Kail, interview by Laurie A. Pinkert, March 15, 2009, interview 45B, transcript.

**Published/
Broadcasted
interview**

Name of interviewee, interview by (Name of interviewer), Source of interview, Month Date, Year.

Examples:

Carrie Rodriguez, interview by Cuz Frost, Acoustic Café, 88.3 WGWG FM, November 20, 2008.

McGeorge Bundy, interview by Robert MacNeil, MacNeil/Lehrer NewsHour, PBS, February 7, 1990.

**Encyclopedia
Article**

Encyclopedia title (in italics), Year or Edition/ed., s.v.*, “Article Title.”

Example:

Encyclopedia Britannica, 2010 ed., s.v., “World War II.”

**No page number is given when a work is arranged alphabetically; instead, the topic referred is named, and the abbreviation s.v. (sub verbo which means “under the word”) is used.*

Online/Digital Resources

Audio/Visual Sound Recordings

Musical Recordings

Artist name. *Title of Recording (in italics)*. Name of recording company Other details, Year, Format. Originally released in Year.



Example:

Pink Floyd. *Atom Heart Mother*. Capitol CDP 7 46381 2, 1990, compact disc. Originally released in 1970.

Recordings of Literature, Lectures, etc.

Name of Speaker (First name First), Month Date, Year, type & details about the recording, volume/edition, Name of institution, URL.

Example:

Harry S. Truman, “First Speech to Congress”, April 16, 1945, transcript and Adobe Flash audio, 18:13, Miller Center of Public Affairs, University of Virginia, <http://millercenter.org/scripps/archive/speeches/detail/3339>.

or

Name of Author, *Title of Book (in italics)*, Read by Name of narrator. Place: Name of publisher, Year. Audiobook, details; Total audio time.

Example:

Scholsser, Eric. *Fast Food Nation: The Dark Side of the All-American Meal*. Read by Rick Adamson. New York: Random House Audible, 2004. Audiobook, 8 compact discs; 9 hrs.

Video Recordings:

Title of scene/video, *Title of Source (in italics)*, Name of maker (Original Year; Location: Name of production, Year of edition Accessed), Source format.

Example:

“Crop Duster Attack,” *North by Northwest*, directed by Alfred Hitchcock (1959; Burbank, CA: Warner Home Video, 2000), DVD.

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Online Multimedia:

From Online Multimedia Databases

Artist name (first name first), *Title of the Multimedia (in italics)* (Recording/Production co., Original Year of Production), Format of filming, from source, *Title of the source (in italics)*, Video format, Time duration of multimedia, URL, accessed on Month Date, Year.

Example:

A.E. Weed, *At the Foot of the Flatiron* (American Mutoscope and Biograph Co., 1903), 35mm film, from Library of Congress, *The Life of a City: Early Films of New York, 1898-1906*, MPEG video, 2:19, <http://lcweb2.loc.gov/ammem/papr/nychome.html>, accessed on March 4, 2015.

From Online video hosting sites

“Title of multimedia”, YouTube video, Time duration of multimedia, Recording/Production Co., Original Date of production, posted by “Name of Uploader/Name of YouTube channel”, Date of posting (in Month Date, Year), URL, accessed on Month Date, Year.

Example:

“Funeral of Hiram Cronk,” YouTube video, 3:55, American Mutoscope and Biograph Company, May 25, 1905. posted by “IgnatzKolisch,” February 28, 2009, at <http://www.youtube.com/watch?v=AkQUYODMxcs&feature=related> 17 March 2012, accessed on November 12, 2013.

Electronic Book	Name of the author, <i>Title of the book (in Italics)</i> , (Place: Publisher, Year), Page No. Available online at URL, accessed on Month Date, Year.
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Example:

William R. Blackburn, *The Sustainability Handbook: The Complete Management Guide to Achieving Social, Economic and Environmental Responsibility* (London: Earthscan, 2007), 67. Available online at <http://www.ebrary.com>, accessed on January 4, 2008.

Online Journal Article	Author’s name. “Title of Article.” <i>Journal Name (in Italics)</i> , Vol No, Issue No (Year). URL, accessed on Month Date, Year.
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Example:

Saper, Craig. "Toward A Visceral Scholarship Online: Folkvine.org and Hypermedia Ethnography", *Journal of e-Media Studies*, 1, issue 1 (2008), at <http://journals.dartmouth.edu/cgi-bin/WebObjects/Journals.woa/2/xmlpage/4/article/285>, accessed on September 26, 2008.

Online Magazine Article Author's Name, Title of Article, *Name of Magazine (Italics)*, Month Date, Year, URL, accessed on Month Date, Year.**Example:**

Barron Young Smith, "Green Room", *Slate*, February 4, 2009, <http://www.slate.com/id/2202431/>, accessed on February 24, 2010.

Article in Online Database Author/s Name, "Article Title," Name of Database, Volume, Number (month year): Page No. at URL, accessed on Month DD, YYYY.**Example:**

James E. Katz and Chih-Hui Lai, "News Blogging in Cross-Cultural Contexts: A Report on the Struggle for Voice," *Knowledge, Technology, and Policy*, 22, no. 2 (June 2009): 95-107. <http://www.springerlink.com>, accessed on June 23, 2009.

Website Name of Website, "Name of Webpage", URL, accessed on Month Date, Year.**Example:**

The New York Public Library, "History," <http://www.nypl.org/pr/history.cfm>, accessed on December 22, 2008,

Blog Entry or Comment Author's name, Title of blogpost, Name of Blog where published, (Month Date, Year), URL, accessed on Month Date, Year.**Example:**

Tankboy, "Rockin' Our Turntable: Sonic Youth", *Chicagoist*, (June 23, 2009), http://chicagoist.com/2009/06/23/rockin_our_turntable_sonic_youth.php, accessed on June 30, 2009.

Email Message Name of Sender, email to Name of Receiver, Month Date, Year.**Example:**

Amanda Holbrooke, email to James McAninch, September 3, 2008.

Online *Encyclopedia Title (in italics)*, sub verbo (s.v.)*, "Article Title", accessed on



Encyclopedia article Month Date, Year, URL.

Example:

Encyclopedia Britannica Online, s.v. "Papyrology", URL, accessed on January 26, 2015.

Repetition of Citations

The first note for each source is to include *all* relevant information about the source: author's full name, source title, and facts of publication. All subsequent repetitions of a particular citation are to be done as listed below:

Repeat consecutive Citation with same page of source If citing the same source and page number(s) from a single source two or more times consecutively, the corresponding note is to use the word "Ibid.," an abbreviated form of the Latin *ibidem*, which means "in the same place."
Example. Ibid.


Repeat Consecutive Citation but different Pg No of Source In case it is a citation just as the one before it with only difference of Page No., then instead of giving the full citation, *ibid* followed by the page number (if there is any) is to be written in the footnote/endnote.
Example. Ibid., p. 345,

Repeat Citation after a Gap (with other citations in between) If citing the same source again, the note only includes the surname of the author, number of original note and page number(s).
Note: In order to denote the original note number use only (n.) and not (no.)

Book Example. Chawla, n. 23, p.65.

Article Example. Sethi, n. 3, p. 42.

Date: 02 Jun 2015


(Vinod Patnéy)
Air Marshal (Retd)
Director General

ADDENDUM NO. 1
TO CAPS SOP ON RESEARCH
Instructions on Adherence to Copy Right Laws
on Reprinting of Published Materials

References:

- **The Copy Right Act 1957 (as amended from time to time)**
- **The Copy Right (Amendment) Act, 2012**
- **The Copy Right Rules 2013 (as amended from time to time)**
- **The Copy Right (Amendment) Rules 2016**
- **Copy Right Office, Government of India (<http://copyright.gov.in/Default.aspx>)**

Introduction


There is a lack of awareness on various issues relating to copyright, related laws, rules and regulations. These instructions intend to serve as guidelines for CAPS researchers regarding reprinting of published materials. These instructions are not comprehensive and not a substitute for the relevant Copyright Act, Rules etc. in force.

Researchers sometimes make use of previously published figures, tables, maps, photographs, other images etc. in their research articles. Copy rights of the author are protected by the Copy Right Act and Copy Right rules in India. The Copy Right Act-1957 came into effect in January 1958 and has been amended six times since then. The following may be kept in mind before reprinting of published materials:

- Different publishers have different policies and procedures, which one can often find described on the inside covers of their publications, or on their websites. These terms and conditions must be carefully read.
- It is the duty of the researcher (s)/ author(s) to take all the relevant permissions before submitting articles for publication in CAPS journals, books, and for online publishing monographs, articles etc on CAPS website.
- **Foreign Works.** Copyrights of works of the countries mentioned in the International Copyright Order are protected in India, as if such works are Indian works.
- Copyright of nationals of countries who are members of the Berne Convention for the Protection of Literary and Artistic Works, Universal Copyright Convention and the TRIPS Agreement are protected in India through the International Copyright Order.
- **Indian Work in Foreign Countries.** Copyright as provided by the Indian Copyright Act is valid only within the borders of the country. To secure protection to Indian

works in foreign countries, India has become a member of the following international conventions on copyright and neighbouring (related) rights:

- Berne Convention for the Protection of Literary and Artistic works.
 - Universal Copyright Convention.
 - Convention for the Protection of Producers of Phonograms against Unauthorised Duplication of their Phonograms.
 - Multilateral Convention for the Avoidance of Double Taxation of Copyright Royalties.
 - Trade Related Aspects of Intellectual Property Rights (TRIPS) Agreement.¹
- Certain publishers (like Elsevier) have their own online forms to seek permission. For others, a letter needs to be written. A sample permissions request is attached as **Appendix 'A'** to the Addendum.



(KK Nohwar)

Air Mshl (Retd.)

Additional Director General

Centre for Air Power Studies

Date. 14 June 2017

¹ <http://copyright.gov.in/documents/handbook.html> and <http://copyright.gov.in/documents/copyrightrules1957.pdf>, accessed on June 13, 2017.

SAMPLE PERMISSION REQUEST

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