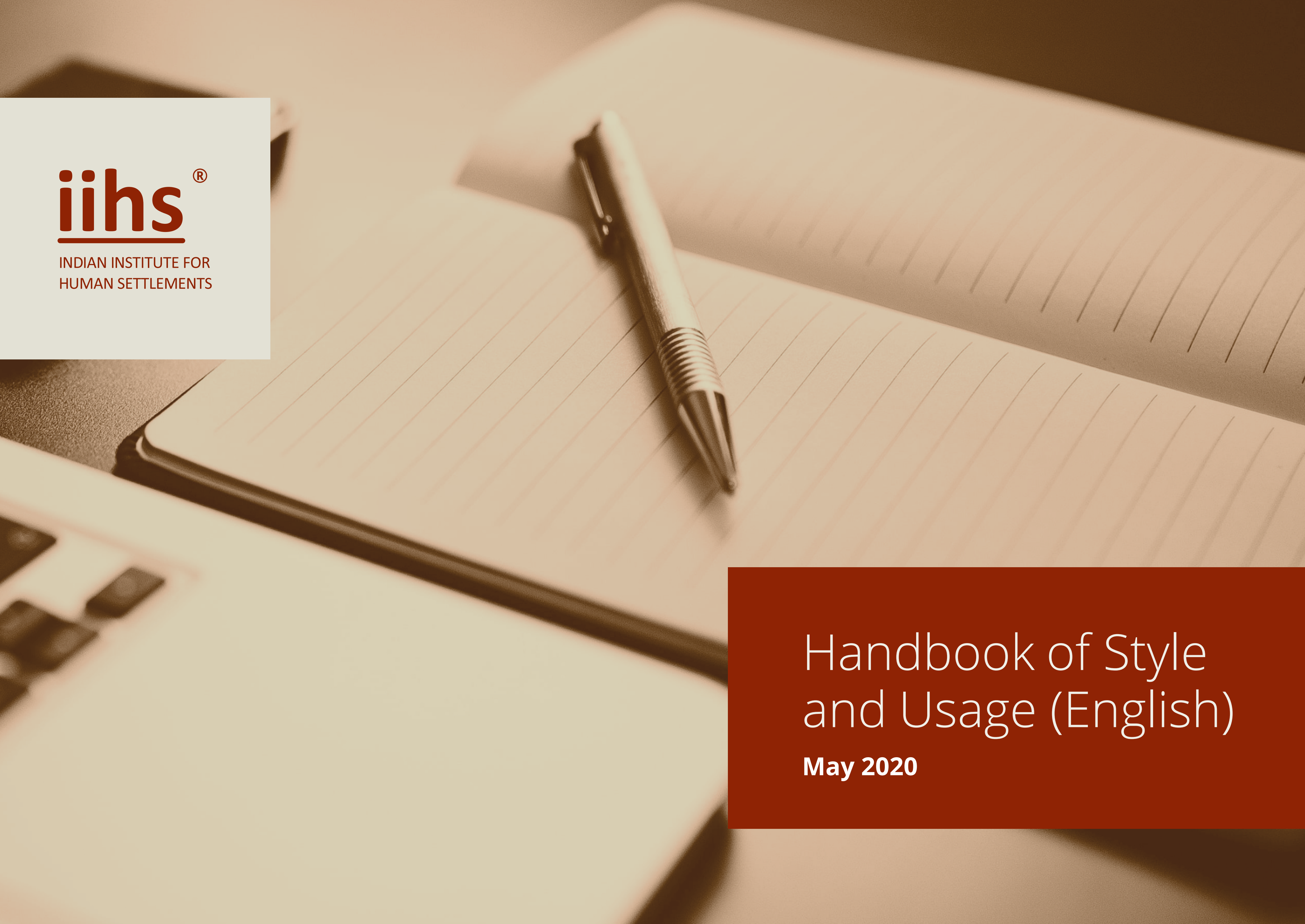

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

Handbook of Style and Usage (English)

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HUMAN SETTLEMENTS

Handbook of Style and Usage (English)

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Introduction

The IIHS Handbook of Style and Usage (HSU) is intended to establish certain basic stylistic conventions for all IIHS publications, to ensure consistency and to help you edit your own work. This includes all reports, working papers, cases, policy briefs, books and other standalone texts published by IIHS.

The guiding principles of the HSU are clarity, consistency and easing the readers' experience. The idea is not to impose a standard or uniform writing style but to point out correct usage as well as preferred usage where multiple options exist.

Towards this end, this handbook contains some rules and several suggestions.

For ease of use, this third edition also includes a 'cheat sheet'—a handy one-page guide for quick reference—though we suggest that you also read the longer version. Take a quick look at it *before* you start writing, rather than after.

These guidelines pertain to all IIHS publications, though you may find some of them useful even otherwise. If your writing is meant for external clients or publishers, remember to check if they have their own style guides. It is always useful to create a style sheet.

We carry forward the disclaimer from the first two editions: the HSU is not comprehensive. If you are lost or confused, the *Chicago Manual of Style* is usually a good place to go to since much of the HSU is based on it. And, of course, the Word Lab is always happy to help. For queries or suggestions, write to us at wordlab_team@iihs.ac.in

Style and Usage

SPELLING	Use British, not American, spelling.	Avoid: labor, traveler, center Prefer: labour, traveller, centre
	End your words with -ise, -yse, -isation, not -ize/-yze/-ization.	Avoid: recognize, analyze, urbanization Prefer: recognise, analyse, urbanisation
	When in doubt, refer to the Oxford English Dictionary (British spelling).	
	When quoting from or citing documents and publications, and when referring to established titles, use the spelling in the original.	
ABBREVIATIONS	The excessive use of abbreviations makes text cumbersome to read. Therefore, introduce an abbreviation only if (i) the term appears at least three times in each part of a work, and	
	Exception 1: If an abbreviation is better known than the spelled-out form, use the abbreviation even if the term appears only once.	United Nations Children's Fund (UNICEF)
	Exception 2: Some abbreviations are better known than the words they stand for and do not have to be explained in the text or added to the list of abbreviations.	AIDS, ATM, DVD, jpeg, GIF, URL
	Avoid using contractions unless you are reproducing a direct quotation that contains a contraction.	Avoid: can't, we'll, shouldn't Prefer: cannot, we will, should not
When and how to abbreviate	Spell out each term on first mention, with the abbreviation in parenthesis. Thereafter, only use the abbreviation.	Besides elected representatives from these Urban Local Bodies (ULBs), the team also interacted with ULB staff.
	Because parts of a document may be extracted and used for other purposes, spell out each term to be abbreviated at its first appearance in the front matter (e.g., executive summary),	
	Use no periods or spaces with abbreviations that appear in capitals.	PPP, SDG, IIHS
	Use no periods or spaces between people's initials.	A Revi, KD Singh
	Use periods with abbreviations that appear in lowercase letters.	Ph.D., p.m., Dr., etc., i.e., ibid., et al.
Plurals	Use ‘s’ or ‘es’ to indicate plural abbreviations; do not use an apostrophe.	SHGs, SMSes
Possessives	Use an apostrophe and lowercase ‘s’ to denote possessive abbreviations.	the UN’s mandate
Articles and abbreviations	Abbreviations that can be pronounced are rarely preceded by 'a', 'an' or 'the'.	NATO, UNESCO, UNICEF
	Other abbreviations may be preceded by 'a', 'an' or 'the'.	a ULB, an MoU, the UN
Headings	Spell out abbreviations in headings, and in titles of boxes, figures and tables, even if they have already been defined in the text. Do not add abbreviations in parenthesis in headings	
Tables	List abbreviations in alphabetical order below the table with their definitions.	

List of abbreviations	Spell out every abbreviation used in the document under the heading 'List of Abbreviations' at the front of documents and publications.	
	The list of abbreviations should be arranged alphabetically by the abbreviation (not by the definition).	
	Terms included in the list must be worded, spelled and punctuated as they are in the text. Mention all abbreviations in the list in their singular form, even if they are used in the text	
QUOTATIONS	Attribute all source material correctly and completely.	
	Use single quotation marks throughout; use double quotation marks only for quotations within quotations.	Myers has looked into Kenya’s ‘efforts to reimagine Nairobi as a “world-class city region” by 2030’.
	If the quoted material contains errors of fact or spelling, insert ‘[sic]’ in the text to indicate that it is reproduced exactly from the source.	'Cities are engins [sic] of growth'
	Provide a source for paraphrased material in an in-text citation. Do not enclose paraphrased material in quotation marks.	
	Long quotations (more than 40 words) should be indented, with a line space above and below. Do not italicise indented quotations or use quotation marks.	
CAPITALISATION	Keep the use of capitals to a minimum.	
	Exception: Some documents, such as legal or other official documents, have their own rules and precedents with regard to capitalisation, which may override those given here.	
Ethnic groups	Capitalise names of ethnic and national groups; do not italicise them.	Dalit, Brahmin
Geographic names	Capitalise names of specific places and geographic features. Capitalise generic terms when they form part of the name.	Bay of Bengal, Ho Chi Minh City, Black Lake
	Use lowercase when the term is descriptive rather than part of the formal name. Use lowercase when the term refers to more than one distinct item.	the city of Mysore, the sea, north Delhi the Beas and Ravi rivers
Governments, ministries,	Capitalise complete names of governments, ministries, departments and other permanent bodies. Passing references need not be capitalised.	The Government of Gujarat reports a 12.5 per cent growth in the industrial sector. The government also estimates Gujarat’s share in
Political parties, religions and religious	Capitalise names of political parties and religious bodies and of their adherents.	the Communist Party, Communists, Buddhism, Buddhists
Titles and designations	Capitalise titles and designations when used along with a name; passing references need not be capitalised.	Chief Minister Sangma launched the Jackfruit Mission today. The minister said the mission would benefit farmers.
Historical events	Capitalise the names of major historical events.	Independence, Partition, Renaissance
Parts of a publication	Capitalise references to appendixes, boxes, chapters, figures, maps, parts, schedules, and tables.	See Figure 2 The methodology is detailed in Chapter 3

	Use lowercase for references to paragraphs, sections, footnotes and endnotes.	See endnote 8
Plans, policies and laws	Capitalise formal names of laws, policies, treaties, programmes and major national economic plans. Incomplete or generic references need not be capitalised.	The Real Estate (Regulation and Development) Act was passed in 2016. The act has been implemented by several states with varied
NUMBERS AND MEASUREMENTS	Be accurate and consistent when presenting numerical data.	
Countable or uncountable	Use ‘less than’ with nouns that cannot be counted and ‘fewer than’ with countable nouns. ‘Less’ refers to ‘how much’; ‘fewer’ refers to ‘how many.’	Fewer than 10 committee members were present. The new treatment plant uses less water than other facilities.
	Exception: Use 'less than' when referring to time and money.	The power plant was built in less than three years. In 2005, more than 600 million people in Asia and the Pacific were
Figures or words	Spell out numbers from zero to nine; use figures for 10 and above.	The team interviewed six households. There were 32 masons at the workshop.
	Exception: Always use figures for	
	1. currencies;	Almost half the world's population lives on less than $2 a day.
	2. percentages, decimals, and ratios;	The agriculture sector grew 5 per cent in the 1990s.
	3. days, weeks, months, person-months, quarters, years, decades, and centuries;	The project required only 9 person-months of international consulting services in the first 2 years.
	4. weights and measures;	Pollution from the plant affected 2 hectares (ha) within the project area.
	5. earnings multiples;	During 2006-2007, the company's stock traded at 8 times its earnings.
	6. parts of a book (pages, chapters, volumes, etc.); and	Chapter 2 explains the methodology adopted during the study.
	7. figures, tables and boxes.	For the distribution of respondents across age groups, see Table 3.
	Avoid beginning a sentence with a number. If you must, spell it out.	Twenty-nine of them found the workshop useful.
	If there are multiple numbers in a single sentence—below or above 10—use figures throughout.	Of the households interviewed, 15 had *kuchha* toilets, 11 had *pucca* toilets and the remaining 9 did not have any.
Ordinal numbers	Spell out ordinal numbers from two to nine; use figures for numbers above nine.	ninth iteration, 42nd birthday
	Avoid using ordinals when writing dates.	Avoid: 26th January 2012 Prefer: 26 January 2012
	Do not use superscript for ordinal numbers.	Avoid: 19th century Prefer: 19th century

Fractions	Spell out and hyphenate simple fractions unless the individual parts are discussed.	The bill requires a two-thirds majority vote for it to pass into law. The district was divided into three quarters.
Currencies	Currency symbols should precede the number, with no space or punctuation in between.	₹3,000 Tk10,000
	Express a small monetary amount as a percentage of the main unit of currency rather than as a smaller unit.	Avoid: 40 cents Prefer: US$0.40
Percentages	Use 'per cent' (two words) to denote percentages in the main text; use the '%' symbol only in tables and figures.	Avoid: 11 percent, 11% Prefer: 11 per cent
	If a percentage appears at the beginning of a sentence, recast the sentence.	Avoid: 6 per cent of the participants dropped out of the training programme.
	A percentage takes a singular or a plural verb depending on whether the subject of the sentence is a singular or a plural noun.	More the 20 per cent of the population lives in poverty. More than 80 per cent of the people in the village have access to
Weights and measures	Numbers with units should be in figures, with a space between the figure and the unit.	10 km, 2 ml
	Spell out a frequently used weight or measure the first time it appears and give the abbreviation in parentheses. Thereafter use only the abbreviated form.	17 kilograms (kg)
	Use only the singular form when abbreviating a unit. Do not use a period with the abbreviated form.	Avoid: 22 kms, 2 ha. Prefer: 22 km, 2 ha
	Do not hyphenate an abbreviated measure acting as an adjective. However, the spelled out form may be hyphenated.	Avoid: 11-kV line, 50 hectare field Prefer: 11 kV line, 50-hectare field
	Define all weights and measures (in alphabetical order) at the front of documents and publications under the heading 'Weights and Measures'. If three or fewer units are to be	cm - centimetre km - kilometre
Singular or plural	'Number' as a collective noun takes a singular or plural verb depending on whether it is preceded by a definite article ('the') or an indefinite article ('a' or 'an').	The number of loans approved this year has doubled. A number of studies have confirmed the success of this approach.
	The only individual number that is treated as singular is exactly one, neither more nor less.	The consultant will be recruited for 1 person-month. The consultant will be recruited for 0.7 person-months.
DATES AND TIME	Be accurate and consistent in specifying both periods of time and specific points in time.	Avoid: a few months, next year Prefer: 3 months, 2021
Days	Write dates in day-month-year order, without punctuation. Do not use zero before single-digit dates.	Avoid: 1st June 1977; June 1, 1977; 1/6/1977 Prefer: 1 June 1977
	Use an en dash to indicate a range.	Avoid: 4 June to 10 August 2000, 12th to 28th February 2005 Prefer: 4 June-10 August 2011, 12-28 February 2005
Months	Spell out the names of months.	Avoid: Sept Prefer: September
	Where space is limited (as in tables or lists), abbreviate the month to three letters without a period. Do not include these in the list of abbreviations.	Jan, Feb, Mar
Years	Years should be expressed consistently throughout a document or publication. Do not use imprecise or relative descriptions of time; always specify the date or time period.	Avoid: The project ended last year. Prefer: The project ended in 2008.

Decades	Use numerals for decades. Do not use apostrophes.	Avoid: 1980's, '80s, eighties Prefer: 1980s
Centuries	Use numerals for centuries. Do not use superscript for the letters that accompany ordinal numbers.	Avoid: 19$^{\text{th}}$ century, nineteenth century Prefer: 19th century
Time	Use either the 12- or 24-hour clock—not both in the same text.	12-hour clock: 9.00 a.m., 2.30 p.m. 24-hour clock: 0900 hours, 1430 hours
HEADINGS	Level 1 headings should be left-aligned and in title case, i.e., capitalise the first letter of all major words.	Chapter 1: The Economics of Climate Mitigation
	Level 2 headings should be left-aligned, bold and in title case.	**1.1: What is Mitigation?**
	Level 3 headings should be left-aligned, italicised, and in sentence case, i.e., capitalise only the first letter of the first word.	*1.1.1: Cities as climate actors*
Abbreviations in headings	Avoid abbreviations in headings, even if they have previously been defined. Do not add abbreviations in parentheses in headings.	
Hyphenated words	In Level 1 headings (title case), capitalise the first element of a hyphenated word and all subsequent elements unless they are articles, coordinating conjunctions or prepositions.	Chapter 4: Over-the-Counter Transactions
TABLES, FIGURES AND BOXES	Number each table, figure and box, followed by a colon and a short descriptive title.	**Figure 3: House in Kibera settlement**
	Exception: If the document has only one table, figure or box, you need not number it; just mention the title.	
	In books, tables, figures and box labels usually include the chapter number.	In Chapter 2: Box 2.1, Figure 2.2, etc.
	Cite all tables, figures and boxes in the text along with their number.	Avoid: see the table below Prefer: see Table 4
	Place each table, figure and box as soon as possible after the end of the paragraph in which it is first cited.	
	Provide a source for every table and figure. In case of multiple sources, list them in alphabetical order by author.	Source: Edmonds, 1990; Source: Author's own
Title	All table, figure and box titles should be left-aligned, bold and in sentence case.	**Figure 3: House in Kibera settlement**
Notes and explanatory material	Figures and tables need to be self-contained (e.g., abbreviations need to be defined, even if they have already been defined in the text), because figures are often extracted from a	
	Place all explanatory material immediately below the figure or table, vertically listed in this order: abbreviation(s), general explanatory note(s), footnote(s), and source(s).	
	List abbreviations in alphabetical order with their definitions.	
	A note applying to the figure or table as a whole is unnumbered and is introduced by 'Note(s): ….'. If a figure has a few such notes and they are short, run them on. Number the	Notes: Each dot represents one country. Data for Nepal are for 2004.

	Be as precise as possible when identifying sources for figures and tables. Where possible give a documentary source, rather than an organisation name.	Avoid: Source: International Monetary Fund Prefer: Source: International Monetary Fund (IMF). (1998).
LISTS	The items in a list must use parallel wording and consistent grammatical structure.	Avoid: The government will provide funding to improve tax collection, for modernising computer systems and staff training.
	Use a colon before a list if there is a natural break.	The purpose of composting is as follows: (i) to manage one's organic waste at home, (ii) to take the burden off the municipal
	If the sentence flows easily into the list, punctuation before the list is not needed.	The purpose of composting is to (i) manage one's organic waste at home, (ii) take the burden off the municipal corporation and
Vertical lists	When items are longer or require more emphasis, create a vertical list.	There are five interdisciplinary Schools at IIHS: • School of Governance
	Use either numbered or bulleted lists, not both in the same document.	There are five interdisciplinary Schools at IIHS: • School of Governance
	If the items in a list are not complete sentences, treat a vertical list as a single long sentence. Lowercase the word that begins each item, and separate items with commas	Institutional arrangements for wastewater management include (i) training and capacity building,
	If the items in a list are complete sentences (or when they contain more than one complete sentence), capitalise the first word and put a period at the end of each of item. Do not use	
Run-in heads	If run-in heads are needed within a list, capitalise the first word, place a period at the end of the phrase and make the run-in head bold. The run-in heads should be short; they should	
FOOTNOTES AND ENDNOTES	Footnotes are placed at the bottom of the page while endnotes are placed at the end of an article, chapter or book. They serve the same function, so use one and not both in the same	
	Footnotes/endnotes distract readers from the flow of text. Therefore, minimise their use, keep them brief and avoid footnote/endnote indicators in headings and subheadings.	
Abbreviations in footnotes/endnotes	If a term has already been abbreviated in the text, the abbreviation may be used in a footnote/endnote.	
	If a term requiring an abbreviation appears for the first time in a footnote/endnote, spell it out and give the abbreviation in parentheses. If the term is used later in the main text, spell	
Cross-referencing	Rather than repeat a footnote/endnote, cross-reference the earlier footnote/endnote by placing a cross-reference in parentheses at the end of the sentence.	A recent IIHS study shows the impact of a 10 per cent rise in food prices (footnote 8).
	If a cross-reference contains additional information (e.g., a page number), place it in a new footnote/endnote.	A recent IIHS study shows the impact of a 10 per cent rise in food prices.[33]
Footnote/Endnote indicators	Use superscript Arabic numerals to indicate footnotes/endnotes (not asterisks or other symbols). Do not use underlines or slashes around the numbers.	
	Number footnotes sequentially throughout the main text, but begin again with '1' in each appendix.	
	Footnote/endnote numbers in the middle of a sentence are distracting. Place superscript numbers at the end of the sentence as much as possible, after the punctuation mark.	Marginal landowners accounted for 78 per cent of the population.[3]
	Exception: Place footnote numbers before a closing em dash in a parenthetical passage.	

Tables, figures and boxes	Use superscript lowercased letters (not numbers, asterisks, or other symbols), and place footnotes at the end of the table, figure, or box (not at the bottom of the page).	
	The letters should appear in the table or figure in alphabetical order when reading from the top left across, then down and across, until the bottom right.	
APPENDIXES	Material in appendixes should not duplicate information given in the main text. List all appendixes on the contents page, including supplementary appendixes.	
Abbreviations in appendixes	Spell out every term, and then give the abbreviation in parentheses at first appearance in each appendix, even if the term has already been spelled out in the main text. Appendixes	
Citing in text	Cite all appendixes in the main text and number them in the order in which they are cited. If only one appendix is attached, use 'Appendix' rather than 'Appendix 1.'	
	Capitalise 'Appendix' when referring to a specific appendix in the text.	Draft terms of reference can be found in Appendix 6. For financial aspects, see Appendixes 5-7.
PUNCTUATION		
Apostrophe	Use an apostrophe to indicate the possessive form.	the girl's football, children's rights, taxpayers' associations
	Use an apostrophe to indicate time or quantity.	10 years' experience a day's pay
Colon	Use a colon before listed items in text if there is a natural break. If the sentence flows easily, no punctuation is needed before the list. A colon is used to introduce a vertical list if	
Comma	Use commas to separate items in a series. If one of the items already contains a comma, use semicolons to separate the items.	
	The Oxford or serial comma is the comma that appears before the final 'and' or 'or' in a list of things. Either use it consistently throughout a text or not at all.	parsley, sage, rosemary, and thyme parsley, sage, rosemary and thyme
	If one or more of the items in the list are compound, such as 'rain and snow', and the grouping of items becomes unclear, use a comma before the final 'and'.	The meeting was organised to discuss land, children and climate change, and slums and housing.
	In a compound sentence, use a comma before 'and', 'but', 'for', 'or', 'nor', 'so' and 'yet' when it separates two independent clauses.	Sustainable development has been at the core of development interventions in India, but these have been mostly rural-centric, at
	Do not insert a comma after titles or names that contain a comma unless this is required by the structure of the sentence.	The Companies Act, 1956 was amended in 2008. The provisions can be found in the Companies Act, 1956, which
	Use a comma to set off individual elements in addresses and place names.	The meeting was held in Penang, Malaysia, in March 2018.
	Use a comma after an introductory phrase or word-phrase.	Over the last nine years, poverty has soared. However, the situation can still be fixed.
	Use commas in pairs to indicate an interruption or additional information. In these cases, the sentence should make grammatical sense even if you remove the words enclosed	The city of Tiruchirappalli, or Trichy, is served by a combination of networked and non-networked sanitation systems.
Hyphen	Use the hyphen in compound adjectives and adverbs that precede a noun, and to link prefixes and suffixes.	self-funded project, decision-making process, pro-poor, 18-year-old son

En dash	The en dash is a short dash that is longer than a hyphen. Use an en dash (unspaced) to connect an inclusive range of numbers, such as dates, time, money, distances, amounts	pp. 34–37, June–August, $20–$25
	Use an en dash to indicate a relationship between two independent elements when one part of a compound does not modify the meaning of the other parts.	Ganga–Yamuna basin, debt–equity ratio, Delhi–Jaipur flight
	Do not use an en dash to replace 'to' if the word 'from' precedes the first element, or to replace 'and' if the word 'between' precedes the first elements.	Avoid: The conference was held from 17–18 October 2018 in Marrakesh.
	Add an en dash to a numeral to denote a negative number in text.	Annual average temperatures range from –4°C to 24°C.
Em dash	Use the em dash (unspaced) to denote a sudden break in thought, or to emphasise or explain.	This will enable banks to promote their services—particularly to small and medium enterprises—and to advise clients on trade
	Go to ‘insert’ > ‘symbol’ > ‘more symbols’ > ‘special characters’ > click on ‘em dash’ The default shortcut for an em dash is Alt + Ctrl + Num-, this can be changed to something	
Brackets	Use round brackets for parentheses, as well as for nested parentheses (parentheses within parentheses).	
	Use square brackets for editorial interpolations within quoted text.	
Quotation marks	Use single quotation marks when directly quoting another source, or to signal that a word or phrase is being used in an unusual sense.	‘It is not enough,’ as Ananya Roy has argued, ‘simply to study the cities of the global south as interesting, anomalous, different, and
	Use double quotation marks for a quotation within a quotation.	The goal is ‘to “dislocate” the Euro-American centre of theoretical production’ (Roy, 2008, p. 2).
	Use double quotation marks for a quotation within a quotation.	The President said, 'In the longer term, the key challenge for developing Asia will be to enhance its resilience to external
	Exception: Do not use any punctuation before a quotation introduced by ‘that’, ‘which’ or a similar conjunction.	The study found that 'local participation was crucial to the success of the project'.
Punctuation after a quotation	Place a period or comma inside the closing quotation marks.	
	Place question marks and exclamation marks inside the closing marks only if they are part of the quotation.	To learn more about the complexities of global poverty, watch Ananya Roy's video, 'Who Sees Poverty?' (Roy, 2014).
Slash	Avoid using a slash to denote 'or' or 'and'. Use 'and', 'or' or 'and/or' as appropriate.	Avoid: Compensation will be paid to landowners/tenants. Prefer: Compensation will be paid to landowners and renants.
	Use slash to represent 'per' when referring to a rate. Do this consistently; do not mix slashes and ‘per.’	km/h
Ellipses	Use an ellipsis to indicate missing text in a quotation. Do not surround it with spaces.	
ARTICLES	Use the definite article ‘the’ to restrict or particularise a noun and an indefinite article (‘a’ or ‘an’) when the identity of the noun is not specified or fixed.	A team leader will be selected before the inception mission. The team leader will consult with government officials on governance
	Use articles correctly in titles of projects and documents. For example, if the project is designed to support something that does not yet exist, use the indefinite article.	Technical Assistance to Afghanistan for a Strategy for Rural Development

NON-ENGLISH TERMS	Italicise all non-English terms throughout the document or publication.	*basti, khasra, mastry*
	If a non-English term, or an abbreviation derived from a non-English term, is included in the Shorter Oxford English Dictionary or on www.oed.com, do not use italics.	ad hoc, per capita, i.e., ibid.
	Do not italicise proper nouns, such as names of agencies, institutions or organisations.	Agence Française de Développement, Gesellschaft für Internationale Zusammenarbeit
	On first appearance, provide an approximate English translation for each term in parentheses (if the explanation is short) or in a footnote (if it is long).	One response to urban economy is the *kadogo* (small) economy phenomenon.
	Follow this for each term in every section of the document or publication, e.g., preliminary pages, main text and each appendix.	
	If many non-English terms are used in a text, include a glossary.	
GENDER-NEUTRAL LANGUAGE	Sometimes rewriting a sentence is the best way to ensure gender-neutral language. Make sure that such rewriting is appropriate to the context.	Avoid: Every farmer must tend to his own field Prefer: All farmers must tend to their own fields
REFERENCES	Do not plagiarise material from another source. Only reproduce material that falls within the definition of fair use or for which permission to reproduce has been obtained. Cite all	
	Chicago (4.75–4.84) provides useful general rules on fair use and quoting without permission. Generally, quoting, copying, or paraphrasing any published or unpublished	
Citation style	Cite all quoted or referenced material correctly and completely in the author–date format. This includes both direct quotations and paraphrased material.	
	IIHS publications follow the APA style of referencing, using in-text citations along with a list of references at the end.	
	In-text references should immediately follow the relevant or quoted material, rather than appearing at the end of the sentence.	
	For every in-text citation, make sure there is a corresponding entry in the reference list at the end of the document.	Brenner, N., & Schmid, C. (2014). The 'urban age' in question. *International Journal of Urban and Regional Research, 38* (3),
	In-text references should always precede punctuation marks.	
	If you quote a source directly, the citation needs to include the exact page number.	
	If you mention the name of the author(s) in the text, place the year of publication of the work in parentheses after the author's name.	Brenner and Schmid's (2014) thesis on 'planetary urbanisation' is relevant here.
	If you refer to a work in the text of your paper, place the author's last name and the year of publication of the work in parentheses at the end of the sentence.	Here, I draw on the idea of 'planetary urbanisation' (Brenner & Schmid, 2014).
In-text citations	One work by one author	(Kessler, 2003, p. 50) According to Kessler (2003),...
	One work by two authors	(Joreskog & Sorborn, 2007 Joreskog and Sorborn (2007) claims...

	One work by three or more authors	First instance: (Basu, Banerji & Chatterjee, 2007) Second instance onwards: Basu et al. (2007)
	Groups or organisations or universities	(University of Pittsburgh, 2007) University of Pittsburgh (2007)
	When two or more authors have the same surname, include their initials in all in-text citations even if the year of publication differs	(I. Light, 2006; M.A. Light, 2008)
	If a work has no identified author or anonymous author, cite the first few words of the reference entry (title) along with the year.	(‘Study finds’, 2007) (Anonymous, 1998)
	If abbreviations are provided	First instance: (National Institute of Mental Health [NIMH], 2003) Subsequently: (NIMH, 2003)
	Two or more works by same author	(Gogel, 1990, 2006)
	Two or more works by different authors	(Gogel, 1996; Miller, 1999)
	Secondary sources	Allport's diary (as cited in Nicholson, 2003)
	Personal communication (letters, telephone conversations, emails, interviews): No reference list entry is required.	(A. Surie, personal communication, March 19, 2017)
List of references	The list of all works cited appears at the end of the work, under the heading, ‘References’.	
	The list of references, unlike a bibliography, inlcludes only the sources that have been referred to in the text.	
	List all entries in alphabetical order by author. Arrange publications of the same author by year of publication, with the earliest publication listed first.	
	Chronological listing: If you cite more than one work by the same author(s), the corresponding entries should be listed in order by the year of publication, starting with the	
	Provide the last name and initials for all authors of a particular work unless the work has more than six authors. If the work has more than six authors, list the first six authors and	
Books	Single author	Merrifield, A. (2014). *The new urban question* . New York: Pluto Press.
	More than one author	Greig, A., Taylor, J., & MacKay, T. (2013). *Doing research with children: A practical guide* . London: Sage.
	Edited books	Amanor, Kojo S., & Moyo, S. (Eds) (2008). *Land and sustainable development in Africa* . London and New York: Zed Books.
	Translated books	Amin, S. (1976). *Unequal development* (trans. B. Pearce). London and New York: Monthly Review Press.
	Book chapters	Chachra, S. (2011). The national question in India. In S. Moyo and P. Yeros (Eds), *Reclaiming the nation* (pp. 67–78). London and New

	Forthcoming books	Suresh, S. (in press). The joys of composting. Bangalore: Daily Dunk.
Journals	Journal articles	Foster, J.B. (2010). The financialization of accumulation. *Monthly Review, 62* (5), 1–17. doi: 10.1037/0278-6133.24.2.225
	Special issue or section in a journal	Haney, C., & Wiener, R.L. (Eds) (2004). Capital punishment in the United States [Special Issue]. *Psychology, Public Policy, and Law,*
	Where available, include a Digital Object Identifier (DOI) number at the end of a reference.	Goldman, M. (2011). Speculative urbanism and the making of the next world city. *International Journal of Urban*
Newspapers	Newspaper article	Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post* , pp. A1, A4.
Online and electronic sources	Article from the internet	Cooper, D. (2009, March 31). Native ant may stop toad in its tracks. ABC Science. Retrieved from
	Film	Bender, L. (Producer), & Tarantino, Q. (Director). (1994). *Pulp fiction* [Motion Picture]. United States: Miramax.
	Video	The Logical Indian. (2016, Septeber 22). Save Ennore Creek from floods; Save Ennore Creek – Sign the petition. [Video file].
	Podcast	Atkin, M. (Reporter). (2008, November 13). Bermagui forest disputed turf [Audio podcast]. The Hack Half Hour. Retrieved from
Others	In-press article	Briscoe, R. (in press). Egocentric spatial representation in action and perception. Philosophy and Phenomenological Research.
	Paper presented at a meeting	Datta, P. (2006). Urbanisation in India. Paper presented at the International Trade and Foreign European Population Conference,
	Proceedings of a meeting, conference or symposium	Muelbauer, J. (2007, September). Housing, credit, and consumer expenditure. In S. C. Ludvigson (Chair), Housing and consumer
	Unpublished document	Mangrulkar, A. (2015). The use of public healthcare infrastructure in Karnataka. Unpublished manuscript.
Cross-references	Minimise the use of cross-references. Keep cross-references simple and do not use unnecessary words.	
	Cross-references may be written into the text or appear in parentheses as appropriate. Place them at the end of the sentence if possible.	The natural gas component will require additional consulting services (Appendix 3).
	When cross-referencing a particular item (such as a table) in another part of a document, give the major part first, then the specific cross-reference.	Appendix 1, Table A1

HOW TO CREATE YOUR OWN STYLE SHEET

In order to avoid confusion and save time, it is best to create a style sheet before you begin writing. A style sheet is a short list of important rules to keep in mind while writing and

The elements of a stylesheet include, but may not be limited to:	Sample style sheet
1. Spelling (American or British, ‘ise’ or ‘ize’)	1. British, ‘ise’ spelling
2. Quotation marks (single or double)	2. Single quotes
3. How to abbreviate	3. PPP, RD Sharma
4. How to denote percentages	4. ‘per cent’ in text, ‘%’ in tables
5. How to denote numbers	5. One to nine in words, 10 onwards in figures; only figures for measurements
6. List formatting style	6. Bullets
7. Dates, time, etc.	7. 15 August 1947, twentieth century, 1980s
8. Heading style	8. Level 1: title case, bold; Level 2: sentence case, bold; Level 3: sentence case, italics, no bold
9. Footnotes or endnotes	9. Endnotes
10. Referencing style	10. APA, in-text references (Last name, year)

Cheat Sheet

☐ **SPELLING**	Use British spelling, not American spelling.	labour, not labor; traveller, not traveler
	End your words with -ise, -yse, -isation, not -ize/-yze/-ization.	Avoid: recognize, analyze, urbanization Prefer: recognise, analyse, urbanisation
	When in doubt, refer to the Oxford English Dictionary (British spelling).	
☐ **ABBREVIATIONS**	Spell out on first mention, with the abbreviation in parenthesis. Thereafter, only use the abbreviation.	Besides elected representatives from these Urban Local Bodies (ULBs), the team also interacted with ULB staff.
	Use no periods or spaces with abbreviations that appear in capitals.	PPP, SDG, IIHS
	Use no periods or spaces between people's initials.	A Revi, KD Singh
	Use periods with abbreviations that appear in lowercase letters.	Ph.D., p.m., Dr., etc., i.e., ibid., et al.
	Use 's' or 'es' to indicate plural abbreviations; do not use an apostrophe.	SHGs, SMSes
	Use an apostrophe and lowercase 's' to denote possessive abbreviations.	the UN's mandate
☐ **QUOTATIONS**	Use single quote marks throughout; use double quote marks for a quote within a quote.	Myers has looked into Kenya's 'efforts to reimagine Nairobi as a "world-class city region" by 2030'.
	Long quotations (more than 40 words) should be indented, with a line space above and below. Do not italicise indented quotations or use quotation marks.	
☐ **CAPITALISATION**	Keep the use of capitals to a minimum.	
	Capitalise titles and designations when used along with a name; passing references need not be capitalised.	Chief Minister Sangma launched the Jackfruit Mission today. The minister said the mission would benefit farmers.
	Capitalise complete names of governments, ministries, departments and other permanent bodies. Passing references need not be capitalised.	The Karnataka Forest Department; the department
	Capitalise formal names of laws, policies, treaties, programmes and major national economic plans. Incomplete or generic references need not be capitalised.	the Immigration Act; the act
☐ **NUMBERS AND MEASUREMENTS**	Spell out numbers from zero to nine; use figures for 10 and above.	The team interviewed six households. There were 32 masons at the workshop.
	Always use figures for percentages, measurements, currency, days, months and years.	2 per cent, ₹3,000, 42 kilometres, 4 years
	Avoid beginning a sentence with a number. If you must, spell it out.	Twenty-nine of them found the workshop useful.
	If there are many numbers in a single sentence—below or above 10—use figures throughout.	Of the households interviewed, 15 had *kuchha* toilets, 11 had *pucca* toilets, and the remaining 9 did not have any.
	Spell out ordinal numbers from two to nine; use figures for numbers above nine.	ninth iteration, 42nd birthday
	Spell out a frequently used weight or measure the first time it appears and give the abbreviation in parentheses. Thereafter use only the abbreviated form.	17 kilograms (kg)
☐ **PERCENTAGES**	Use 'per cent' (two words) in text.	11 per cent
	Use the '%' symbol only in tables and figures.	
☐ **DATES AND TIME**	Write dates in day-month-year order, without punctuation. Do not use zero before single-digit dates.	Wednesday, 1 August 2018
	Use numerals for decades; do not use apostrophes.	1980s, not 1980's
	Use ordinal numbers for centuries; avoid superscript for the accompanying letters.	19th century, not 19th century or nineteenth century
	Use either the 12- or 24-hour clock—not both in the same text.	12-hour clock: 9.00 a.m., 2.30 p.m.

☐ **HEADINGS**	Level 1 headings: Left-aligned, title case (capitalise the first letter of all major words).	Chapter 1: The Economics of Climate Mitigation
	Level 2 headings: Left-aligned, bold, title case.	**1.1: What is Mitigation?**
	Level 3 headings: Left-aligned, italicised, sentence case (capitalise only the first letter of the first word).	*1.1.1: Cities as climate actors*
☐ **TABLES, FIGURES AND BOXES**	Number all tables, figures and boxes along with a suitable title.	
	All table, figure and box titles should be left-aligned, bold and in sentence case.	**Figure 3: House in Kibera settlement**
	Provide a source for every table, figure and box.	Source: Edmonds, 1990; Source: Author's own
	Cite all tables, figures and boxes in the text along with their number.	see Table 4', not 'the table below'
☐ **LISTS**	Use a colon before a list if there is a natural break.	The approved items are as follows:
	If the sentence flows easily into the list, punctuation before the list is not needed.	The approved items include
	Use either numbered or bulleted lists, not both in the same document.	
☐ **FOOTNOTES AND ENDNOTES**	Use either footnotes (bottom of the page) or endnotes (end of an article, chapter or book); not both in the same document.	
☐ **HYPHENS AND DASHES**	Use the hyphen in compound adjectives and adverbs that precede a noun, and to link prefixes and suffixes.	self-funded project, 18-year-old son, pro-poor
	Use the en dash (unspaced) to separate dates and denote ranges.	pp. 34–37, June–August, $20–$25
	Use an en dash to indicate a relationship between two independent elements when one part of a compound does not modify the meaning of the other parts.	Ganga–Yamuna basin, debt–equity ratio
	Use the em dash (unspaced) to denote a sudden break in thought, or to emphasise or explain.	This will enable banks to promote their services—particularly to small and medium enterprises—and to advise clients on trade transactions.
☐ **OXFORD COMMA**	The Oxford or serial comma is the comma that appears before the final ‘and’ or 'or' in a list of things. Either use it consistently throughout a text or not at all.	parsley, sage, rosemary, and thyme parsley, sage, rosemary and thyme
☐ **NON_ENGLISH TERMS**	Use italics for non-English words, unless they have fallen in common usage.	*basti, khasra, mastry*
☐ **GENDER NEUTRAL LANGUAGE**	Sometimes rewriting a sentence is the best way to ensure gender-neutral language. Make sure that such rewriting is appropriate to the context.	Avoid: Every farmer must tend to his own field. Prefer: All farmers must tend to their own fields.
☐ **REFERENCES**	IIHS publications follow the APA style of referencing.	
	Use an in-text citation every time you quote, refer to, summarise or paraphrase from another source.	Brenner and Schmid’s (2014) thesis on ‘planetary urbanisation’ The idea of ‘planetary urbanisation’ (Brenner & Schmid)
	For every in-text citation, make sure there is a corresponding entry in the reference list at the end of the document.	Brenner, N., & Schmid, C. (2014). The ‘urban age’ in question. *International Journal of Urban and Regional Research, 38* (3), 731–755.
	In-text references should immediately follow the relevant or quoted material, rather than appearing at the end of the sentence.	
	If you quote a source directly, the citation needs to include the exact page number.	

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