

OBSERVER RESEARCH FOUNDATION

# Publication Guidelines

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# Contents

- 1. ORF - Publication Guidelines and Committee ..... 4
  - ORF Publication Categories..... 4
- 2. Publication Details..... 5
  - Expert Speak..... 5
  - ORF Commentary ..... 5
  - ORF Reports..... 5
  - ORF Issue Briefs and Special Reports..... 5
  - ORF Occasional Papers ..... 6
  - ORF Monographs ..... 6
  - Books ..... 6
  - ORF Policy Briefs ..... 7
  - External Publications ..... 7
- 3. Review Process..... 8
  - Expert Speak..... 8
  - ORF Commentary ..... 8
  - ORF Reports..... 8
  - ORF Issue Briefs/Special Reports ..... 8
  - Occasional Papers..... 9
  - ORF Monographs ..... 9
  - Books ..... 9
  - ORF Policy Briefs ..... 9
  - 3(a) Present to Publish ..... 9
  - 3(b) List of Reviewers ..... 10
- 4. Standard Operating Procedure for ORF Publications..... 10
  - Academic Standards..... 10
  - Content Formatting..... 10
  - Manuscript Submission Process ..... 11
  - Turnaround Time for Manuscripts ..... 11
- 5. Compensation to Reviewers ..... 11
- 6. Incentives ..... 11

7. Design ..... 12

8. Pricing ..... 12

Appendix 1 - Recommended English Language Style-sheet ..... 13

Appendix 2 – Recommended Citation style ..... 18

## 1. ORF - Publication Guidelines and Committee

A Publications Committee has been formed at ORF to streamline, supervise and oversee and facilitate the process of publishing ORF research output. The Committee will be responsible for recommending procedures and guidelines that ensure the quality of output.

The Management has appointed the following as members of the Committee until further orders:

1. Sunjoy Joshi
2. Samir Saran
3. Harsh Pant
4. Vinia Datinguino Mukherjee

On the recommendations of the Committee the following guidelines are being put into effect for all issues related to any published output emanating from ORF:

### ORF Publication Categories

ORF research output will henceforth be categorised as follows:

#### - Purely Web-based research output

- a) Expert Speak (ORF Blogs)
- b) ORF Commentary
- c) Reports (of events and discussions hosted by ORF)

#### - Print and/or Web based publications

- d) ORF Issue Briefs/Special Reports
- e) ORF Occasional Papers
- f) ORF Monographs
- g) Books – these have to be published by independent publishers under arrangements that do not entail any buy back obligations on the part of the ORF. Some books / seminar proceedings / project publications may be published in-house – if the management so decides or if such publication forms part of a funded project and is provided for in the budget thereof.
- h) ORF Policy Briefs

## 2. Publication Details

### Expert Speak

*Expert Speak, the ORF web blogs, represent a researcher's personal and immediate take on current events.*

*These will be posted on the Expert Speak section of the ORF website.*

*ORF retains the right to re-publish works that appear on the Expert Speak section of the website.*

### ORF Commentary

Structured opinion / interpretation of current events or trends in the researcher's domain directed towards a wider reading audience. It should be comprehensible to the general reader. As a rule, end-notes or footnotes should be avoided. These would normally be articles of ORF faculty members being reproduced from print or online media.

*Indicative length: 900 – 1,200 words*

*ORF Commentaries will be posted on the ORF website.*

### ORF Reports

ORF Reports include round-ups and minutes of the key debates and discussions that take place in specific ORF events and platforms.

*Indicative length: 900 – 1,200 words*

*ORF Reports will be posted on the ORF website.*

### ORF Issue Briefs and Special Reports

These publications would be directed towards a wider audience of policymakers and opinion shapers, including legislators, government officials, media persons, universities and research institutions, etc. A brief should provide a succinct analytical account of the background of an issue of national importance. It should be comprehensible to the general reader.

In some cases, talks given at ORF may be subsequently published as papers OR discourses commissioned / published by ORF will also fall in this category.

As a rule, end-notes or footnotes should be avoided or, only basic footnotes should be provided where necessary.

*Indicative length: 2,500 words and upwards*

*Issue Briefs and Special Reports will be printed and posted on the ORF website.*

## **ORF Occasional Papers**

These would be similar to extended journal articles. They should be of high academic quality though they might be based on secondary materials and published works, rather than primary basic research.

Papers would be contributed mainly by ORF researchers but, in some cases, distinguished speakers invited by ORF could be invited to contribute an extended version of their speech in the form of a paper for publication. In exceptional cases, ORF might commission noted domain experts to contribute. (ORF might consider offering an honorarium in such cases.)

As a rule, end-notes or footnotes should be provided and these should conform to the style prescribed (see Appendix 2).

*Indicative length – 5,000 to 10,000 words, including end-notes/foot-notes*

*Occasional Papers will be published in-house and posted on the web.*

## **ORF Monographs**

Monographs are Research reports that result from rigorous and original academic research. The manuscript will be appropriately chaptered, footnoted and will have an index. A monograph will generally deal with one, narrowly focused research question.

*Indicative length – 25,000 to 50,000 words, including end-notes / foot- notes*

*Monographs will, in most cases, be published internally by ORF.*

## **Books**

Books are Research reports that result from rigorous and original academic research. The manuscript will be appropriately chaptered, footnoted and will have an index.

All ORF books are henceforth expected to be of a quality that can be published by

outside publishers on a commercial basis without any buy back commitments from ORF. Depending upon the subject and nature of content, ORF may decide to publish some Books / Monographs in-house. These publications will be largely confined to cases where such a publication forms part of a project for which ORF has received funding and such publication has been provided for in the project budget.

*Indicative length – 50,000 words and above including end-notes/ foot-notes*

*Only excerpts/table of contents will be published on the website.*

## **ORF Policy Briefs**

An ORF Policy Brief will be a short, crisp research output that succinctly outlines the rationale for adopting a particular policy alternative. It is intended either as a direct input into the policy making process or as an immediate and targeted intervention in an on-going policy debate.

These would be meant primarily for leading policymakers and therefore, the length and style should be designed to meet the requirements of readers who have little time to spare.

A policy brief should succinctly (i) pose the problem; (ii) summarise the facts; (iii) spell out the policy options and their implications; and (iv) offer a specific recommendation.

As such, a Policy Brief is expected to be very concise (two to four pages).

Policy Briefs will be published in-house and / or posted on the web (as deemed appropriate from case to case) and will be distributed outside as per management discretion.

Wherever necessary, a policy brief should be supported by an accompanying Issue Brief providing a more detailed statement of the background of the problem.

## **External Publications**

ORF researchers may publish externally – in the media, in edited books and in peer-reviewed journals – provided that they acknowledge (either in the author bio or the text itself) their affiliation with ORF.

### **3. Review Process**

A structured review process is henceforth being established for all ORF research output as under.

#### **Expert Speak**

The contents of these blogs represent the researcher's personal and immediate take on current events. Expert speak blogs will be reviewed (by at least one of a panel of experts for different themes – which can include ORF faculty) and cleared by the web editor prior to publication.

#### **ORF Commentary**

Each commentary piece slated to be published on the ORF website will be reviewed internally by ORF faculty (Senior Fellows or above) / web-editor before being cleared for publication.

Accordingly, such content will be routed to the web team only by or on behalf of the web-editor.

The web editor may at his/her discretion refer any piece to the Publications Committee for a second opinion.

#### **ORF Reports**

Each web report to be published on the ORF website will be reviewed by the web editor before being cleared for publication.

Accordingly, such content will be routed to the web team only by or on behalf of the web-editor.

The web editor may at his/her discretion refer any piece to the Publications Committee for a second opinion.

#### **ORF Issue Briefs/Special Reports**

Each research output in this category will be reviewed internally by two members of the ORF faculty (Senior Fellows or above)/ associates and the ORF Editor.

The ORF faculty / associates could be members of the academic council, Director,

distinguished fellows or senior fellows.

## **Occasional Papers**

All Papers written by ORF researchers are to be reviewed by at least one ORF associate - (Director/Advisor/Distinguished Fellow) and one or more outside referees. The papers will also be reviewed for format by the ORF editor. The editor may at his/her discretion refer any paper to the Publications Committee for a second opinion.

## **ORF Monographs**

Monographs produced at ORF need to be reviewed internally by at least one ORF associate (Director/Advisor/Distinguished Fellow). The manuscript must also be reviewed by two outside referees. The monograph will also be reviewed for format by the ORF editor. The editor may at his/her discretion refer any paper to the Publications Committee for a second opinion.

## **Books**

Books produced at ORF need to be reviewed internally by at least one ORF associate (Director/Advisor/Distinguished Fellow) and by the ORF editor. These reviewers might decide to refer the manuscript for further review.

All books produced by ORF researchers are expected to be published externally by external publishers on a commercial basis and, as such, they will be subject to that publisher's normal processes for manuscripts.

## **ORF Policy Briefs**

To ensure exacting standards of quality and relevance, each paper would be pre-reviewed by the Publications Committee and shown to the Management.

The number and frequency of Policy Briefs is meant to be limited (say, not more than 3-4 per year) in order to ensure that they receive the desired attention in policy making circles.

## **3(a) Present to Publish**

All ORF publications of Issue Brief-length and above are subject to an additional review. Authors must schedule a slot with the Publications Committee to present their paper to the ORF faculty as part of the review process. The purpose of this review is

twofold:

- To make other members of the ORF faculty aware of the research being conducted by their colleagues;
- To allow the researcher to benefit from multidisciplinary feedback to their work from their peers and colleagues.

### **3(b) List of Reviewers**

A preliminary list of possible outside reviewers is available with the ORF Editors and will be updated and amended from time to time. Persons figuring in this list are expected to possess a high degree of domain expertise and a familiarity with research publications and processes.

## **4. Standard Operating Procedure for ORF Publications**

### **Academic Standards**

ORF's Print / Web Research output is expected to conform to established Research standards. As such, they should be of high academic quality even though they might be based on secondary materials and published works, rather than original basic research.

### **Content Formatting**

British English should be used as a default language for all ORF research output and not American English. The only exception will be for quotations or extracts from authors who have originally used a different spelling system.

The language style-guide recommended for ORF publications is per appendix 1. In case any clarifications are needed, the *Economist Style Guide* should be used.

Citations in ORF publications will conform to the *Chicago Manual of Style*. Illustrative examples are provided per Appendix 2.

The Publications committee will not consider manuscripts that do not conform to these basic guidelines.

ORF IT department will be directed to set-up the British Spelling dictionaries on all ORF computers as a default. The ORF library will, if needed, make available the abovementioned style guides or will provide links to their online versions.

## Manuscript Submission Process

The individual researcher will finalise the manuscript in accordance with the ORF guidelines and will refer it to her/his head of initiative/head of programme. In the case of the author being the initiative or programme head, the submission may be made to the Publications Committee directly. After due vetting by the concerned, the manuscript must be put forward to the Publications Committee, in a timely manner, who will then ensure that:

- The manuscript is seen and commented upon by additional ORF faculty/associates as prescribed in these guidelines;
- The finalised manuscript is sent by the ORF Editor to outside referees if and when appropriate;
- The manuscript is sent to the ORF Editor for copyediting and proofreading;
- The document is referred to the librarian for a plagiarism check;
- Any originality issues arising from the plagiarism check are addressed.

A period of three weeks will be allowed for comments to be received. The comments received will be sent back to the author for consideration/incorporation as appropriate.

The final manuscript will be sent to the ORF Editor and the Publications Committee for publication. Where absolutely necessary, the publication committee may step in to expedite or by-pass the process.

## Turnaround Time for Manuscripts

Policy Brief / Issue Brief – a maximum of 10 days for printing; an hour for web posting

Occasional Paper / Monographs — a maximum of three weeks for printing; an hour for web posting

## 5. Compensation to Reviewers

External reviewers may be compensated. Such compensation will be decided on a case to case basis. Rates for external reviews are with ORF Admin and may be revised from time to time.

## 6. Incentives

An organisational incentive will be offered to researchers for articles published in peer reviewed journals. This will be entirely at management discretion and will be based upon an assessment of the type / quality of journal as well as the

estimated impact of the article. The ORF Publication Committee will advise the Management in this regard.

## **7. Design**

Designs for Policy Briefs, Occasional Papers and Monographs will be reviewed and standardised. These must thereafter not be altered except for bespoke publications emanating from joint projects.

All publications should carry ORF Logo and a short profile of the organisation.

All ORF products should carry a statement clarifying that ORF as an institution does not subscribe to any views of its own. Therefore all publications reflect the views of its author(s) and not those of ORF.

## **8. Pricing**

Most ORF products published internally will not be priced although the management may, in some cases, choose otherwise. Books will be priced by the publishers on commercial considerations.

## Appendix 1 - Recommended English Language Style-sheet

The most commonly encountered English usage issues are detailed below. However, in cases of doubt, the Economist Style guide can be referred to.

### ORTHOGRAPHY

- Please follow British orthography, which includes the 's' spelling; recognise / civilise so on and so forth. '.

### NUMBERS

- From one to hundred, these should be in words, and thereafter in numerals.
- However, even numbers after hundred, as in two hundred, one thousand, etc. are in words.
- Years and dates are always in numeral, as in 15 January 1999 (the date precedes the month; no comma after the month); similarly for a date without the year, e.g. 1 March.
- For fractions that are spelt out, print three-quarters two-thirds.
- When both a whole number and a fraction are spelt out, use a hyphen only in the fraction, as in one and three-quarters.
- Print combinations as in half an inch, half a dozen, without hyphens.
- Decimal numbers are always in numerals, as in 1.05.
- In scientific and statistical copy use the symbol % for a percentage no space between numeral and symbol – 35%); in humanistic copy, the word percent should be used (one word and not two)
- Distances, weights, measures, as in miles, kilometres, pounds, kilograms, feet, inches are usually indicated in words, although long or complicated figures can be given in numerals.
- In decimals use the full point, as in 7.06; and print 0.76, not .76.

- Similarly in indicating the time of day, print 4.30 p.m.
- Insert commas in case of four or more figures, as in 7,642.
- Print dates without commas as in 1908.
- Roman numerals to be preferred in such cases as Krishnaraya II – which are not to be broken up in mid-sentence and are not followed by a full point except at the end of a sentence.

#### CENTURIES AND DECADES

- Spell out (in lower case) references to particular centuries. Decades may be spelt out or written numerically with apostrophes.

Eg. The twentieth century; during the eighties and nineties/ the '80s and '90s.

- If decades are identified by their century, numerals are used:

The 1889s / 1990s. No apostrophe is needed between the years and the 's'

#### CAPITALS

Designations are capitalised when the designation is used as a Prefix to the name, for eg. Prime Minister AtalBehari Vajpayee, but in lower case otherwise, as in the Indian prime minister. Similarly, for ministries and organisations, capitals are used when the full title is used, as in Ministry of Defence, but not when it is defence ministry.

Specific terms like the Indian Army, Indian Air Force or Indian Navy are capitalised, but the words army, navy etc. are lower case when standing alone or not part of an official title.

Likewise, Partition is capitalised when referring to it as a noun, as in at the time of Partition, but not when used as a verb, as in the partition of India.

The Second World War, First World War, etc. would be capitalised.

Use capital initial when usage favours it, and when a connection with the proper name is still felt to be alive: Christian, Dantesque, Hellenic, Homeric, Marxism, Machiavellian, Shakespearean.

Use lower-case initial in

a) connection with the proper name is remote or conventional: italic (script), roman (numerals)

b) when the sense is an attribute or quality suggested by the proper name: chauvinistic, gargantuan, platonic (love), protean, quixotic, titanic, herculean.

Use capital initial when the sense of the verb is historical or cultural and has a direct reference to the proper name, as in Indianise, Sanskritise, Christianise, Latinise, Aryanise

Use lower case initial when the sense of the verb is an activity associated with but not referring directly to the proper name: galvanise, pasteurise.

Use lower-case initials

(a) When reference to the proper name is remote or allusive: boycott, jersey (garment), mackintosh, morocco (leather), philippics, quisling, sandwich, suede, wellington (boot).

(b) In names of scientific units: ampere, joule, newton, volt, watt.

Small capitals to be used for the following:

AD Anno Domini – This precedes the year eg AD 1634.

BC Before Christ – This succeeds the year eg 634 BC

In printing these no space or period should be inserted between the letters.

• a.m. (ante meridian), p.m. (post meridian), should be in lower case, except in lines of capitals or small capitals.

Note: Use figures in 9.00 a.m., words in nine o'clock, no hyphen in half past nine.

- Acronyms should always be explained in brackets in the first instance, as in Indian Foreign Services (IFS), and only the acronym used in subsequent references.
- In a full-length non-fiction book (not essays or an anthology), you could also use acronyms in the main text, and provide a list of acronyms in front of the book.
- When compass points are used to describe recognised geographical areas, they should be capitalised, as in the Far East, unemployment in the North-East. When the area described is commonly recognised as a unit, use lower case (western France), and use lower-case too for simple directions (Hannibal attacked from the north).
- When referring to someone's age, it will be lower case: He's in his sixties.
- In regular title capitalisation, also known as headline style, the first and last words and all nouns, pronouns, adjectives, verbs, adverbs and subordinating conjunctions (if, because, as, that) are capitalised. Articles (a, an, the), coordinating conjunctions (and, but, or, for, nor) and prepositions, regardless of length, are lowercased unless they are the first or last word of the title or subtitle.

#### FULL POINT

- Use periods in the case of initials, as in S.S. Gill.
- Abbreviations and contractions consisting of upper and lower cases take full points as in Mt. (Mount) St. (Saint) Ph.D (Doctor 'of Philosophy), exceptions to be made for Rs, Dr (Doctor) Revd (Reverend: not Rev), Mr, Mrs, Mme, Mlle (Mademoiselle), Prof, Col, here full points are not required.

#### ITALICS

- Common/generic Indian words are usually not to be italicised, except in direct dialogue. However, in certain books, especially fiction, this may vary.

Also, you can italicise in the first instance only to designate it as a non-English word, but keep in roman henceforth.

Words like masala, dhoti, kurta, salaam, etc.; names of well-known art forms, like ghazal, bhangra, bharatnatyam, kathak, etc.; and terms of respect like ji, dada, mama, chacha, etc., maybe excluded from italicisation.

(Note: Plural 's' is to be set in italic even if it is not strictly the plural form of foreign word, as in qanats.)

- Use of italics should be kept to the minimum. Names of books and journals must be italicised (not in quotes) but not the titles of articles, Ph.D theses and unpublished material.
- Do not italicise the following: the Bible, the Koran, the Bhagavad Gita, Upanishads etc. Adjectives derived from the names of sacred books are generally lower cased (biblical, scriptural), but a few retain the initial capital like Koranic, Vedic
- Titles of plays, films and TV serials should be italicised.
- Parts of poems and plays are lower-cased in roman Arabic numeralseg. Canto5, stanze 4, act 3, scene 2.
- Titles of long poems that have been published separately and titles of poetry collections are italicised. Titles of short poems are in roman within single quotes.
- etc. is always in roman typeface with a full point.
- et al. is always in italics. Other non-English words, as in French, Latin etc. will be italicised. Follow the dictionary rule.
- Stage directions in plays are always in italics

#### Names of periodicals

- Apparent inconsistency is often caused by the prefix 'The' being sometimes printed in italics and sometimes in roman. As a rule, print the definite article in roman lower-case, as the Times of India, the Pioneer, the Indian Express, the Statesman. The Times and The Economist are exceptions in this case.
- 'The', if it is part of the title of a book, should also be in italics. The title of an article/paper appearing in a periodical/journal should be in roman within quotation marks.

## Appendix 2 – Recommended Citation style

### *Book: One Author*

Note:

1. Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.

Bibliography:

Doniger, Wendy. *Splitting the Difference*. Chicago: University of Chicago Press, 1999.

### *Book: Two Author*

Note:

6. Guy Cowlshaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000), 104–7.

Bibliography:

Cowlshaw, Guy, and Robin Dunbar. *Primate Conservation Biology*. Chicago: University of Chicago Press, 2000.

### *Book: Four or More Authors*

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

Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. *The Social Organization of Sexuality: Sexual Practices in the United States*. Chicago: University of Chicago Press, 1994.

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

4. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

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

16. Yves Bonnefoy, *New and Selected Poems*, ed. John Naughton and Anthony Rudolf (Chicago: University of Chicago Press, 1995), 22.  
Bonnefoy, Yves. *New and Selected Poems*. Edited by John Naughton and Anthony Rudolf. Chicago: University of Chicago Press, 1995.

*Chapter or other part of a book*

5. Andrew Wiese, “The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States,” in *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101–2.

Wiese, Andrew. “The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States.” In *The New Suburban History*, edited by Kevin M. Kruse and Thomas J. Sugrue, 99–119. Chicago: University of Chicago Press, 2006.

*Chapter of an edited volume originally published elsewhere (as in primary sources)*

8. Quintus Tullius Cicero. “Handbook on Canvassing for the Consulship,” in *Rome: Late Republic and Principate*, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of *University of Chicago Readings in Western Civilization*, ed. John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986), 35.

Cicero, Quintus Tullius. “Handbook on Canvassing for the Consulship.” In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press, 1986. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

*Preface, foreword, introduction, or similar part of a book*

17. James Rieger, introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.

Rieger, James. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press, 1982.

### *Book published electronically*

If a book is available in more than one format, you should cite the version you consulted, but you may also list the other formats, as in the second example below. If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the first example below.

2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), <http://press-pubs.uchicago.edu/founders/> (accessed June 27, 2006).

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. <http://press-pubs.uchicago.edu/founders/>. Also available in print form and as a CD-ROM.

### *Article in a print journal*

8. John Maynard Smith, "The Origin of Altruism," *Nature* 393 (1998): 639.

Smith, John Maynard. "The Origin of Altruism." *Nature* 393 (1998): 639–40.

### *Article in an online journal*

If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the fourth example below.

33. Mark A. Hlatky et al., "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial," *Journal of the American Medical Association* 287, no. 5 (2002), <http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo>.

Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley. "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial." *Journal of the American Medical Association* 287, no. 5 (February 6, 2002), <http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo>.

### *Popular magazine article*

29. Steve Martin, "Sports-Interview Shocker," *New Yorker*, May 6, 2002, 84.

Martin, Steve. "Sports-Interview Shocker." *New Yorker*, May 6, 2002.

### *Newspaper article*

Newspaper articles may be cited in running text ("As William Niederkorn noted in a *New York Times* article on June 20, 2002, . . .") instead of in a note or an in-text citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations.

10. William S. Niederkorn, "A Scholar Recants on His 'Shakespeare' Discovery," *New York Times*, June 20, 2002, Arts section, Midwest edition.

Niederkorn, William S. "A Scholar Recants on His 'Shakespeare' Discovery." *New York Times*, June 20, 2002, Arts section, Midwest edition.

### *Book review*

1. James Gorman, "Endangered Species," review of *The Last American Man*, by Elizabeth Gilbert, *New York Times Book Review*, June 2, 2002, 16.

Gorman, James. "Endangered Species." Review of *The Last American Man*, by Elizabeth Gilbert. *New York Times Book Review*, June 2, 2002.

### *Thesis or dissertation*

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

Amundin, M. "Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoenaphocoena*." PhD diss., Stockholm University, 1991.

### *Paper presented at a meeting or conference*

13. 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).

Doyle, Brian. "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.

### *Web site*

Web sites may be cited in running text ("On its Web site, the Evanston Public Library Board of Trustees states . . .") instead of in an in-text citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations. If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the second example below.

11. Evanston Public Library Board of Trustees, "Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach," Evanston Public Library, <http://www.epl.org/library/strategic-plan-00.html>.

Evanston Public Library Board of Trustees. "Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach." Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html> (accessed June 1, 2005).

### *Weblog entry or comment*

Weblog entries or comments may be cited in running text (“In a comment posted to the Becker-Posner Blog on March 6, 2006, Peter Pearson noted . . .”) instead of in a note or an in-text citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations. If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the first example below.

8. Peter Pearson, comment on “The New American Dilemma: Illegal Immigration,” The Becker-Posner Blog, comment posted March 6, 2006, [http://www.becker-posner-blog.com/archives/2006/03/the\\_new\\_america.html#c080052](http://www.becker-posner-blog.com/archives/2006/03/the_new_america.html#c080052) (accessed March 28, 2006).

Becker-Posner Blog, The. <http://www.becker-posner-blog.com/>.

### *E-mail message*

Weblog entries or comments may be cited in running text (“In a comment posted to the Becker-Posner Blog on March 6, 2006, Peter Pearson noted . . .”) instead of in a note or an in-text citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations. If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the first example below.

2. John Doe, e-mail message to author, October 31, 2005.

### *Item in online database*

Journal articles published in online databases should be cited as shown above, under “Article in an online journal.” If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the first example below.

7. Pliny the Elder, *The Natural History*, ed. John Bostock and H. T. Riley, in the Perseus Digital Library, <http://www.perseus.tufts.edu/cgi-bin/ptext?lookup=Plin.+Nat.+1.dedication> (accessed November 17, 2005). Perseus Digital Library. <http://www.perseus.tufts.edu/>.