



REFERENCING STYLE TO BE ADHERED

The journal uses FAC standard Chicago Manual Style of referencing. Only sources referred in the article shall be included in the reference section and no bibliography list shall be used.

In the text (in-text citation)

- 1. For in-text citation:** Author's surname, the publication date, and page number in parentheses is used.
Eg. Citing one work (Longkumer 2015, 19); citing more than one work (Longkumer 2015, 19; Lotha 2016, 21) etc.
Separate the references with semicolons. If author's name appeared on the subject, it is not necessary to repeat it, but the date should be followed immediately [eg. Longkumer (2015, 19)]. Detail of the source is given in the reference list.
- 2. More than two authors:** Instead of writing all the names, write the first author's surname followed by et al.
Eg. (Khan et al. 2017,32) or Khan et al. (2017,32)
- 3. Authors with same surname:** Use the initials of the authors. Eg. T.Ao 1977, 14 and S. Ao 2018, 4.
- 4. No author's name:** Cite few words of the title in quotation marks and the year.
- 5. Organisation as author:** The name of the organisation can be listed in the abbreviation, so that in-text citation is shorten. Eg. (FNR 2018). However in the reference list abbreviations are expanded.
Eg. FNR (Forum for Naga Reconciliation) 2018. *Walking the Naga Day*. Dimapur: Heritage Publishing House.
- 6. Author with two or more works in the same year** can be differentiated by putting a,b,c. .. eg. Ao 2015a, Ao 2015b etc.
- 7. Personal communications/interviews:** They are cited only in the text and not in the reference list.
Eg. Albert Einstein (distinguished professor and scholar) in discussion with the author, December 1905.
- 8. Unknown date** may be cited as (Author, n.d)

Footnote & Endnote

- Endnotes are to be used instead of Footnotes.
- Endnote can be cited in the same manner as in-text citation. However, any references cited in the notes should be included in the references list.
- All endnotes must be chronologically numbered.
- When you have two consecutive notes from the same source, use *Ibid.* (which means “in the same place”) and the page number; just use *Ibid.* if the page number is the same as the previous citation.

Tables & Figures

- Any references cited in tables or figures should be included in the references list.

Reference List

- Alphabetically by last name of author. If no author or editor, order by title.
- A single-author entry precedes a multi-author entry that begins with the same name. Successive entries by two or more authors when only the first author is the same are alphabetized by co-authors' last names. If references have the same author(s), editor(s), etc., arrange by year of publication, with undated works at the end.
- If the reference list contains two or more items by the same author in the same year, add a, b, etc.
- **Punctuation:** Headline-style capitalization is used. In headline style, the words of title and subtitle and all other major words (nouns, pronouns, verbs, adjectives, adverbs) are capitalized.

Books

- **Single Author:** Author's surname, followed by initialised middle name and last name. Year. Title of the book in italic. Place: Publisher.
Eg. Longkumer, Along. 2015. *A way Forward: The Idea of a Peace Accord Between India and the Nagas*. Dimapur: Heritage Publishing House.
- **Two authors:** First author's surname followed by initialised middle name and last name and First name of the second author in initial followed by surname. Year. Title of the book in italic. Place: Publisher.
Eg. Fadia, B.L. and K. Fadia 2017. *Indian Administration*. New Delhi: Sahitya Bhawan.

- **More than two authors:** First author's surname, middle and last name initialised and first name of the second author in initial followed by surname. Remaining authors can be referred by "et al.", year, Title of the book in italic. Place: Publisher.
Eg. Young, M., Zuelow, E., et al. 2007. *Nationalism in Global Era: The Persistence of Nations*. Abingdon: Routledge.
- **Organisation as author:** Eg. University of Chicago Press. 2012. *The Chicago Manual of Style*. 16th ed. Chicago: University of Chicago Press.
- **No author:** Begin the references entry with the title, and ignore "the", "a" or "an" for the purposes of alphabetical order. Books with authors should precede books without authors.
- **Edited books:** Chapter in single editor book. Eg. Longkumer, A.S., 2017. "Style of Writing in Scientific Research". in Smith, John, ed. 2012. *Collected Style Manuals*. Abingdon: Routledge. Chapter in multi editors book. Eg. Lotha, A. 2016. "The Rise of the Nagas". In Ao, T.S. and Sema, A.M. eds. *The Naga Saga*. Dimapur: Heritage Publishing House.
- **Reprinted work:** Eg. Imti, E. (2000) 2011. *Women and Conflict*. Reprint, Union, New Delhi: OUP.
- **Multi volume work:** Eg. Jamir, Watimongla. 2009–12. *Collected Works*. 2 vols. New Delhi: Sage.
- **Online books:** If you are using online book, include the URL.
- **Place of publication:** When two cities are given, include the first one only.
- **Publisher:** Omit initial "the", and "Inc.", "Ltd", "Co.", "Publishing Co.", etc.

Journal

- Article from journal shall include author's surname, coma, initials of middle and first name (full stop) followed by first name (full stop), coma, year of publication, full stop, "title of the article" within quotation marks, Name of the Journal in italic, volume, issue number in bracket, colon, page numbers of the article. If you are using the online version, cite the online version and include the URL
Eg. Jamir, T. 2017. "When Self Meets Other: Religions, Cultures and Dialogue" *Fazl Ali College Journal*. 7: 92-96. <http://fac.ac.in/facj/2017/FACJ-7-2017-10.pdf>
Include the numbers for volume, issue and page. However do not write these in full form.
Eg. Jamir, T. 2017. "When Self Meets Other: Religions, Cultures and Dialogue" *Fazl Ali College Journal*. 7: 92-96.
- For more than two authors, list the name of the first two authors followed by et al.
- **Other article types, such as review etc :** Eg. Smith, John. 2012. "Title of Book Review." *Review of Book Title*, by Lisa Khan. *Journal Title in Full* 10 (1): 33–39.

Conferences & Seminars

- **Proceedings:** Individual contributions to conference/seminar proceedings are treated like chapters in multi-author books. If published in a journal, treat as an article.
- **Papers:** Eg. Bendangtemjen, R. 2018. "Monsoon: Its Mechanism and Weather Analysis of Mokokchung District." Paper presented at Inter-Departmental Seminar, Fazl Ali College Mokokchung, August 18.

Thesis

- Eg. Phyobenthung. 2008. "Title of Thesis." PhD thesis. Jawaharlal Nehru University.

Internet Source

- **In-text only:** Item such as newspaper, magazine, e-mail, blog, tweets, facebook etc. should be cited only in the text and not in the references.
- **Newspapers or Magazine:** Eg. "quotation from newspaper" (*Nagaland Post*, May 8, 2018); OR ... as noted in a *Nagaland Post* article on June 27, 2018 ...
- **Email & Blog:** Give the name of list, date of posting, and the URL
- **Tweets & Facebook:** Use the author's "real" name (if you can locate it) and handle (username). Accounts that are managed by a group of people, such as those for corporations or organizations, will not have a single author. Simply use the handle for the author name. Eg. TheEconomist, Twitter post, July 26, 2018, 2:43p.m. <http://twitter.com/theeconomist>
- **Documents:** Where date of publication is given, access dates are not required, *but should be retained when supplied by the author.*
- If citing an undated online document, give an access date and use the year of access as year of publication:
Eg. Oxford Library. 2012. "Library Strategy." Oxford Library. Accessed June 3 2012.<http://www.ol.org/library/strategy.html>

Multimedia

- **Video streaming sites:** Cite video streaming sites in notes only. Include the creator, director, performers, title, date created as well as the information you would gather for a website and database (database/site name, URL, date accessed). Also include the length of videos. Eg. Ed Catmull, *Pixar: Keep Your Crises Small*, YouTube video, 54:11, from a lecture recorded at 2007 Entrepreneurship Conference at the Stanford Graduate School of Business by the

Stanford Graduate School of Business on January 21, 2007, posted by "Standfordbusiness," July 28, 2009, <http://www.youtube.com/watch?v=k2h2lvhzMDc>.

- **Films:** For films, what is usually referenced directly and therefore the most important is the title.

Eg. *Titanic*, directed by James Cameron and Jon Landau, performed by Leonardo DiCaprio and Kate Winslet, Paramount Pictures, 20th Century Fox and Lightstorm Entertainment, 2012, film.

- **Television Show:** Cite only in notes. Identify the episode title, television show, date of airing, and other pertinent information within the text.
- Eg. *The Simpsons*, "Beware My Cheating Bart," Cartoon Network, April 15, 2012, written by Ben Joseph.
- **Recordings:** Provide in the body of the paragraph. Eg. The Foo Fighter's song "Rope" from the 2011 album *Wasting Light*...and in the note Foo Fighters, "Rope," in *Wasting Light*, Roswell Records, 2011, <http://itunes.com>.
- **Photographs and Images:** Many digital images may be accessed but may not be the actual hosts. Gather as much information as possible because many a times title, date and other details may not be available.

Eg. Pete Souza, *Obama Family* in the Oval Office, 2009, White House, Washington D.C. in *Wikipedia*, http://en.wikipedia.org/wiki/File:Obama_family_in_the_Oval_Office.jpg.

*Referred from Taylor and Francis (<https://www.tandfonline.com/>) Turabian, K.L., 2007. *A Manual for Writers of Research Papers, Theses and Dissertations: Chicago Style for Students and Researchers*. 7th Edition. Chicago: The University of Chicago Press & *Chicago Manual Style* (<http://library.osu.edu>)