Referencing Guidelines for DOCTORAL RESEARCH PROPOSAL

DEPARTMENT OF SANSKRIT

UNIVERSITY OF DELHI

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http://sanskrit.du.ac.in

1. Points to be considered for formatting the references:

Page Orientation Portrait

Page Size A4 size

Margins 1 inch from all sides

Text must be numbered and arranged in ascending order (Alphabetical A-Z).

Font:Times New Roman (for English), Unicode/Walkman Chanakya/Kruti Dev 10 Font (for Sanskrit/Hindi), 12 points, **Alignment**: Justified

Line Spacing 1.5.

2. Important points related to References:
- Reference list should identify references cited (e.g. book, journal article, conferenceproceedings, dissertations, theses etc.) in sufficient detail so that others may locate andconsult your references.
- Reference list should appear at the end of your research proposal with the entries listed numericallyand in the same order that they have been cited in the text.
- It is important to BE CONSISTENT when you are referencing.
- References should contain all the necessary parts. No part should be missing.
- Sequence of the part of reference citation should be uniform for all the reference ofsame type.

3. Reference List Preparation Guidelines and Samples:

A list of references contains details only of those works cited in the text. Punctuationmarks and spaces within the references are very important. Keep uniformity with this respect.

Also consider the following:

1. Minimum 10 references are required.
2. References should be written as per the format given.
3. 50-60 % references are needed are to be from book, reputed journal articles and conference proceedings that too from **latest** journals.
4. In case of conference proceedings dates, place of the conference and in case of published proceedings page nos. of proceedings should be given.
5. Citation dates for e-reference is a must.
6. Give the editions of the books referred by you in the bibliography list.

7. Give full details of the reports taken as a reference i.e. place of publication, published by which agency, etc.

In-text citations:

▪ The identification of references within the text of your proposal by author second name (first name if second name not available) for example

> **Reference Single Author: Ramchandra Sharma, 2015**
> In Text Citation: (Sharma, 2015).
>
> **Reference Two Authors: Ramchandra Sharma, 2015 and Kailash Shrivastava, 2011**
> In Text Citation: (Sharma, 2015 & Shrivastava, 2011).

▪ When multiple references are cited at a given place in the text, use a hyphen to join the first and last numbers that are inclusive. Use commas (without spaces) to separate multiple citation. For example:

> **Reference Single Author: Ramchandra Sharma, 2015, Kailash Shrivastava, 2011 and Prakash Pandey, 2010.**
> In Text Citation: (Sharma, 2015; Shrivastava, 2011 & Pandey, 2010).

Format for the Reference Section

1. Book

1.1Book with Single Author:

Reference:

Author Lastname, Firstname. *Title of Book (Italic Case)*. Publisher. City of Publication, Year of Publication.

Example:

In Reference List:

> Grenfell, Wilfred Thomason. *Adrift on an Ice Pan*. Creative, 1992.

In Text Citation: (Grenfell, 1992)

In Reference List:

तिवारी, भोलानाथ. *तुलनात्मकभाषाविज्ञान(Italic Case)*. मोतीलाल बनारसीदास, दिल्ली, 2008.

In Text Citation: (तिवारी, 2008)

1.2 Book with Two or Multiple Authors:

Two Authors:

Author Lastname, Firstname and Author Lastname, Firstname. *Title of Book (Italic Case)*. Publisher. City of Publication, Year of Publication.

Three or More Authors:

Author Lastname, Firstname, Author Lastname, Firstname, Author Lastname, Firstname and Author Lastname, Firstname. *Title of Book (Italic Case)*. Publisher. City of Publication, Year of Publication.

Example:

In Reference List:

Katona, Steven, Grenfell and Wilfred Thomason. *A Field Guide to the Whales*. Smithsonian Institution, 1991.

In Text Citation: (Katona& Grenfell, 1991)

Example:

In Reference List:

Valerie, Rough, David T. Richardson, Katona, Steven, Grenfell and Wilfred Thomason. *A Field Guide to the Whales*. Smithsonian Institution, 1991.

In Text Citation: (Valerie et al., 1991)

Example in Hindi/Sanskrit:

In Reference List:

तिवारी, भोलानाथ एवं तिवारी, भोलानाथ. *तुलनात्मक भाषाविज्ञान (Italic Case)*. मोतीलाल बनारसीदास, दिल्ली, 2008.

In Text Citation: (तिवारी एवं तिवारी, 2008)

Example in Hindi/Sanskrit:

In Reference List:

तिवारी, भोलानाथ तिवारी, भोलानाथ, तिवारी, भोलानाथ एवं तिवारी, भोलानाथ. *तुलनात्मक भाषाविज्ञान(Italic Case)*. मोतीलाल बनारसीदास, दिल्ली, 2008.

In Text Citation: (तिवारी एवं अन्य, 2008)

2. Book with Editor/Translator

State the editor or editors followed by a comma and "ed." or, for multiple editors, "eds."

2.1 Book with Single Editor/Translator and Single Author:

Author Lastname, Firstname (ed.). *Title of Book(Italic Case)*. Publisher. City of Publication, Year of Publication.

Example: Grenfell, Wilfred Thomason (ed.). *Adrift on an Ice Pan*. Creative, 1992.

तिवारी, भोलानाथ (संपा.). *तुलनात्मक भाषाविज्ञान (Italic Case)*. मोतीलाल बनारसीदास, दिल्ली, 2008.

2.2 Book with Two or Multiple Editors/Translators:

Two Authors:

> Author Lastname, Firstname and Author Lastname, Firstname (eds.). *Title of Book*. Publisher. City of Publication, Year of Publication.

Three or More Authors:

Author Lastname, Firstname, Author Lastname, Firstname, Author Lastname, Firstname and Author Lastname, Firstname (eds.). *Title of Book*. Publisher. City of Publication, Year of Publication.

Example:

Katona, Steven, Grenfell and Wilfred Thomason (eds.). *A Field Guide to the Whales(Italic Case)*. Smithsonian Institution, 1991.

Example:

Valerie Rough, David T. Richardson, Katona, Steven, Grenfell and Wilfred Thomason (eds.). *A Field Guide to the Whales*. Smithsonian Institution, 1991.

Example in Hindi/Sanskrit:

तिवारी, भोलानाथ एवं तिवारी, भोलानाथ (संपा.). *तुलनात्मक भाषाविज्ञान (Italic Case)*. मोतीलाल बनारसीदास, दिल्ली, 2008.

Example in Hindi/Sanskrit:

तिवारी, भोलानाथतिवारी, भोलानाथ, तिवारी, भोलानाथएवंतिवारी, भोलानाथ (संपा.). *तुलनात्मकभाषाविज्ञान(Italic Case)*. मोतीलालबनारसीदास, दिल्ली, 2008.

2.3Chapter in EditedBook:

Single Author:

Author Lastname, Firstname. "Title of Article.". Title of Book. Ed. Editor(s) Name. Publisher, Publication City, Year. Pages.

Example:

Handcock, W. Gordon."English Migration to Newfoundland."*Peopling of Newfoundland: Essays in Historical Geography.*Ed. John J. Mannion. Institute of Social and Economic Research, Memorial University of Newfoundland, 1977. 15-48.

चन्द्र, सुभाष. "ई-शिक्षण."*संगणकीय भाषाविज्ञान: एक परिचय.* संपा. चन्द्र सुभाष, झा गिरीश नाथ. प्रकाशन नाम, प्रकाशन शहर, प्रकाशन वर्ष. पृष्ठ सं.।

Two or Multiple Author and Editor/s:

Handcock, W. Gordon, Handcock, W. Gordon and Handcock, W. Gordon."English Migration to Newfoundland."*Peopling of Newfoundland: Essays in Historical Geography.*Ed. John J. Mannion and John J. Mannion. Institute of Social and Economic Research, Memorial University of Newfoundland, 1977. 15-48.

चन्द्र, सुभाष एवं भौमिक, प्रीति. "ई-शिक्षण."*संगणकीय भाषाविज्ञान: एक परिचय.* संपा. चन्द्र सुभाष, झा गिरीश नाथ. प्रकाशन नाम, प्रकाशन शहर, प्रकाशन वर्ष. पृष्ठ सं.।

3. Translated book

Everything will remain same only add "Trans." followed by the translator's Firstname Lastname after the title.

Example:

Carrier, Roch. *La Guerre, Yes Sir*. Trans. Sheila Fischman. Anansi, Toronto, 1970.

वाल्मीकि. *श्रीमद्वाल्मीकिरामायण.* अनुवा. शर्मा जानकीनाथ. गीताप्रेस, गोरखपुरा।

4. Journal article (print)

Author Lastname, Firstname. "Title of Article." Name of Journal Volume. Issue (Year): Pages. Medium.

Cox, Gordon. "A Newfoundland Christmas Caroling Tradition." Folk Music Journal 3.3 (1977): 242-60.

5. Journal article (internet)

Do not include a URL unless your instructor specifically requests you include them. If there are no page numbers, use the abbreviation "n.pag.".

Author Lastname, Firstname. "Title of Article." Name of Journal Volume.Issue (Year): Pages. Medium.Date you accessed it.

Lackenbauer, Whitney P. "War, Memory, and the Newfoundland Regiment at Gallipoli." Newfoundland andLabrador Studies 15.2 (1999): 176-214. Web. 6 Sept. 2009.

6. Published conference paper in conference proceedings:

Author. "Title." *Name, date, and location of conference (Italic Case)*. Editor(s). Publisher, City of Publication, Year. Page No.

Gibson, Claire C. "Impact of the Larger Social Context on the Distance Learner." Proceedings of *One World Many Voices: Quality in Open and Distance Learning. International Council for Distance Education, Oct. 1995, U of Illinois (Italic Case)*. Chicago: Milton Keynes, 1995. 279-282.

7. Newspaper article (print)

Do not include the word "The" at the beginning of newspaper names. For local newspapers only, include the name of thecity in square brackets.

Author Lastname, Firstname. "Title of Article." Name of Newspaper Day Mon. Year: Pages.

Hudson, Catherine. "Sunken Boat Discovered in Deer Lake." Western Star [Corner Brook] 16 Oct. 2009: 3.

8. News article (internet)

Do not include a URL unless your instructor specifically requests you include them. For websites sponsored by newspapers and magazines, MLA does not require page numbers.

Author Lastname, Firstname. "Title of Article." Name of Website. Name of Publisher/Sponsor ofWebsite, Day Mon. Year. Medium. Date you accessed it.

Ivison, John. "EU Stand Against Canadian Seal Hunt is both Illegal and Hypocritical." National Post. Postmedia Network, 7 Jan. 2014. Web. 4 Aug. 2014.

9. Magazine article (print)

MLA does not include volume or issue numbers for magazines, even if the magazine has them.

Author Lastname, Firstname. "Title of Article." *Name of Magazine Day Mon*. Year: Pages.

Young, Ron. "Christmas, Mummers and Sleigh Bells." *Downhome* Dec. 2014: 26-27.

10. Dissertation or thesis (print)

Author Lastname, Firstname. "Title of Dissertation/Thesis". Diss/Thesis. Name of University, Year.

Breslin, Samantha. "Living with Music: An Ethnography of Sessions in St. John's, Newfoundland." Diss.Memorial University of Newfoundland, 2011.