



## **CONTRIBUTING ESSAYS FOR KATHA ACADEMIC SERIES: SOME NOTES ON STYLE**

The following are some guidelines to use in writing/formatting your essay.

- Essay length: roughly 5000 words.
- British English
- Double-spaced
- Pages should be numbered, sections and subsections numbered and/or clearly demarcated.
- Katha places emphasis on readability, that is, use of language which is coherent, clear, consistent, grammatically correct and reader-friendly, even as it expresses complex ideas. Heavy use of jargon must be avoided, where unavoidable must be disambiguated, and must not be used to cloak ineffective writing. Please keep your sentences short and to the point. Lengthy sentences must be properly punctuated.
- Bibliography/References/Notes: numbered, in order of appearance; listed at end of essay; formatted as follows:  
Example: referring to an essay:  
Sisir Kumar Das, "The Narratives of Suffering: Caste and the Underprivileged", *Translating Caste*, Tapan Basu ed, (Delhi: Katha, 2002) 150-180.  
  
Example: referring to an article in a periodical:  
Challapalli Swaroopa Rani, "Dalit Women's Writing in Telegu", *Economic and Political Weekly*, 25 April 1998, WS 22.  
  
Example: referring to a book:  
Krishna Sobti, *The Heart has its Reasons*, trans. Reema Anand and Meenakshi Swami (Delhi: Katha, 2005)
- Quotations:
  - Avoid lengthy quotes. But where necessary, quotes of more than 60 words should be set off from the main text (in a paragraph). Shorter quotes can be in the text and quotation marks used.
  - Quotes in a foreign language should be followed immediately by the English translation. Isolated foreign words should be in italics.
  - Reference all quotes at the end of the essay.
- Diacritical marks:
  - Something KATHA generally does not use in our fiction or non-fiction, but can be used where and as necessary. For example, it may be necessary in a title or name or concept in the Germanic languages.