

YOUTHINK VOL. XX

SUBMISSION GUIDELINES

1. Manuscripts and all editorial correspondence should be addressed to youthink.editor@xavcomsociety.com

2. A contributor can submit only **one** article.

3. Plagiarism is strictly prohibited. All submitted articles are run through a plagiarism checker.

4. Contributors must provide their affiliations and complete postal and e-mail addresses with their articles.

5. Articles must follow the following formatting guidelines:

a) Text should be on only one side of the paper (preferably A4) and double-spaced throughout (this applies not only to the text but to displayed quotations, notes, references and any other matter as well).

b) Articles should not exceed **2500** words for articles by **professors** or **joint articles** by a professor and a student and **1500** words for only **student articles**. All articles must be accompanied by an **abstract** of 150 words and 4-6 **keywords**.

6. Use 'z' **spellings** instead of 's' spellings. This means that words ending with '-ise', 'isation', etc., will be spelt with 'z' (e.g., 'recognize', 'organize', 'civilize').

7. Use British **spellings** in all cases instead of American spellings (hence, 'programme' not 'program', 'labour' not 'labor', and 'centre' and not 'center').

8. Use **single quotes** throughout. Spellings of words in quotations should not be changed.

9. Use 'twentieth century', '1980s'. Spell out numbers from one to nine, 10 and above to remain in figures. However, for exact measurements, use only figures (3 km, 9 per cent, not %). Use thousands and millions, not lakhs and crores.

10. Use of **italics** should be minimal, but consistent.

11. **Tables and figures** to be indicated by numbers separately (see Table 1), not by placement (see Table below). Present each table and figure on a separate sheet of paper, gathering them together at the end and cite them in the text. Sources for figures and tables should be mentioned irrespective of whether or not they require permissions.

12. All **photographs and scanned images** should have a resolution of minimum 300 dpi/1500 pixels (TIFF or JPEG). Due permissions should be taken for copyright protected images and whether such permission is required should be ascertained. All photographs/scanned images should be provided separately.

13. A **consolidated listing** of all books, articles, essays, theses and documents referred to (including any referred to in the tables, graphs and maps) should be provided at the end of the article.

14. **Arrangement of references:** Reference list entries should be alphabetized by the last name of the first author of each work. In each reference, authors' names are inverted (last name first) for all authors (first, second or subsequent ones); give the last name and initials for all authors of a particular work (for less than six authors). If the work has more than six authors, list the first six authors and then use 'et al.' after the sixth author's name.

a) **Chronological listing**: If more than one work by the same author(s) is/are cited, they should be listed in order by the year of publication, starting with the earliest.

b) **Sentence case:** In references, sentence case (only the first word and any proper noun are capitalized

- e.g., 'The software industry in India') is to be followed for the titles of papers, books, articles, etc. For Journal titles, first letter of all words except articles and conjunctions are capitalized – e.g., Journal of Business Ethics.

c) **Italicize:** Book and Journal titles are to be italicized.

15. Citations and References should adhere to the guidelines below (based on the **Publication Manual of the American Psychological Association**, 6th edition). Some examples are given below:

a) In text citations: One work by one author: (Kessler, 2003, p. 50) or 'Kessler (2003) found that among the epidemiological samples…'

aa. One work by two authors: (Joreskog & Sorborn, 2007, pp. 50–66) or 'Joreskog and Sorborn (2007) found that…'

bb. One work by three or more authors: (Basu, Banerji & Chatterjee, 2007) [first instance]; Basu et al. (2007) [Second instance onwards].

cc. Groups or organizations or universities: (University of Pittsburgh, 2007) or University of Pittsburgh (2007).

dd. Authors with same surname: Include the initials in all the in-text citations even if the year of publication differs, e.g., (I. Light, 2006; M.A. Light, 2008).

ee. Works with no identified author or anonymous author: Cite the first few words of the reference entry (title) and then the year, e.g., ('Study finds', 2007); (Anonymous, 1998).

ff. If abbreviations are provided, then the style to be followed is: (National Institute of Mental Health [NIMH], 2003) in the first citation and (NIMH, 2003) in subsequent citations.

gg. Two or more works by same author: (Gogel, 1990, 2006, in press)

hh. Two or more works with different authors: (Gogel, 1996; Miller, 1999)

ii. Secondary sources: Allport's diary (as cited in Nicholson, 2003).

b) Books: (Book reviews must contain name of author/editor and book reviewed, place of publication and publisher, year of publication, number of pages and price.)

Patnaik, Utsa (2007). The Republic of Hunger. New Delhi: Three Essays Collective.

c) Edited Books:

Amanor, Kojo S., & Moyo, S. (Eds) (2008). Land and sustainable development in Africa. London and New York: Zed Books.

d) Translated books:

Amin, S. (1976). Unequal development (trans. B. Pearce). London and New York: Monthly Review Press.

e) 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 York: Pluto Press.

f) Journal articles:

Foster, J.B. (2010). The financialization of accumulation. Monthly Review, 62(5), 1-17.
Doi: 10.1037/0278-6133.24.2.225 [Doi number optional]
Newsletter article, no author:
Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December).

OOJDP News @ a Glance. Retrieved from http://www.ncrjs.gov/html

g) Newspaper article:

Schwartz, J. (1993, September 30). Obesity affects economic, social status. The Washington Post, pp. A1, A4.

h) In-press article:

Briscoe, R. (in press). Egocentric spatial representation in action and perception. Philosophy and Phenomenological Research. Retrieved from http://cogprints.org/5780/1/ECSRAP.F07.pdf.

i) Non-English reference book, title translated into English:

Real Academia Espanola. (2001). Diccionario de la lengua espanola [Dictionary of the Spanish Language] (22nd ed.). Madrid, Spain: Author.

j) 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, 10(4), 1-17.

16. **Post submission,** a manuscript goes through the following stages-

The Editors first cursorily examine the manuscript to check whether there is an obvious reason to reject it, for example, if it does not fit well within the aims and scope of Youthink.

Once the preliminary checks are done, the manuscript is peer-reviewed. Depending upon the reviewers' recommendations, the manuscript either is accepted or rejected, or, most likely, rewriting suggestions are given to the author, who then modifies the manuscript as per the requirement.