**The RD Style Sheet 2013**

**Font:** Times New Roman; **Font Size:** 12; **Line Spacing:** 1.5

**Spelling:** British English. Use –ise, -our

**Eg:** Organise (NOT organize); centre (NOT center); colour (NOT color)

**Paragraph Indent:** All paragraphs (including the first) must begin with a single ‘Tab’ intent

**Quotations:** Single quotation marks for quotations; double quotation marks for quotations within quotations

 **Eg 1:** Others, including Warne and Chappell, have described Buchanan as ‘someone with the most fortunate timing in the game’, crediting his success to a team of great players who would have dominated world cricket anyway.

 **Eg 2:** The authors even go so far as to suggest that it would be ‘more responsible of commentators to remark that, “Hawk-Eye was 99.9 per cent sure the ball was going to hit the wicket so the umpire was right,” or “Hawk-Eye was only 90 per cent sure the ball was going to hit the wicket—the umpire should not have given it out,” ’.

**(***There is a space between ‘ and “ at the end of the quotation in the above Eg. to make it clear, but it SHOULD NOT be there in the actual text***)**

**Block Quotations:** A quotation exceeding four lines of text must be indented without quotation marks, in a smaller font size. (**Font:** Times New Roman; **Font Size:** 11; **Line Spacing:** 1.5)

 **Eg:** He describes a shot once played by Wilton St. Hill that was not one of his usual grace and elegance shots. ‘There was a primitive hidden in him,’ writes James recounting what St. Hill would do if a bowler blocked his leg-glance, and then goes on to describe the shot:

He stretched his left foot down the wicket and, with a sweep that seemed to begin from first-slip and encompassed the whole horizon, smashed the ball hard and low to square-leg. Sweep is not the correct word. It was a swing, begun when the ball was almost within reach, and carried out with a violence that seemed aimed at the ball personally, to hit it out of sight or break it to bits.

The point of note here is that the description of the game, whether or not accompanied by an illustrative image or two, appeared *after* the match was over.

**Abbreviations:**

* All abbreviations must be spelt out at first occurrence. (Full form first; followed by the abbreviation in brackets; NO full stops). **Eg:** ...came to be known as World Series Cricket (WSC) – complete with large-scale logistics and massive financing.
* No full stops in abbreviations that are in lower case. **Eg:** am, pm
* No full stops after any symbols for units. The same symbols are used for both singular and plural. **Eg:** kg, cm, m
* A unit of measurement used without a numeral should always be spelled out.
**Eg:** Measurements were taken in kilometres

**Numbers**

* Numbers from one to nine must be spelt out
* Numbers greater than nine are written in numeral form,
* Except while writing about very large round numbers, which can be expressed as a mixture of numerals and spelt out numbers.

**Eg 1:** Alam Srinivas and T.R. Vivek point out that this translated into a payment of $62 million paid every year for the first five years and double of that in the next five.

 **Eg 2:** This vehicle includes 78 screens and takes around four hours to ‘de-rig’.

* Crores/lakhs or Billion/million: Both the Indian and international system are acceptable. **Stick to one system throughout the text**
* Percentages: Percentages must be expressed in numerals followed by the words ‘per cent’ NOT %

**Eg:** At the end of the 1951 season in England, the MCC announced a sharp increase in the number of matches drawn – 50 per cent as compared to 25 per cent in 1946 and 1947

* Years are always expressed in numerals unless they stand at the beginning of a sentence
* Decades are either spelt out in lower case, or expressed in numerals.
**Eg 1:** the 1980s and 1990s**;** **Eg 2:** the fifties and sixties were...
* Dates: 9 March 2007

**Capitalisation/Italicisation**

* Proper nouns and titles of books, movies, etc must be written with initial capital letters and italicised

**Eg**: Cricket writer Ayaz Memon, in the Prologue to the *Wills Book of Excellence*, tells a story of the Australian cricketer Bobby Simpson.

* Non-English words that are not in everyday use must be italicised.

**Eg:** ...helmets and elbow guards have now become *de rigueur* for any cricketer

* Names of organisations, ethnic and national groups, titles, etc must be capitalised

**Eg:** International Olympic Committee; the French; Prime Minister Manmohan Singh

* No full stops after initials in names. **Eg:** C L R James; E B White

**Citations:** Citations must be made in footnotes to follow a number (in superscript) in the text.

**Eg:** Nalin Mehta writes of the rise of cricket in India being linked to the politics of identity, broader trends in globalization, and the birth of the satellite television industry.1

*The Footnote will be* (**Font:** Times New Roman; **Font Size:** 12; **Line Spacing:** 1.15):

For an article from a journal, magazine, etc:

1 Nalin Mehta. “Batting for the flag: cricket, television and globalization in India”, *Sport in Society*, Vol 12 (4). May-June 2009. pp 579-599.

For a book:

1 CLR James. *Beyond a Boundary*. London: Yellow Jersey Press, 2005. pp 56-58.

For a Website:

1 Andrew Hughes. “What’s With The Whining?” on ESPNCricinfo. June 16, 2009. (accessed March 12, 2011). http://www.espncricinfo.com/wt20page2/content/story/409173.html

* Use of Ibid: When a citation is repeated, use Ibid

**Eg:**13 C.L.R. James. *Beyond a Boundary*. London: Yellow Jersey Press, 2005. pp 258-259.

14 Ibid. p 257

**Bibliography:** List of citations and references (attached at the end of the article) in alphabetical order of **last names of authors**. No page numbers.

(**Font:** Times New Roman; **Font Size:** 12; **Line Spacing:** 1.5, **Indent:**Hanging; **NO bullets**)

**Eg:**

Bailey, Trevor. “The Helmet: Sensible adjunct or well-marketed gimmick?” in *Wisden Cricketers’ Almanack* 1981 on ESPNCricinfo.
http://www.espncricinfo.com/wisdenalmanack/content/story/153032.html

Bandyopadhyay, Kausik. “Feel Good, Goodwill and India's Friendship Tour of Pakistan, 2004: Cricket, Politics and Diplomacy in Twenty-First-Century India”, *International Journal of the History of Sport* 2008, 25 (12).

Baumann, Zygmunt. *Consuming Life*, Cambridge, United Kingdom: Polity Press, 2007.