

# National Folklore Support Centre's

Encyclopaedia Indica Kids: Culture and Ecology

## Guidelines for Authors and Associate Editors



### **National Folklore Support Centre**

No.508, "Kaveri Complex", Fifth Floor,  
96, Mahatma Gandhi Road, Nungambakkam, Chennai- 600 034.

Phones: 044-28229192/044-42138410/044-28212706

Websites: [www.indianfolklore.org](http://www.indianfolklore.org)

[www.encyclopaediaindica.com](http://www.encyclopaediaindica.com)

<http://wiki.indianfolklore.org>

<http://wiki.encyclopaediaindica.com>

Author: M.D.Muthukumaraswamy

National Folklore Support Centre © 2008

No. 508, "Kaveri Complex", Fifth Floor,  
96, Mahatma Gandhi Road, Nungambakkam, Chennai- 600034  
Phones; 044-28229192/044-42138410/044-28212706

Email: [muthu@indianfolklore.org](mailto:muthu@indianfolklore.org)

Websites: [www.indianfolklore.org](http://www.indianfolklore.org)

[www.encyclopaediaindica.com](http://www.encyclopaediaindica.com)

<http://wiki.indianfolklore.org>

<http://wiki.encyclopaediaindica.com>

# Contents

1.	Introduction .....	5
	NFSC's Children's Encyclopaedia of Indian Culture and Ecology: Preamble .....	5
	NFSC's initiative .....	5
	Aim .....	6
	What will the entries contain?.....	6
	Phases of work .....	7
	The purpose of this booklet.....	8
2.	Presentation and organization of your typescript ..	9
	Guidelines for Paper Submissions.....	9
	Prelims .....	10
	Main Text.....	10
	End Matter.....	12
3.	Preparing text on disk .....	13
4.	Editorial guidelines.....	14
5.	Notes and References.....	16
6.	Electronic references.....	21
7.	Illustrations .....	24
8.	Tables .....	26
9.	Permissions .....	27
10.	Delivery requirements and checklist .....	30
11.	Proof correction .....	31
12.	Wiki Tutorial .....	32
13.	Guidelines for Associate Editors .....	38

# 1

## Introduction

### **Encyclopaedia Indica kids: Culture and Ecology**

NFSC's Children's Encyclopaedia of Indian Culture and Ecology:  
Preamble

The encyclopaedia idea is drawn from the fact that each animal, plant, and bird thrives in a unique ecosystem. While scientific information related to this has been vastly documented and written about by ecologists, the cultural expressions relating to the unique ecosystems have not been documented. By bringing these two disciplines together the proposed encyclopaedia would make an innovative contribution to primary education. As it is to be organized for the children, it will lend itself to the production of innumerable educational products such as games, rhymes, songs, and local practices as well. Since it is the best way to take appreciation of diversity into primary school class rooms, we will establish collaboration with the publishing industry to publish the volumes and distribute them widely.

### **NFSC's initiative**

India is home to abundant plant, animal and bird life and has a wide range of climates that accommodate a diversity of species throughout the country. Broadly classified, there are seven major regions for plant and animal life in India: the arid Indus Plain, the Gangetic Plain, the Himalayas, Assam Valley, the Malabar Coast, the peninsular plateau, and the Andaman and Nicobar Islands. India has an estimated 45,000 species of plants, 33 percent of which are native. There are 15,000 flowering plant species, 6 percent of the world's total. About 3,000 to 4,000 of the total number of plant species are believed to be in danger of extinction. Indian folklore is prolific in recording and expressing the relationships between humans and other living beings in terms of the sacred and profane. Many cultures in India subscribe to the view that the

power of the individual or the community/society/group comes from conformity to the complex system of sacred and profane or freedom from that system itself. Analyzing such complex systems, anthropological and folklore scholarship in the second half of twentieth century has established that rituals, myths, taboos, totems, and sacred narratives are actually taxonomical classifications of indigenous knowledge systems. While the obvious inference is that the preservation of cultural diversity holds the key to the preservation of bio diversity there has not been any effort to bring the articulated relationships between humans and other living beings into our educational system.

## **Aim**

The aim of this encyclopaedia is to examine and present both the scientific information and folklore surrounding plants and trees, animals, and birds found in India. The encyclopaedia will have an introductory section followed by approximately three hundred entries. The introductory section will open with an alphabetically arranged collection of short essays on processes, research tools, and concepts important for understanding diversity of indigenous knowledge systems as embedded in specific environs and articulated as folklore. The themes and topics of the introductory section will provide the tools needed for children to clearly understand the distinction between the scientific information and cultural expressions while appreciating the validity of both on their own terms.

## **What will the entries contain?**

Out of the three hundred entries planned, one hundred each will be devoted to trees and plants, animals, and birds respectively. The template will have the following tentative areas:

- a. Description of the living being
- b. Geographical setting
- c. Scientific information
- d. Myths and folktales
- e. Rituals and beliefs
- f. Totems and taboos
- g. Performances and artistic expressions

- h. Sacred and profane locales of importance
- i. Proverbs, rhymes, riddles and other verbal arts
- j. Compare and contrast with the popular pan-Indian expressions
- k. Exercises for collection, analysis, and class room presentations
- l. Guidelines for teachers with bibliographies and further references

While it is possible that some of the living beings are found all over India, many of the subjects of entries will be found only in select places. Careful attention will be paid to having both categories of entries included in the encyclopaedia. We will seek from contributing authors at least one specific oral narration in the local language on the theme they are writing on.

### **Phases of work**

The phases of work for the preparation of the encyclopaedia follow:

1. We will send out the request for entries to the encyclopaedia to nearly six hundred scholars both Indian and international now in the informal network of National Folklore Support Centre. Simultaneously we will establish an editorial advisory board to review the entries received. The Director of National Folklore Support Centre will serve as the chief editor of the encyclopaedia.
2. While the entries are being received, we will create appropriate computer templates and relational databases for the encyclopaedia with expert help from software professionals. National Folklore Support Centre has already established contacts with professionals building computational architecture for internet searchable archives and wiki projects.
3. For entries accepted by the editorial board, we will commission prominent folk artists from the regions concerned to do illustrations. NFSC's work in the past with the visual art traditions of India will assist the processes of getting illustrations from folk artists. We will also create opportunities for folk painters illustrating the encyclopaedia to exhibit their work under the auspices of the Indian School of Folklore.

4. Each set of illustrations for every entry will be converted into two dimensional animation with the works assigned to students pursuing visual communication studies in Chennai city colleges. The two dimensional animation will have four to five components as appropriate. The first one will be a voice-over narrating the contents as the illustrations slide by. The pictorial component will be supplemented by same language subtitling meaning that as the narration unfolds and pictures slide by the children will be able to read the highlighted written words. Since all entries will have both English and any one local language narration, the translation will also appear underneath the subtitling. This process will facilitate language learning skills apart from introducing artistic traditions.
5. We will strive to complete one hundred entries every year and publicize the work towards the preparation of the encyclopaedia.
6. In the second year of work towards the encyclopaedia, we will enter into publication arrangement with a leading publishing house for the publication of the encyclopaedia both in the multimedia as well as the book format.

### **The purpose of this booklet**

The purpose of this booklet is to give you, as a National Folklore Support Centre author or an associate editor, a straightforward guide to the best way to prepare your text. The presentation of your typescript is the critical first stage for the successful publication of your article/s and following the instructions in this booklet will ensure your article is published as quickly and efficiently as possible.

If you can prepare your typescript on a computer, we can typeset from the files you supply on disk. This will save time and reduce the likelihood of introducing new errors into the text. You do not have to use a difficult or expensive word processing package and we do not ask you to use complicated codes: in fact, the simpler the presentation of your text, the better.

Most publication problems are caused by messy, badly prepared typescripts, incomplete notes and references, poorly presented artwork and missing permissions. Typescripts that are badly prepared are time-

consuming and expensive to produce. The clearer the typescript, the more likely it is that the copy-editor or associate editor will be able to do a good job.

By producing a well-organized typescript you will be making a significant contribution to the publication of your article/s. If your typescript contains material that requires presentation in a special way, it is important to discuss this with your editor at an early stage. If you have any questions about the information contained in this booklet, please contact your editor.

# 2

## Presentation and organization of your typescript

### Typescript

Your typescript will be copy-edited by a freelance copy-editor or sent out to a project manager who will arrange copy-editing, and proofing. More and more of our publication material are being copy-edited on-screen. To ensure that the typescript is clear enough to work from it is important that you follow the points detailed below:

### Guidelines for Paper Submissions

- The typescript (including prelims, notes and references) should be printed out *double-spaced* with wide margins (3–4 cm) at the top, bottom and edges.
- Use good quality white A4 (or US letter size) paper and print on *one side only* – do not use a coated paper that may be hard to write on or continuous listing paper.
- Use high quality or letter quality mode to print – not draft mode.
- Please print out in a clear typeface, e.g Times, in 12 point size.
- You need to supply *two identical copies* of the typescript to National Folklore Support Centre's editors and keep a third identical copy for your reference.
- We need hard copies accompanied by identical files on disk, with complete disk/software information.
- When supplying disks, the typescript must be an exact printout of those disks.
- The disks and typescripts must be the final version of your article.
- Always keep a back-up copy of the final disk version – never send us your only disks.

- All the final disks and typescripts should be marked with the date they were printed out.
- Your typescript must be paginated before you submit it. Begin page 1 with the first page of the main text and number right through to the end.
- Make sure that all copies of the typescript are numbered identically.
- Use the word counting facility of your word processing package your article and make a note of it at the head of the article.

## Prelims

- The prelims (preliminary material placed before the main text) should include any or all of the following in this order: title page, contents list, lists of plates, figures, maps and tables, photographs or illustrations (if any), acknowledgements, list of abbreviations.
- The *title page* should carry the exact final wording of the title (and sub-title, if any) and your name, as author or editor, in the form you wish it to be used. If you are editor, state 'Edited by'.
- The *contents* page must agree in wording and capitalization with the subheadings in the text.
- *Plates, figures, maps, table, and photographs* can be listed in the prelim pages if you think the reader is likely to consult the illustrations independently of the text.
- *Acknowledgements* may include thanks to professional bodies, colleagues, and personal friends and helpers. Where photographs are to be used in the book, include credits to the sources on the acknowledgements page. Where permissions have been granted for the use of copyright material from other works, include them here as well.
- The *list of abbreviations* is usually placed at the end of the prelims so the reader can refer back to it easily.

## **Main Text**

### Paragraphs

Always use two hard returns by pressing your 'Enter' key twice at the end of a paragraph. Do not indent the first line of a new paragraph.

### Justification of text

If producing text on disk do not use any hyphenation or justification program. Allow the software to make automatic word-wraps without hyphenation. You should insert hyphens only in words that must be hyphenated wherever they appear. Don't insert hard returns at the ends of lines.

### Layout

The text layout should be kept as simple as possible. It is important to be consistent throughout the text, using the same spacing between words, headings, paragraphs, etc. If you wish to retain space between paragraphs to indicate a section break, indicate this clearly on the typescript, e.g. use a row of asterisks.

### Subheadings

Use subheadings sparingly. If you use sub-subheadings, please indicate clearly their degree of importance. Avoid using more than three levels of subheadings as this is confusing for the reader. Avoid numbering subheadings unless extensive cross-referencing is essential to the article or is appropriate to the subject matter. Do not centre headings. Use line spaces above and below headings, and the minimum of stylistic features to indicate different levels of headings.

### Indented extracts

Quoted material of over 40 words in length should be separated out from the text by being indented from the left margin. This should be done by using the indent function of your word processing program. Do not use word spaces or tabs to indent text. There should be a line space (i.e. two hard returns) above and below the extract. The exact spelling and punctuation of the original quotation must be faithfully copied,

whatever the style of the rest of your article. Indented quotations should not have quotation marks unless they report conversation. They should be typed or printed out double-spaced like the rest of the typescript. Your own interpolations into quoted matter should be enclosed in square brackets, not round ones. Display source lines ranged right on a new line within round brackets.

## Punctuation

Use a single (not a double) space after a full point, and after commas, colons, semicolons, etc. Do not put a space in front of a question mark, or in front of any other closing punctuation mark.

## End Matter

This can include appendices, glossary, notes, bibliography and index (in this order).

- *Appendices* usually comprise material which is too detailed to be included in the main text without unbalancing it, but which is of use to some readers.
- The *glossary* contains a list of technical terms that are used throughout the book but may not be familiar to the reader.
- *Notes* are placed at the end of the article, before the bibliography.
- The *bibliography* is usually a list of all works cited in the text, but can be merely suggested further reading. All publication details should be included: author's/editor's name and initials; date of publication; book or article title; journal title; volume number; place of publication; publisher; and page numbers for journal articles or chapters.
- *Index* – this is not prepared until proof stage. Please do send an index or possible list of words to be indexed with your typescript.

# 3

## Preparing text on disk

When you send us your text on disk we will need the following information:

- the type of computer you have used (e.g. PC or Mac)
- name and version of the word processing software used (e.g. Word 97 for Windows)
- the name of the operating system used (e.g. DOS, Windows 3.x, Windows 95/98, Windows 2000, Windows NT, Mac)
- a list of any special characters which occur in the typescript which are not found on an ordinary English/American language keyboard

If you make use of any special fonts, please be sure to list the exact name of each font and its filename. The exact name is required because there are many fonts which share similar names.

### **WHICH WORD PROCESSING SOFTWARE PACKAGES CAN BE USED BY NATIONAL FOLKLORE SUPPORT CENTRE?**

We can make use of files produced by many word processing systems but some are more convenient to use than others as they require less conversion work. Microsoft Word and Open Office Writer are favoured partly because they are used within National Folklore Support Centre. There are, however, dozens of other packages which offer similar functionality, and personal preferences vary greatly. Use the package you are most comfortable with.

However, you should save your files as .doc files or RTF if you have this facility.

### **WHAT TYPE OF DISKS SHOULD BE USED?**

We can use CDs. Please do not use data-compression software without consultation. We can accept both PC and Mac files, but please try to send

us your files on a PC compatible disk. The reason for this is because most Macs are able to use PC formatted disks, but PCs cannot always read Mac disks. Please ensure that all the disks are clearly labelled and that the labelling makes clear that the text is the final version. Write your name and a shortened version of the article title on the label of each disk. Also write the date that you send the disk to us on the label.

### WHY MAKE BACK-UP COPIES OF FILES?

It is very important that you keep back-up copies of your files while you are preparing the text. Your computer's hard disk and any floppy disks you may use are all mortal devices and, while they may function perfectly for decades, you may be unlucky and lose all the data on a disk at any time.

- Back-up your work as you go along (see your manual for instructions).
- Always back-up on to a different disk.
- Make a final copy of the whole text on to new disks and send only these disks to us.
- *Never* send us the only disks you have – always send us copies.
- Remember that a printout does not function as a back-up.

# 4

## Editorial guidelines

### HOUSE STYLE

This section provides brief guidelines on style. For further guidance, you can refer to *Copy-editing: The Cambridge Handbook for Editors, Authors and Publishers* by Judith Butcher, Cambridge: Cambridge University Press and the *Oxford Dictionary for Writers and Editors* (now available in paperback as *The Oxford Writers' Dictionary*), Oxford: Oxford University Press.

### Quotation marks

If following UK style always use single quotation marks for dialogue and quoted material in the text. Reserve the use of double quotation marks for quotes within quotes, e.g. 'Edward found the trappings of "royalty" hung heavily.'

If you are following US style, use double quotation marks for quoted material in the text, with single quotation marks for quotes within quotes, e.g. "Edward found the trappings of 'royalty' hung heavily." Please note that if you are using US punctuation, commas and full stops fall inside the quotation marks, whether or not they are part of the quotation, e.g. He called it "my house," even though it belonged to Clara. In UK style the full stop only falls *inside* the quotation mark if the material quoted is a complete sentence.

### Spelling

We prefer spellings to conform to the new edition of the *Concise Oxford English Dictionary*, but will accept alternatives provided they are consistent. Please use 'ize' spellings as opposed to 'ise' for words such as 'organized' etc., for the benefit of US readers.

### Italic

Use italics for titles of books, plays, films, long poems, newspapers, journals (but not for articles in journals), ships.

Italic type for emphasis should be used only sparingly. Bold should not be used for emphasis.

## Abbreviations

Full stops should be used after abbreviations (p., Ch.) but not after contractions or in acronyms: Dr, St, Mr, BBC, UNESCO, USA.

Note especially:

ed. eds

vol. vols

Ch. Chs

but the exception:

no. nos.

## Numerals

- Spell out numbers under 10. Use numerals for measurements, e.g. 12 km, and ages, e.g. 10 years old.
- You should use numerals for percentages in the text but spell out 'per cent', e.g. 24 per cent. The percentage sign (%) should be used only in tables and figures.
- Insert a comma for thousands and tens of thousands, e.g. 1,000 and 10,000.
- Use minimum numbers for number spans except in 'teens', e.g. 25–8, 136–42, 150–1, but 12–16.
- Make sure you use the numeral keys on your keyboard for 1 (one) and 0 (zero) and not a lowercase 'l' or an upper case 'O'.

## Dates

Set dates out as follows: 'July 8, 1995', 'on 8 July', 'on the 8th'; '1990s' (not spelt out, no apostrophe); 'nineteenth century' (not 19th century); '1995–7', '1914–18'.

## He/she

Avoid the use of 'he' (when he or she is meant) wherever possible, either through the use of 'they' or by repeating the noun.

## Capitalization

Keep the use of capitals to a minimum. Use lower case for government, church, state, party, volume, and so on, unless a specific one is named, e.g. the Congress Party, the Central Government.

# 5

## NOTES AND REFERENCES

### Notes

Place all notes at the end of the article before the bibliography, unless your article is by several authors, in which case place notes at the ends of pages. Begin numbering the notes from 1. When preparing your text on disk use the endnote function. If your word processing package is unable to create endnotes, use the footnote function. If your system is unable to create either endnotes or footnotes, please use superscript note numbers. Notes will not be set as footnotes unless absolutely essential. Note indicators in the text should appear outside the punctuation, except for closing parentheses when the note is part of the parenthetical matter. Restrict notes to explanatory statements that develop an idea or expand a quotation, where to do so in the text would disturb the balance. When giving references we prefer you to use the Harvard (author/date) system. If you do use note references, see the instructions below.

### The Harvard reference system

This is a simple referencing system which is easy to use for author and reader alike and is the one preferred by National Folklore Support Centre. If you use this system, you cite the author's surname, the year of publication and the page reference immediately after the quoted material, e.g. 'Many composers ... have attempted to return to this state of childhood grace' (Swanwick 1988: 56). With this system it is essential that the bibliography lists every work cited by you in the text. Where there are two or more works by one author in the same year, distinguish them as 1988a, 1988b, etc. Type bibliographic entries in this order: author, initials, date, title, place of publication, publisher

Citations in the text for online material should include the surname(s) of the author(s), or the name of the 'authoring' organization, and the document date or date of last revision (which may require the date and month as well as the year) as follows.

## White (29 June 1997)

Australian Bureau of Statistics (1997)

Note reference system

If you cannot use the Harvard system and use note references instead, you must give full details of author (with initials), book or article title, place of publication, publisher, date and page reference. Use commas between the elements of the reference rather than full stops.

A book should be referred to as, for example:

1. K. Swanwick, *Music, Mind and Education*, London: Routledge, 1988, pp. 56–7.

A journal article should be referred to as, for example:

Taylor, Betsy, 'Public Folklore, Nation-Building, and Regional Others: Comparing Appalachian USA and North East India' *Indian Folklore Research Journal* Vol.1 No. 2, 2002, 1-28

If you refer again to one of these works in the same chapter, you may do so *either* by repeating the author's surname and then using *op. cit.* (the work cited) (see Example 1 below), or by repeating the author's surname and the title of the book or article (or a shortened form of it) – see Example 2 below. Do not mix these two systems – use one or the other. However, you can use *ibid.* (in the same place) on its own, if it refers to the last work to be cited, with both systems. Always give full bibliographical details in the notes the first time a work is cited. If you are the editor of a multi-authored book, you must ensure that all contributors use the same system of notes and references.

Do not forget to print out the notes and bibliography **double-spaced for paper submissions.**

*Example 1: Notes using **ibid.** and **op. cit.***

1. P. Churchland, 'Epistemology in the age of neuroscience', *Journal of Philosophy*, 1987, vol. 84, 137–8.
2. *Ibid.*
3. O. Neurath, 'Unified science and psychology', in B. McGuinness (ed.) *Unified Science*, Dordrecht: Reidel, 1987, p. 9.

4. T. Sorell, *Scientism: Philosophy and the Infatuation with Science*, London:Routledge, 1991, pp.114–15.
5. Churchland, op. cit., p. 142.
6. C. Hull, 'Logical positivism', in McGuinness, op. cit., p. 159.
7. Sorell, op. cit., pp. 172–5.

*Example 2: Notes using **ibid.** and shortened titles*

1. P. Churchland, 'Epistemology in the age of neuroscience', *Journal of Philosophy*, 1987, vol. 84, 137–8.
2. Ibid.
3. O. Neurath, 'Unified science and psychology', in B. McGuinness (ed.) *Unified Science*, Dordrecht: Reidel, 1987, p. 9.
4. T. Sorell, *Scientism, Philosophy and the Infatuation with Science*, London: Routledge, 1991, pp.114–15.
5. Churchland, 'Epistemology in the age of neuroscience', p. 142.
6. C. Hull, 'Logical positivism', in McGuinness, *Unified Science*, p. 159.
7. Sorell, *Scientism*, pp. 172–5.

## **BIBLIOGRAPHY**

If you are using the preferred Harvard system of referencing, type the bibliography entries in the following style:

Jaeger, J.C. and Cook, N.G.W. (1979) *Fundamentals of Rock Mechanics*, 3rd edn, London: Chapman & Hall.

Each entry must contain full publication details; do not use op. cit. or short titles referring to other entries in the bibliography. If you are using the note reference system and your article also has a bibliography, then the bibliography entries should follow the style of the note references, i.e. if notes are presented with the date after the place of publication and publisher, retain this order in the bibliography.

1. Books and articles by a single author in date order. There is no need to repeat the author's name.
2. Titles by the author written with one other person, arranged alphabetically by second author and then by date.
3. Titles by the author with two or more others in order of date, as these will all be cited as, for example: Argyle *et al.* (1988) in the text. Check whether any of the entries need to be distinguished by using 1988a, 1988b, etc.,.

Two authors with the same surname usually need their initials when cited in the text for clarity. For sources such as unpublished theses **(1)**; articles reprinted in collections **(2)**; works which have been published in different editions **(3)**; translated works **(4)**: short and italics; main words should have initial capitals but subtitles should be lower case. Do not use bold to highlight any elements of the entry. If you are using UK punctuation, type article and chapter titles with essential capitals only and in single quotation marks. If you are using US punctuation, type article and chapter titles with initial capitals for main words and in double quotation marks. If you are using law reports, parliamentary papers, etc., please be especially careful to make them consistent. For government reports use the name of the government department if there is no obvious author; do not use HMSO. If you think it will be helpful to the reader, list manuscript sources separately from published works.

# 6

## Electronic references

These should appear in the main bibliography and should include additional details as outlined here.

- A book, part of a book, a journal, or a journal article which has been published and is also available on the Internet should contain the usual reference details followed by the medium (e.g. Online), what it's available through (e.g. HTTP, Gopher, e-mail) and then the actual electronic address (URL) in angled brackets. Always include the date on which you accessed the information in brackets. For example:

Smith, A. (1997) *Publishing on the Internet*, London: Routledge. Online. Available HTTP: <<http://www.ingress.com/~astanart.pritzker/pritzker.html>> (accessed 4 June 1997).

- If the reference is to a book, part of a book, journal or journal article but was published only on the Internet then the entry should be as above but without the place name and publisher.
- If the reference is to a message on a discussion board the entry should be:

Author (year) 'Subject of message', Title of Discussion List. Online posting. Available e-mail: [listserv@american.edu](mailto:listserv@american.edu) (1 August 1999).

- If the reference is to a personal e-mail message, do not give the e-mail address:

Author (year) 'Subject of message'. E-mail (30 January 2000).

As online material may be continually updated or revised, you cannot be sure that the material you refer to will not have been changed since the time you cited it. Therefore you should always include the date that you accessed the material.

## Example of bibliography using Harvard system

Bannan, N. (1995) 'Underground town planning in the UK', unpublished thesis, University of Cambridge.

(1)

Beale, A.J. and Collins, C.H. (eds) (1992) *Safety in Industrial Microbiology and Biotechnology*, London: Butterworth-Heinemann.

Betts, P. and Diaz, T. (1991) 'Mediated electro-chemistry: a practical solution to biosensing', in E. Willis (ed.) *Adventures in Biosensors*, London: JAI Press.

(2)

Bickley, A.R. (1988) *Septimus Severus: the later years*, London: Hutchinson.

—— (forthcoming) *The Roman Town of Calleva*, London: Routledge.

Bickley, A.R., Cobb, S.L. and Gibbs, L.J. (1984) *The Roman City*, London: Routledge & Kegan Paul.

Bird, W.R. (1957) 'Differentiation of psychotic from non-psychotic personalities', *International Journal of Psychoanalysis*, 38: 266–75; reprinted in *Second Thoughts* (1967), London: Heinemann; and also in E.B. Spillius (ed.) (1988) *Melanie Klein Today*, vol. 1, London: Routledge.

(3)

Birkey, C.W., Maruyama, T. and Fuerst, P. (1993) 'An approach to population and evolution genetic theory for genes in mitochondria and chloroplasts', *Genetics*, 103: 513–27. Bisset, G. (1991) *Roman France*, trans. D. Sheldon, London: Batsford.

(4)

Braudel, F. (1949; 2nd edn 1966) *La Méditerranée et le monde méditerranéen à l'époque de Philippe II*; trans. Sian Reynolds (1999) *The Mediterranean and the Mediterranean World in the Age of Philip II*, London: Collins.

(5)

Briant, T. 'Roman sites: an eighteenth-century view', paper presented at Oxford Antiquarian Society Conference on Roman sites in Northern Europe, Oxford, January 1998.

(6)

Brown, L.M. (1995) *Principles of Biotechnology*, 2nd edn, Cambridge, MA: Harvard University Press.

If you have any queries about your bibliography, contact your editor for guidance.

## Numerals

Spell out numbers under 10 and express large numbers as numerals. Exceptions would be lists of numbers, e.g. results obtained were 104, 52, 9 and 17, and indefinite numbers, such as three or four items, several hundred, etc.

- Use spaces or commas to separate large numbers, i.e. 5505 but 55 005 or 55,005.
- Always use numerals with units, e.g. 10 kg, not ten kg.
- Decimal fractions should be preceded by 0, i.e. 0.5555 or 0.555 555.
- Percentages should always be given in numerals, unless indefinite numbers are used. Within the text, the words 'per cent' should be used rather than %, e.g. 15 per cent. In tables, however, the symbol % should be used.
- In table columns, align numbers on the decimal point.

## Capitalization

Note that the names of scientific units have a lower-case initial letter (e.g. joule, ampere, etc.) but that the symbols are upper-case (J, A, etc.).

# 7

## Illustrations

### **Illustrations are usually plates (photographic material), figures (line drawings) or maps.**

You must supply all original illustrations at the same time as you deliver your final typescript. Illustrations should be supplied separately from the main text, rather than integrated. Whether the illustrations are figures or plates, you must also supply a set of numbered photocopies which we can use for reference during editing of the text. Bear in mind that the quality of submitted illustrations will be reflected in the finished book.

#### NUMBERING ILLUSTRATIONS

- Illustrations should be numbered consecutively
- Indicate in the text where you wish the illustration to appear, e.g. FIGURE 1.1 NEAR HERE.
- When referring to illustrations in the text, refer to them by number, i.e. 'in Figure 4.1', rather than 'in the figure below'.

#### CAPTIONS AND ILLUSTRATION LISTS

- Supply a complete list of captions separate from the illustrations. Keys to symbols or letter codes used in figures should be typed into the caption and not integrated into the figure itself.
- Include acknowledgement of the source in the caption if appropriate, or supply a separate list of sources/acknowledgements.
- If necessary, supply a list of illustrations for the preliminary pages.<sup>29</sup>

#### PERMISSIONS

You must obtain permission for all illustrations in copyright. This includes most photographs. Figures and maps require permission only if taken from other works.

## MAPS

Whether you are supplying roughs or finished artwork, we rely on you, as the author, to ensure that the information contained within a map is accurate.

## IMAGES ON THE WEB

Illustrations on the Web are usually 72 dpi, which results in poor quality when the images are printed. If you want to use an image from the Web you should get in touch with the website administrator and obtain the original.

# 8

## Tables

Prepare any tables separately from the main text, i.e. don't integrate them into the text where they are mentioned. Ensure that every table has a text reference so it can be placed accurately by the typesetter, e.g. TABLE 3.2 NEAR HERE. If preparing your material on disk, you should save each table into a separate file. Prepare tables with the minimum of horizontal rules; usually three are sufficient (one at top, one below column headings, and one at foot). Do not use vertical rules. Set out your tables using the tab key and avoid using the space bar to align columns. However, if your word processing package has a table editor you should use that. Don't refer to a table as 'the table following' in the text as it may not be possible to place it in the same position as it is in the typescript. Refer instead to the table number: 'in Table 3'.

There is a limit to the number of columns that can be accommodated across a page. Make sure that your table will fit, perhaps by reversing the axes so that the headings at the side become the ones at the top. Wide tables can be set sideways (landscape) on the page, but avoid this if possible. Check that totals add up correctly, and that numerals align. All decimal points should be preceded by a digit (a zero if necessary).

# 9

## Permissions

You need to acquire permission to reproduce two kinds of material: quotations from works in copyright, and illustrations such as photographs, line drawings, tables, maps, graphs, screen shots, Web pages, cartoons, advertisements, etc.

All permissions must be cleared by the time the typescript is ready for delivery.

Seeking permissions can be time-consuming, so please start the process off as soon as you use material in your article which will need permission.

### TEXT

It is your responsibility to obtain permission by writing to the publisher of the material in which the quoted text appears. It is the publisher, not the author, who is usually empowered to grant permission on behalf of the copyright-holder. This also applies to re-using your own published work – you still usually require permission from your original publisher.

Previously published works in which the author owns the copyright are protected throughout his/her lifetime and for 70 years after the end of the year of the author's death. Under a convention known as 'fair dealing for purposes of criticism and review', the Society of Authors advises that permission need not be sought for short extracts provided that the content is quoted in the context of 'criticism or review' and not just to embellish the text. A short prose extract is defined as of not more than 400 words (or a total of 800 words in a series of extracts, none exceeding 300 words); and in poetry not more than 40 lines from a poem, providing that this does not exceed a quarter of the poem.

When deciding whether your quotations are covered by 'fair dealing' the following points should be considered: the length and importance of the quotation; the amount quoted in relation to your commentary; the extent to which your work competes with or rivals the work quoted; and the extent to which the works quoted are saving you work.

All sources should be acknowledged, even if permission is not required. In the case of longer extracts, the author's permission as well as the publisher's may be required. If the material comes from an out-of-date book, the author may not wish it to be reprinted. He or she should also be asked to approve any changes you wish to make to their material, such as making cuts. If an author is a well-known literary figure, you should seek permission as a matter of course. The general rule is: if in doubt, seek permission. You will need to get permission from the original language publisher if you want to translate any material, and they often prefer you to use an approved existing translation.

## ILLUSTRATIONS

You must obtain permission for all illustrations, whether supplied by museums, agencies or private individuals, or taken from existing publications.

Although classic paintings and works of art are often in themselves out of copyright, museums and art galleries usually copyright all photographs or slides taken of them. In order to reproduce a modern work of art or a line illustration, such as a cartoon (where the artist is not dead or less than 70 years has elapsed since his/her death), you will need to obtain permission from the copyright-holder as well as whoever supplies the print. Artwork that you have redrawn but that is different from the original should still acknowledge the original source in the caption ('Adapted from...'). If a comparison between your own interpretation and the original does not show obvious differences, permission to reproduce must be sought. If you wish to reproduce advertisements, both the company owning the product and the advertising agency should be approached for permission.

## TABLES

Information cannot be copyrighted, but the layout, format and selection of data are. If you add or delete rows or columns of data you should acknowledge the original source ('Adapted from...'), but formal permission is unnecessary; if, however, the content of the table is unchanged, you should seek permission to reproduce.

## DIGITAL MATERIAL

All on-screen digitized material is subject to the same copyright restrictions as the printed page and permission to use it must be obtained from the copyright holder in the normal way.

## THE INTERNET

Copyright protection also applies to material displayed on the Internet. Apply for permission as for printed material; check the copyright notice on the web page and send a permission request by e-mail to the website operator. In a single website there may be more than one copyright-holder and the consent of each will probably be required.

It is worth noting that computer programs are considered as 'literary works' and require the copyright-holder's permission.

# 10

## Delivery requirements and checklist

### AUTHOR'S DELIVERY CHECK LIST

#### Typescript

- The typescript is complete with no missing material
- The typescript is double-spaced throughout
- Any additions to the printed typescript have been clearly marked on all copies of the typescript
- The pages of the typescript have been numbered consecutively throughout
- Two copies of the typescript are enclosed
- I have kept an identical copy of the typescript for reference
- The A/B/C subheadings are typed in consistent styles
- All the cited references are listed in the bibliography
- All the quotations have sources
- The wordcount for the complete typescript is . . . . .
- The typescript includes the following items (please tick as appropriate):
  - title page       dedication       contents page       list of plates
  - list of figures       maps       tables       foreword
  - preface       acknowledgements       introduction
  - appendices       glossary       notes       references
  - bibliography

#### Disks

- The disks contain the final versions of the files
- The typescript is an exact printout of what is on the disks
- I have kept a back-up copy of the disks as well as a duplicate printout
- The disks are clearly labelled with my name, book title, 'Final version', and the date sent to National Folklore Support Centre
- The disk information sheet has been completed

## Artwork

- All the plates/figures/maps have been supplied
- All artwork is clearly numbered
- I have supplied prints (photographs) for all the plates (not photocopies)
- I have supplied artwork for figures and maps
- My artwork is also supplied on a separate disk
- All permissions have been cleared and the correspondence is enclosed
- I have supplied a complete list of sources and captions
- I have clearly indicated where the artwork should go in the text
- I have supplied a set of numbered photocopies of all the artwork
- The artwork consists of:
  - Total number of tables . . . . .
  - Total number of figures . . . . .
  - Total number of maps . . . . .
  - Total number of plates . . . . .

## Permissions

- I have obtained permission to reproduce from copyright material and reproduce copyright artwork
- All correspondence with copyright-holders has been enclosed
- I have made all required forms of acknowledgement in the text
- The following permissions are still outstanding: or
- No permissions were necessary

## Additional information

(Please add any further information about your typescript/disks/artwork you think might be helpful to your editor.)

## Proof correction

As soon as page proofs are available, they will be sent to you for reading; you should read them against your own copy of the typescript. When your proofs come back, your corrections will be collated on to the proofreader's set of proofs.

# 11

## WIKI TUTORIAL

(For submissions to [wiki.encyclopaediaindica.com](http://wiki.encyclopaediaindica.com))

Welcome to the tutorial. This is a simple guide to editing on Wiki.

Please visit and register yourself at <http://wiki.encyclopaediaindica.com>/our project website for collaborative editing and content creation.

You are also welcome to visit and register yourself at our organizational wiki at <http://wiki.indianfolklore.org/>

### What is Wiki?

Wiki is a collection of community websites that you can edit. All the sites here can be edited and improved by any registered user /visitor.

How do I create an account?

1. Click on the 'Log in / create account' link in the top right of any page.
2. Fill in your chosen user name and a password (remember, this user name will show against all your edits).
3. Type in your password again in the 'Retype password' box.
4. If you want to, add your email. You don't have to add an email, but it will mean that you won't lose your account if you forget your password.
5. Click the 'Create new account' button.

What can I do here?

Don't be afraid to edit - anyone can edit almost any page, and we encourage you to have a go! Find something that can be improved, either in content, grammar or formatting, and fix it.

You can't break Wiki. Anything can be fixed or improved later. So go ahead, find a page and edit.

For more help on how to edit, go to page two of this tutorial.

See “edit” tab above? On our Wiki, you can edit articles right now, if you have registered and logged in.

Where can I edit?

Click edit to change an article.

You can edit any page where you can see an edit tab. The changes that you make will show on the page as soon as you save.

Pages that start with ‘User:’ are personal pages. It’s considered polite to ask before doing major edits to these pages.

Some other editing tips

- \* Explain your edit in the ‘Summary’ box. This is between the edit window and the bottom row of grey buttons. You only need to type a short message here, for example ‘added introduction’.
- \* Use the ‘Show preview’ button to check your edit before saving. Remember to save your preview before moving on.
- \* If you are logged in, you can mark an edit as minor by checking the ‘This is a minor edit’ box. This lets other editors know your edit is very small.

Make your first edit right now:

1. Click edit
2. Type a message
3. Click Show preview to check what you have written
4. Click Save page to save your writing

That’s all you need to know to start editing.

The next step is to format your text.

## **Formatting**

How do I make a link?

Format your text with simple code.

To make a link, you surround the link word with square brackets [[like this]]

If the page exists, the link will be blue. If it's not been created yet, the link will be red.

How do I make italic and bold text?

Single quotes are used for italic and bold text.

\* Italics are made with “two single quotes”

\* Bold is made with “three single quotes”

\* Text can be made italicised and bold with ““five single quotes””

How do I make headings?

Headings are made with equals signs.

\* A top level heading is made with:

==two equals signs==

\* Subheadings are made with:

===three or more equals signs===

\* That means, the more equals signs, the smaller the headings.

Try formatting now:

1. Click edit
2. Try to add some formatted text
3. Click Show preview to check what you have written
4. Click Save page to save your writing

Lists

It's often useful to indent your text, or make lists.

How do I indent text?

Indents and lists can improve your page.

\* To indent text, you start the line with one or more colons (:)

:This will be indented,

::This will be indented further,

:::The more colons, the larger the indent.

This will give you:

This will be indented,

This will be indented further,

The more colons, the larger the indent

How do I make bulleted lists?

Bullets are made in a very similar way. But this time they use asterisks (\*). The more asterisks you use, the bigger the indent.

\*This gives a bullet,

\*If you go onto the next line, the bulleted list continues,

\*\*Just as with colons, the more asterisks, the bigger the indent.

This will give you:

\*This gives a bullet

\* If you go onto the next line, the bulleted list continues.

\*\* Just as with colons, the more asterisks, the bigger the indent.

How do I make numbered lists?

Numbers use the number sign or hash symbol (#). If you use more than one hash, you can make sub-lists.

#Numbers work in the same way,

#Go onto the next line to carry on the list,

##Two or more number signs will give you sub-items,

##You can carry on with the sub numbers...

#Or go back to the original list.

This will give you:

1. Numbers work in the same way

2. Go onto the next line to carry on the list

1. Two or more number signs will give you sub-items

2. You can carry on with the sub numbers...

3. Or go back to the original list.

Try formatting now:

1. Click edit above
2. Try to add some indented, bulleted or numbered text
3. Click Show preview to check what you have written
4. Click Save page to save your writing

Links are a vital part of your pages. They are the main way that people will move around the site.

Links are your path around the wiki.

## Links

To use words other than the article title as the text of the link, you can use a pipe character “|”

For example, if you wanted to make a link to “Wiki”, but wanted it to say “Main Page” you would write:

```
[[Wiki|Main Page]]
```

It would show as:

Main Page

You can also add extra letters directly outside the double square brackets to change the link text. This is useful for plurals:

For example, you would write:

Try one of our [[quiz]]zes.

It would appear as:

Try one of our quizzes.

How do I link to other wiki?

There are two ways of linking to other wiki.

If the wiki is in the Interwiki map, then you can link simply by adding the name of the wiki to your link.

[[Creatures:Norn]] will link you to the “Norn” page on the Creatures Wiki, and will look like this: Creatures:Norn

Interwiki links also work to some other wikis such as Wikipedia. See the Interwiki map for the full list.

If the wiki isn't in the interwikimap, then you can still link to it by adding "w:c" to the link.

`[[w:c:Photography:Main Page]]` will link you to the main page of the Photography Wiki, and will look like this: `w:c:Photography:Main Page`

You can make that link look tidier by using a pipe again:

`[[w:c:Photography:SLR camera|SLR camera]]` will still link to the "SLR camera" page, but will look like this: `SLR camera`

If you are adding the link from outside of the Central Wiki, on one of the individual wikis, then you need to expand the "w" to "wiki".

`[[wikia:c:Photography:Main Page]]` will link you to the main page of the Photography Wikia, and will look like this: `wikia:c:Photography:Main Page` (this link will be red here on Central)

How do I link to external sites?

If you want to link to a site outside of Wiki, just type the full URL for the page you want to link to.

`http://www.google.com/`

It is often better to have the link text show something more useful than the URL. You can do this with single square brackets.

The alternative text goes after the URL, with a space in between (not a pipe this time).

`[http://www.google.com/ Google search engine]` will look like this: `Google search engine`

Try adding some links to this page:

1. Click edit
2. Try to add some internal, interwiki or external links
3. Click Show preview to check what you have written
4. Click Save page to save your writing

You have now completed the tutorial, and have all the basic knowledge to edit this wiki.

# 12

## Guidelines for Associate Editors

These guidelines are meant for Associate Editors working full time at National Folklore Support Centre or colleagues working on freelance/work from home basis.

Associate Editors work closely with the Editor-in Chief and other editorial board members to coordinate and copy edit the works of contributors.

The team of Associate Editors can do the following work

1. Commissioning articles: The Associate Editors are encouraged to commission articles and artworks from the potential contributors on the predefined entries for the Encyclopaedia in consultation with the Chief Editor. At this stage we have finalized nearly 300 entries based on the names of the animals, trees, and birds found in the Indian subcontinent. An associate editor can write to potential authors seeking contributions on these entries. Each entry can be of 3000 words length and for all the commissioned articles NFSC will send publisher's contract letters and make payments on delivery and acceptance. The authors can submit their articles to the chief editor in any of the formats presented in this booklet (paper, disk, email attachment or direct input into the project's wiki site). It will be the responsibility of the commissioning associate editor to see that the submissions meet the norms prescribed in this booklet.
2. Reviewing predefined entries: The Associate Editors can go through the predefined list of entries at any stage of progress and suggest inclusion, deletion, or modification of entries. The list of entries at this stage can be accessed from the 'contents' section of the project website <http://wiki.encyclopaediaindica.com>
3. Copy editing the articles: Copy editing the received articles will be the main responsibility of the associate editors and they need to

see that the submissions meet with the style guidelines presented in this booklet.

4. Suggesting expert help required from the editorial board:  
Please note that the children's encyclopaedia is in its very early stages of development. We are now concentrating on content development. Once we have substantial content in our hands we will work towards their suitable presentation for children. At this early stage of development the associate editors can suggest what kind of experts we need to bring in to the editorial board of the encyclopaedia.
5. Credits: All associate editors will be immediately given the credit line in the project website and subsequent publication of the encyclopaedia. A separate contract letter will be sent from the administrative section of National Folklore Support Centre for payment schedule to the associate editors who work on freelance basis.
6. Contact: For all your queries please contact,  
M.D.Muthukumaraswamy, Chief Editor, Encyclopaedia Indica Kids: Culture and Ecology. C/O National Folklore Support Centre,  
No.508, Fifth Floor, "Kaveri complex", 96, Mahatma Gandhi Road, Nungambakkam, Chennai- 600034 Email: muthu@indianfolklore.org
7. Discussion Forum: We have established an email discussion forum at <http://groups.google.co.in/group/encyclopaedia-indica>

You are welcome to become a member and use the forum effectively for discussions related to this encyclopaedia project.

\*\*\*\*\*



## **National Folklore Support Centre**

No.508, "Kaveri Complex", Fifth Floor,  
96, Mahatma Gandhi Road, Nungambakkam, Chennai- 600 034.

Phones: 044-28229192/044-42138410/044-28212706

Websites: [www.indianfolklore.org](http://www.indianfolklore.org)

[www.encyclopaediaindica.com](http://www.encyclopaediaindica.com)

<http://wiki.indianfolklore.org>

<http://wiki.encyclopaediaindica.com>