



Submission Guidelines - Issue Brief

An Issue Brief is a balanced analytical paper on a particular topic/theme that should be comprehensible to both – a conversant as well as a general reader. The following are the guidelines that need to be followed while writing Issue Briefs:

- Focused analyses that clearly define a specific issue and put forward a clear, unbiased and convincing argument. Policy recommendations are not a requirement. However, the paper should leave the reader with a deeper understanding of the topic at hand as well as how the theme is likely to develop in the near future.
- The total length of the paper should be between 3000-4000 words without references.
- Please use British English (United Kingdom) for the paper. No use of American English or a mix of both.
- Please identify at least 5 keywords at the start of your paper.
- A short abstract of the paper (of maximum 100 words) has to be submitted before the main paper. This would also be placed before the introductory paragraph of the paper.
- A brief detail about the author(s) (approximately 3-4 sentences) should be added for inclusion in the paper.
- Kindly provide endnotes (please use official and authentic sources for facts, quotes and numbers).
- Please only submit Word documents (not PDFs) that are justified with 1.5 spacing in Times New Roman (size 12).



Text Style Guide:

- Please write short, crisp sentences, which would add to readability.
- Please write dates in a Month Day, Year format – beginning with the month, followed by the date and then the year (for instance: March 21, 2011).
- In the text, please write numbers in words till the number nine and then in numerals (example: two, four, nine; and then 10, 11, 12 and so on).
- Kindly write ‘per cent’ and not ‘%’ or ‘percent’.
- Acronyms should carry the full-form in their first mention with the acronym in bracket; thereafter, please use the abbreviated version only.
- Names of books, journals, newspapers and foreign terms in the body of the text should appear in italics, for example, *The India Way: Strategies for an Uncertain World*; *Strategic Analysis*; *The Telegraph*; *de facto*.
- While referring to currency, please use Rs 5,000 crores, not 5000 crores of rupees. Similarly, \$3.6 million, not 3.6 million dollars.
- Use lowercase while referring to establishments like the government, the army, and so on. Use uppercase if these are accompanied by the name of the country (as an example: the Indian Government or the Chinese Army). The president or prime minister should stay in lowercase, unless the name is mentioned (for instance: Prime Minister Tony Blair or External Affairs Minister Natwar Singh).

References/Endnotes Guidelines:

- References/Endnotes should be sequentially numbered.
- The author(s) would be responsible for the accuracy of the citations.
- If two successive citations/references refer to the same source, please use *Ibid*.
- If the same reference is to be cited after a few other references/citations, please write the name of the author followed by the citation number, for example: Kulbir Krishan, no. 10.



While referring to a book, please follow the example below:

S. Jaishankar, *The India Way: Strategies for an Uncertain World*, HarperCollins India, 2020, pp. 19-33.

When referring to a chapter in a book:

Meena Singh Roy, “Building a Peaceful Asia”, in Jasjit Singh (ed.), *Reshaping Asian Security*, Knowledge World, New Delhi, 2001, pp. 348-61

While referring to an article in a newspaper:

Ben Bland, “If the U.S. Is Serious About China Competition, It Needs Indonesia,” *The Strait Times*, December 12, 2021, <https://www.straitstimes.com/opinion/if-the-us-is-serious-about-china-competition-it-needs-indonesia> (Accessed January 4, 2022)

While referring to a paper in a journal:

Jagannath P. Panda, “Narendra Modi’s China policy: between pragmatism and power parity”, *Journal of Asian Public Policy*, 9 (2), pp.- 185-197, March 31, 2016, at <https://www.tandfonline.com/doi/abs/10.1080/17516234.2016.1165334> (Accessed January 4, 2022)

While referring to a paper presented at a conference:

R.V. Phadke, “Security of Energy”, Paper presented at the International Conference on Oil and Gas in India’s Security, New Delhi, 2001, pp. 82-86. Institute for Defence Studies and Analyses, New Delhi, 2001.

While referring to an online article:

Andrew Sheng, “What’s driving the crisis of democracy around the world?”, *South China Morning Post*, January 1, 2022, at <https://www.scmp.com/comment/opinion/article/3161665/whats-driving-crisis-democracy-around-world> (Accessed January 4, 2022)

