

Exploring Urban Change in South Asia

Series Guidelines for Authors and Editors

NOTE: THESE ARE NOT COMPREHENSIVE GUIDELINES. FOR FURTHER INFORMATION ON PERMISSIONS, USE OF FIGURES/TABLES, HEADINGS AND ANYTHING ELSE, PLEASE REFER TO SPRINGER'S MANUSCRIPT GUIDELINES OR CONTACT THE PUBLISHING TEAM

GENERAL

Before submitting the manuscript, here are elements to keep in mind:

1. The manuscript should have the correct title and order of author/editor names
2. Author/Editor and contributor bios should be provided. Please keep the notes short and not exceed 200 words each. You may also provide only affiliations if you wish.
3. The table of contents should be complete and include all author names and the chapters in correct order, including any part divisions.
4. Manuscripts should include a comprehensive introduction, which needs to have a title and be numbered as Chapter 1. If there is a concluding chapter, that should also have a title.
5. All contributions are presumed to be original unless otherwise mentioned.
6. All chapters need to have 150-175 word abstracts and 5-6 keywords
7. Please number chapter files.

WRITING FOR A GLOBAL READERSHIP

- For convenience of global readership, please avoid the use of country-specific numerals, land measurements, etc. as far as possible, e.g., lakh, crore for India, and use millions/billions, instead. Where this is not possible, the manuscript should explain conversions in the relevant chapter or in the front matter, as needed. Please explain currency conversion to EUR/USD during the time of research if that is an important part of the discussion.
- If monetary figures are mentioned please make clear what currency is being discussed.
- The manuscript should include a glossary if there are many technical/indigenous or other special terms used in the manuscript
- Avoid other scripts as far as possible. If the manuscript uses special characters or other scripts, please provide a transliteration guide.
- Avoid writing sentences like 'In our country', 'We do...' to refer to local/national discourse and change these to neutral sentences, like 'In Bangladesh...'

CITATION STYLE

The series prefers the use of the Chicago Manual of Style. For details on the 16th edition, see <https://owl.english.purdue.edu/owl/resource/717/01/>

CROSS-REFERENCING

The series encourages cross-referencing between chapters in a book. For edited books, volume editors should share with contributors the overall structure and concept of the volume so that authors can add cross-references in their chapters. The cross-referencing style is as follows: '(see Ch. 13, this volume)'; '... as Kumar and Mishra discuss in their chapter (Ch. 11, this volume)'. The cross-referenced chapters should not be added in the reference list.

SPELLINGS

- Ensure that one style of spellings is used through the manuscript:
 - American [Example: honor, analyze, catalyze, practice (verb), license (noun), etc. Please use a standard American dictionary (e.g. Merriam-Webster's) for usage and spellings.
 - British with 'z': prioritize, idolize, analyse, catalyse (even when you use British with 'z' spellings, the British usage is analyse, catalyse (the 's' is considered to be part of the root word and therefore not changed to 'z'); colour, honour, practise (verb), licence (noun), etc.
- British with 's': same as earlier, but prioritise, idolise, etc. Please use a British dictionary for reference (preferably the *Oxford Dictionary for Writers and Editors*) if you are using British spellings.

PUNCTUATION: QUOTE MARKS

- Please use either a double quote style [quotes within quotes will be "He said, 'Done!'"'] or a single quote style [quotes within quotes will be 'He said, "Done!"'], but not both together.
- If you are using American spellings, you should use American punctuation. Note that the American style always uses the double quote style. All punctuation comes within quotes:

According to Hollister (1999: 21), the eldest son "usually inherits the ancestral home while his brothers may set up separate nuclear households but when their resident sons grow into adulthood, marry and have their own children, such a household gets extended once again."

- If you are using British spellings, you should use a British style of punctuation. The British style can involve either single or double quotes. But in this case, while full sentences are quoted with punctuations inside quotes, for extracts, the punctuation appears outside the quote marks.

According to Hollister (1999: 21), the eldest son "usually inherits the ancestral home while his brothers may set up separate nuclear households but when their resident sons grow into adulthood, marry and have their own children, such a household gets extended once again". [British double quote extract]

According to Hollister (1999: 21), “The eldest son usually inherits the ancestral home while his brothers may set up separate nuclear households but when their resident sons grow into adulthood, marry and have their own children, such a household gets extended once again.” [British double quote full sentence].

- Please ensure that all quoted matter is absolutely accurate.
- To indicate edited matter in quotes, please use #...# (three ellipses with spaces on both sides) when the deleted matter is in the middle of the sentence. Please ensure that the reconstructed quote makes sense as a complete sentence. When omission leads to the end of a sentence, please use# (no space, four ellipses, then space). To indicate a new sentence where in the original the word does not begin a new sentence, use []

The lesson of this takli will be the first lesson of our students through which they would be able to learn a substantial part of the history of cotton, Lancashire and the British empire... [H]ow does this takli work? What is its utility? And what are the strengths that lie within it? Thus the child learns all in the midst of play. Through this, he also acquires some knowledge of mathematics. When he is asked to count the number of threads on the takli and he is asked to report how many he spun ... it becomes possible to acquaint him step by step with a good deal of mathematical knowledge....

- Please pay attention to the length of the quoted material, as long quotes may involve copyright clearance.
- Please separate all quoted material above 50 words from the running text and set as indented matter.
- Please always provide the exact page number(s) of the quoted matter.

PUNCTUATION: COMMAS AND SEMICOLONS [Please additionally refer to [writers' guides](#)]

American and British styles involve different punctuation, especially in the use of commas:

- The American style commonly uses commas after every coordinating conjunction: and, or, nor.
- The British style uses the Oxford or series comma to remove ambiguity and make the meaning of a sentence clear:

My usual breakfast is coffee, bacon and eggs and toast. [Wikipedia]

It may be difficult to understand whether bacon and eggs constitute a group, or eggs and toast. Therefore, a comma makes the meaning clearer.

My usual breakfast is coffee, bacon and eggs, and toast.

Or

My usual breakfast is coffee, bacon, and eggs and toast.

- Please use commas to separate lists comprising single words, and semicolons to separate lists of longer words and phrases: 'He bought eggs, bread, juice, detergent, and toothpaste.' 'Rental cars must be returned on time; with a full tank of petrol; in undamaged condition; and at the same location as they were collected from.'
- Use semicolons to separate two independent clauses: 'You did your best; now let's hope for good results.'

CAPITALIZATION

- Please do not use ALL CAPS for any headings or titles.
- Please use the title case for all headings, capitalizing all nouns, adjectives, and verbs and prepositions above five letters. Articles are only capitalized when they appear at the beginning of a title or after a colon or em dash:

EN AND EM DASHES, and RANGES

- En dashes (–) are used to signify two-way relations that are considered to be comparable: India–China relations; to signify a range of numbers, dates, etc.: 1985–90.
- Em dashes (—) are used to signify diversions in the main sentence flow. Please use without space on either side of the em dashes and use em dashes sparingly. 'I think—not that what I think matters—that democracy is on the decline today.'

DATE AND TIME

- American use: September 21, 1985
- British use: 21 September 1985 (no commas)

Please use only one style depending on the spelling and punctuation style of the text.

- Please use the abridged version of the second year in the range: 1985–90 (and not 1985–1990; exception 1999–2000)
- Please write 1980s, 1990s, etc., and not eighties, nineties, or 1980's, 1990's.
- Use the 12-hr time except in specific cases: 9.30 a.m., 12.30 p.m., etc. (not 9:30am, 12:30pm)



<http://www.springer.com/series/13432>

Exploring Urban Change in South Asia

Series Ed.: Zérah, M.-H.

ISSN: 2367-0045