Notes for Contributors in the Sikh Review

The Sikh Review welcomes contributions: generally, those that have not been submitted, published or accepted for publication elsewhere.

Contributors are urged to follow the Sikh Review pattern of publication:

Categories for Submission

(i) **General Articles: Word Limit: 1,500 words – Opinion, Short analytical**

Short, analytical articles on topical and contemporary, social, economic, and political developments will be considered for this section.

(ii) **Special Articles: Word limit: 3,000 words– Historical, Biographical, philosophical**

Analytical work on social, economic, and political phenomena of the Sikh religion would be considered.

(iii) **Very Special Articles: Word limit: 5,000 words -Historical, Gurbani Explanation, Philosophical**

Research papers on different aspects of the Sikh religion – history, biographical aspects of Gurus, etc are welcome.

Contributors are urged to follow the following pattern for such articles:

- An **abstract** of 100 to 150 words
- Three to Four **keywords**
- The article in Microsoft WORD
- Gurbani verses in Gurmukhi script and any word in a language other than English must be in italics and must use Unicode fonts
- **Author name, email address and contact number** for correspondence, one-line author notes for each author stating current designation and institutional address.

(iv) **Letters to the Editor: Word limit: 500 words**

Readers are encouraged to discuss current affairs in Sikhi and/or respond to published articles in Sikh Review. Letters must contain the author's full name and postal address.

(v) **Poems: Word limit: 600–800**

Short non-fiction/fiction or reflections on Sikh religion, in poetic composition on different aspects of Sikh culture (travel, literature, and music) will be considered under this section.

(vi) **Book Reviews: Word limit: 1,000 words**

Sikh Review considers reviews on Sikhi-related books.

The Editor, and editorial team reserve the right to slot an article.

Decision Process

Receipt of articles is immediately acknowledged by email. If contributors have not received an acknowledgement and reference number within a week of submission, they are requested to write to us at sikhreview@gmail.com

Please note that the acknowledgement is only for confirming receipt of the article and does not imply that any decision regarding acceptance has been made. After submission, authors are requested to refrain from sending revised versions of their articles with minor formatting or style changes.

Every effort is taken to complete the early processing of the articles received by us. Given the high volume of articles received, it can take up to a year for a final decision on whether an article is accepted for publication.

The Sikh review process is a continuous one, and revisions may be requested even at the editing stage. In case revisions are found unsatisfactory, the decision regarding publication is subject to change.

Articles with immediate relevance to Sikhi and on current issues/Gurpurabs would be considered for early publication. Please note that these are matters of editorial discretion. The editorial team also reserves the right to make requisite changes to titles, subheadings, abstracts, and acknowledgements.

Revised Articles

All revised articles undergo a review process to ensure that the article has been revised satisfactorily. An "Action Taken" Report responding point-wise to the suggestions made by the reviewer must be sent with the revised article. All revisions must be done in Track Changes mode.

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Address for communication:

Email: sikhreview@gmail.com

Guidelines for Authors on Style

Authors are requested to follow the guidelines in the preparation of their articles for quicker processing.

- **I.** **Font:** Times New Roman 12
- **II.** **Spacing:** Double
- III. **Headings:** *Principle -* Keep it simple but related to the substance of the Article. It is advisable to have a maximum of only two levels of headings
- **IV.** **Text:** Organised in clear sections**:**
  - **Introduction –** Context of the article, briefly mention the objectives of the article, clearly articulate any Question or issue that is being addressed, and organization of the article into sections/subsections. *Not more than 300 words*
  - **Past Study, Literature -**any past study that can be considered useful
  - **Your findings –** What is that you are contributing
  - **Discussion**
  - **Conclusion, including Recommendations –** *not more than 300 words*
  - **Bibliography**

- **V.** **References/Citations**: If any material has been used from other sources, brief referencing should be provided in the text within brackets (author, date) and details in the Bibliography**.**

  Footnotes should only be provided for supplementary information. Please avoid footnotes for referencing.

  Endnotes distract readers from the flow of text. Therefore, minimise their use, keep them brief, and avoid endnote indicators in headings or subheadings. Endnotes, when used, should be placed to explain or elaborate on the arguments in the text.

  Tables and Figures should generally be avoided. Please cite each table or figure in the main text.

VI. Non-English Terms (Gurbani, and terms in Punjabi, Persian, Hindi, etc)

  Give the Gurbani line/term in italics on the first appearance, followed by Romanised (transliteration) version and then provide its approximate English translation.

  The term/ sentence will be in plain (without the translation) for all subsequent appearances