

GUIDELINES FOR AUTHORS

Author/s are requested to take account of the following guidelines for all future submissions. These guidelines are formulated based on suggestions and comments received from referees, authors and well-wishers of ISEC. Feedback is most welcome.

General guidelines for paper submission:

1. The Working Paper series follows the steps shown below in the same order.
 - 1.1. The paper should not exceed 8000 words. This includes all tables, graphs, and references.
 - 1.2. Please use 1.5 line spacing.
 - 1.3. Please use APA referencing style.
 - 1.4. Author/s name, affiliation, and acknowledgements should be removed from the document that is being submitted. Do not indicate the same on the first page or anywhere in the paper.
 - 1.5. Along with the paper, provide in a separate sheet, names of six referees with their complete addresses, phone numbers and email. Do not include names of persons, to whom you had sent this paper or its earlier versions for their comments.
 - 1.6. If the paper is based on any study or project report, you should clearly acknowledge that and the printing cost of the Working Paper will be charged to that project or study/project. Wherever required (e.g., ministry funded or ISEC funded study/project) you need to take the permission from the head of the Unit or the Director. Please make provisions in the budget accordingly. If additional copies are required, we can print them and charge it to the specific project/study or author/s.
2. A working paper should clearly identify a research problem or issue in the first 2-3 pages.
3. To address the identified research problem or an issue, the author has to formulate a framework. This framework should be followed in the entire paper. The framework should be spelt out in the early paragraphs of the paper.
4. The paper should continuously focus on the designed framework.
5. The authors need to maintain the flow of writing and provide continuous links to both previous paragraphs and subsequent paragraphs or sections and provide proper linkages across the sections.

Submit a soft copy (MS Word) of the paper to the Editor of Working Paper Series.

For copyediting:

1. Author/s name, affiliation, and acknowledgements should be included in the text.
2. Abstract should be included if not done so earlier.

Guidelines for Formatting of Working Papers

The following two-stage procedure is to be followed for submission of manuscripts for 1) copy-editing and 2) printing under the ISEC Working Paper Series.

I. COPYEDITING (1.5 line spacing)

Text

To be typed in Times New Roman, 11 points, using one-and-a-half-line spacing.

Abstract

All papers to have an abstract, written in a maximum of 75 words, covering the following points: Focus area, Methodology, and Main Findings.

Notes

(a) End notes to be used. (b) Footnotes to be used only for acknowledgements on Page 1. Studies/projects, both sponsored and funded, to be acknowledged in the footnotes. Assistance received from any individual or organisation to be acknowledged. (c) Author identification (institute affiliation, e-mail address) to be provided in the footnote.

No section numbers are to be used.

Tables

Tables to be placed within the text. The following guidelines apply:

(a) The table number is to be placed flush left with a colon after it, followed by the title of the table. This line is to be typed flush left in bold.

Eg. **Table 1: Economic Profile of Five Communities**

(b) A column of figures is to be aligned vertically on the decimal points or commas (figures of 1,000 or more should have commas).

(c) Footnotes should appear in this order: (1) source notes, (2) other general notes, (3) note on specific parts of the table, and (4) notes on levels of significance.

Source Notes.

Credit is to be given in an unnumbered source note, introduced by the word *Source* or *Sources*, in italics, typed flush left.

Other General Notes

Other unnumbered notes about the table as a whole are introduced by the word *Note(s)*, set in italics, typed flush left. These might include remarks on the reliability of the data presented, how they were gathered, etc.

Specific Notes

For notes on specific parts of a table, superior letters, beginning with *a* are to be used as reference marks, typed flush left.

Levels of Significance

If a table contains values for which levels of significance are given, a fourth type of note is used, following the other specific notes. Asterisks are to be used for these notes, both on the value in the body of the table and before the note at the foot. A single asterisk should be used for the lowest level of significance, two for the next higher, and so on.

Example:

Source: Data taken from Food Corporation of India 1975.

Notes: n.a. means not available. The current cereal import bill in excess of 110 per cent of trend is covered for each country.

^aThe estimated consumption values were determined by using the relationship between rice expenditure and income and assuming that the ration income has the same weight as money income.

* .05 level

** .01 level

*** .001 level

Billing

Printing charges of this paper may be billed to:

- a) ISEC Project account (please specify name of the project)
- b) ISEC Main account

Select either (a) or (b)

II. PRINTING (1.5 line spacing)

Copyedited manuscripts may be formatted as below before being submitted for printing.

STATE POLICY INITIATIVES AND AGRICULTURAL DEVELOPMENT (Tahoma 11)

Author's name (Times New Roman 12)

Abstract (Tahoma 11)

All articles to have an abstract of a maximum of 75 words. (Tahoma 8)

Three levels of headings after the article title

Karnataka Agriculture: Policy Frame and Initiatives (Tahoma 12)

Text to be entered flush left for first paragraph (no para indent)..... (Tahoma 9)

Subsequent paras to be indented.

Land and Land Use Policy to Improve Growth Prospects (Tahoma 11)

Text to be entered flush left for first paragraph (no para indent)..... (Tahoma 9)

Subsequent paras to be indented.

Labour policy. Text to be entered immediately after heading..... (Tahoma 9)

No section numbers to be used.

Article Title	11 points, All caps, Tahoma, Bold
Author's Name	12 pts, Times New Roman, lowercase, Bold
Leading	12 pts
Abstract Heading	11 pts, Tahoma, Bold, Italicised, Centred
Abstract Text	8 pts, Tahoma, Italicised
Sub-heading (1 st level) (Applicable to Introduction, Section headings)	12 pts, Tahoma, Bold, centred, uppercase and lowercase
Sub-heading (2 nd level)	11 pts, Tahoma, Bold, flush left, uppercase and lowercase
Sub-heading (3 rd level)	10 pts, Tahoma, Bold, indented, italicised, lowercase, ending with a colon, followed immediately by text.
Text	9 pts, Tahoma
Footnotes	8 pts, Tahoma, roman letters
Table Heading	8 pts, Tahoma, Bold, Flush left
Table Entries	8 pts, Tahoma
Table Note (Source)	8 pts, Tahoma
References Heading	12 pts, Tahoma, Bold
References Text	9 pts, Tahoma
End Notes (heading)	12 pts, Tahoma, Bold
End Notes (text)	9 pts, Tahoma