

## INSTRUCTIONS FOR CONTRIBUTORS

- Contribution should be submitted in duplicate, the first two impressions of the typescript. It should be typed on a quarter or foolscap sized paper, in double space and with at least one and a half inch margin on the right. Two copies of a computer printout along with a soft copy are required. The document should be in pdf and word format along with data files. The graph should be sent in EXCEL. They should subscribe strictly to the journal format and style requirements.
- Though there is no standard length for articles, a limit of 20 to 30 typed pages including tables, appendices, graphs etc. would be appreciated.
- The cover page of the typescript should contain: (i) title of the article, (ii) name(s) of author(s), (iii) professional affiliation, (iv) an abstract of the paper in less than 200 words including a few keywords, and (v) acknowledgements, if any. The first page of the article must also provide the title, but not the rest of the item of cover page.
- Tables should preferably be of such size that they can be composed within one page area of the Journal. The source should be given below each table containing data from secondary source or results from previous studies. Tables should be invariably included in the text wherever the reference comes.
- Indications of notes should be serially numbered in the text of the articles with a raised numeral and the corresponding notes should be given at the end of the paper.
- Figures and charts, if any, should be professionally drawn using such materials (like black ink on transparent papers) which allow reproduction by photographic process. Considering the prohibitive costs of such process, figures and charts should be used only when they are most essential.
- A reference list should appear after the list of notes. It should contain all the articles, books, reports, etc. referred in the text and they should be arranged alphabetically by the names of authors or institutions associated with those work.
  - (a) Reference to publications mentioned should present the following details in the same order: name, year of publication (within brackets), and title of the publication (underlined/italic), place of publication. For example:

Kotler, Philip (1999), Marketing Management, Prentice-Hall of India, Delhi.
  - (b) Reference to institutional publications where no specific author(s) is (are) mentioned should

present

the following details in the same order: institution's name, year of publication (within brackets), title of the publication (underlined/italic), place of publication. For example: Reserve Bank of India (1998), *RBI Bulletin*, Vol. 1, No.5, Mumbai. International Labour Office (2000), *Child Labour: A Briefing Manual*, Geneva.

(c) Reference to articles in periodicals should present the following details in the same order: author's surname and name (or initials), year of publication (in brackets), title of the article (in double quotation marks), title of periodical (underlined/italic), number of the volume and issue (both using Arabic numerals), and page numbers, For example: Sharma, Amit (1996), "Foreign Investments and its Impact on Corporate Sector", *The Indian Journal of Public Enterprises*, Vol. 30, No.1, pp. 92-95. Vinten, Gerald (1998), "Internal Auditing" *Managerial Auditing Journal*, Vol. 5, No.1, pp. 100-105.

(d) Reference in the text or in the notes should simply give the name of the author or institution and the year of publication .the latter .. within brackets, e.g.' Shekher (1999). page numbers too may be given wherever necessary, e.g, Shekher (1999) pp. 10-15.