

## I. DEVELOPMENT FOUNDATION MONOGRAPH SERIES

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The Institute proposes to bring out monograph based on the research work carried out by the researchers. The series is named, tentatively, as 'DEVELOPMENT FOUNDATION MONOGRAPH SERIES'.

The following are the guidelines governing the publication of such monographs:

1. The monograph shall be an original contribution and should not have been published or under consideration for publication elsewhere.
2. Each contribution shall not exceed a page limit [approximately 150 – 160 pages including tables, notes and references, in print form].
3. The contribution shall not be simply a reproduction of research report/ doctoral thesis as finalised but will have evidence of substantial revisions following the final submission of the research report.
  - ◆ Of special emphasis in this regard is an adequate linking the research work to existing literature and debates on the theme.
4. The author/s shall receive one copy of the monograph.
5. Contributors are requested to furnish a statement to the effect that the manuscript is not under consideration for publication in any journal, or as book form elsewhere. Authors are also requested to submit his/her colour photograph, and a brief bio-sketch to describe oneself and his/her work, which shall be used in the back cover page.
  - ◆ Publication of monograph will follow a double refereeing system. One referee shall be chosen from among **the list of three persons** provided by the author/s. The Editorial Committee will choose another referee. Acceptance of the manuscript for publication shall be based on the recommendations of both the anonymous referees to that effect, and satisfactory inclusion of the comments and suggestions made by the referees.
  - ◆ The list of recommended referees provided by the author shall be experts from outside the Organisation.
  - ◆ Following the receipt of referees' comments the author/s shall be given one month's time to revise and incorporate the comments and suggestions, before which the final manuscript should be resubmitted.

## II. GUIDELINES FOR PREPARATION OF MANUSCRIPTS FOR DEVELOPMENT FOUNDATION MONOGRAPH SERIES

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1. All manuscripts shall be typed using MS Word (Times New Roman font of size 12), and be double spaced, set in A4 size, with margins as follows:

Top: 1" Bottom: 1"  
Left: 1.35" Right: 1.35"  
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2. Pagination shall be made, positioned at top right of the page, without pagination on the first page of the document.
3. All notes shall appear as end notes. Acknowledgements, if any, can be made separately, but will always be part of a preface or a foreword. Preface or Foreword shall not exceed two or three pages.
4. Please ensure consistency in spellings of places, names, or non-English terms.
5. Please use UK English (as e.g., 'performance', 'centre', 'modernise' and not US English such program, center, modrnize).
6. Usage of acronyms (e.g., UNESCO) will always be after using an expanded version of the same when it is employed for the first time.
7. A complete numbered list of Tables, maps, graphs, pictures (if any) shall be provided and be a part of the table of contents.
8. All tables, maps, graphs, etc., shall be appended at the end of the main text of the monograph, while at the appropriate corresponding place in the text the place of insertion is clearly indicated. Example, if a table 5 has to be inserted at a point in the main text, it may be indicated by centring the following:

<Table 5 about here>

It is important to bear in mind to avoid references to the table (or, graph, picture, etc.) in manners such as 'as the table above/below shows,' for it is quite likely that the table under reference may be placed differently while printing the document. Likewise, please avoid usage of spatio-temporal terms such 'here', then, now, etc.

9. Endnotes shall be mainly to make a further point of what is being described in the main text, but certainly not to give merely a reference to a published work. [E.g., an endnote 1 cannot contain a reference as: 1. See, Rao and Rao 2002.] Such a reference can very well be part of a text, as for instance: "This has been a recurring theme in much of literature on the topic (e.g., Rao and Rao 2002).

10. Contributors are requested to check the references cited in the text, and that they correspond to what has been listed in the list of References: year of publication, name of the author, page numbers, etc. Likewise, please ensure that all references to journal articles will contain details pertaining to Issue No., Volume No., and pages. The format in this regard shall be: 2 (3): 122-68, which corresponds to Volume (in this case, vol.2), Issue No (3). and pages (122-168) respectively.
11. All references to sources shall appear within parentheses, and if specific pages are being referred to from a source, they will be mentioned.  
E.g.: Mukherji (1959:76-7) has been one among the first scholars who has argued against such an approach to the problem.  
Or  
Scholars have argued against such an approach (e.g., see Mukherji 1959: 76-7).
12. While citing a references to a source in an edited volume, it is necessary that the individual paper is cited and not the edited volume as a generic source, unless a reference is being made to the whole volume as an example.
13. Reference to a 'forthcoming' publication shall be cited in the text as 'n.d.' as in, e.g., (Bradman: n.d.).
14. Citing a series of sources shall always be in a ascending chronological order. E.g.: Ramadas 1972: Revansiddaiah 1973; Manor 9178; Manor 1979a and 1979b; etc)
15. Quoting a source shall always be in single quotes (e.g., 'in anticipation of rains, they butchered a few goats to appease the rain god.' (Venkataswamy 1986: 37). Please note that the source should be listed immediately after the quotes end
16. A subsequent reference to the same source, without any other source being cited, may be by using 'ibid.:39'). Please note that using 'ibid' makes it necessary that the page numbers are also listed.
17. All accepted manuscripts shall be processed by taking the services of a copy editor.
18. Authors will be given a copy of the Printer's proof, which they should examine and return within a period of 15 days. Printer's proof is not amenable to major changes and revisions, except small corrections which shall not alter the page setting that may have been made.
19. Manuscripts may be submitted to:

Dr. B. K. Harish Kumara  
Development Foundation,  
No. 218, Sampige Road,  
Malleswaram, Bangalore- 560003  
Email: [harish@devf.org](mailto:harish@devf.org) or [harish.bk9@gmail.com](mailto:harish.bk9@gmail.com)

### **III. HONORARIUM**

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Authors will get paid of 25,000 INR for each working paper submission after the peer review process and acceptance of the Monograph.