

SUBMISSION PROCEDURE FOR WORKING PAPERS

Authors are requested to follow the procedure outlined below when submitting manuscripts to be considered for publication under the DF Working Paper Series:

1. Send a soft copy of the paper as an e-mail attachment along with the addresses and e-mail ids of 4 referees to the Working Paper Series Coordinator, Dr. B. K. Harish Kumara (**harish@devf.org** or **harish.bk9@gmail.com**)
 2. The rest of the requirements are as detailed in the 'Guidelines to Authors.' **(Pages 2-6, which covers Guidelines to Authors, Copy-editing, Printing and Honorarium to Authors)**
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Date:

Approval for Publication

I am submitting a manuscript to be considered for publication under the DF Working Paper Series.

Title of the Paper:

Author's name:

Affiliation:

Signature

(.....)

I. GUIDELINES TO 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 DF. Feedback is most welcome.

1. A working paper should clearly identify a research problem or issue in the first 2-3 pages.
2. 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.
3. The paper should continuously focus on the designed framework.
4. The authors need to maintain the flow of writing and provide continuous links to both previous paras and subsequent paragraphs or sections and provide proper linkages across the sections.
5. The referees are requested to recommend the paper based specifically on
 - 5.1. research contents
 - 5.2. policy relevance
 - 5.3. proper framework
 - 5.4. use of appropriate methodology
 - 5.5. use of appropriate statistical tools or methods
 - 5.6. logical flow of conclusions
 - 5.7. addition of the paper to the existing knowledge
 - 5.8. paper's inherent academic merit
 - 5.9. its appropriateness to include in the DF Working Paper Series.
6. Please read this along with the style-guide sheet before submission.
7. The Working Paper series follows the steps shown below in the same order.
 - 7.1. The paper should not exceed 12000 words. This includes all tables, graphs, and references.
 - 7.2. Please send a soft copy (as per the style sheet) typed in 1.5 line spacing, preferably as an attachment. Please do not send disks.
 - 7.3. Author/s name, affiliation, and acknowledgements should be in a separate sheet. Do not indicate on the first page or anywhere in the paper.
 - 7.4. Along with the paper, provide in a separate sheet, names of six referees with their complete addresses and email. Do not include names of persons, to whom you had sent this paper or its earlier versions for their comments.
 - 7.5. In the first round, the papers will go to two referees. In the second round after revision, it will go for the copy editing. In the third round, the paper will come back to you for proof reading.
 - 7.6. Author/s will get 2 copies of the paper free after its publication.

II. GUIDELINES FOR COPY-EDITING & PRINTING OF WORKING PAPERS

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

1. COPYEDITING (1.5 line spacing)

Text

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 250 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

III. 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 250 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

IV.HONORARIUM

Authors will get paid of 10,000 INR for each working paper submission after the peer review process and acceptance of the Working Paper.