

# Guidelines for Authors

## General Framework

- An abstract of 300 words should accompany the article.
- The author(s) present position, other affiliations, complete mailing address(es) (both postal and e-mail), mobile numbers should be provided.
- Any special circumstance concerning the article such as its earlier presentation at a meeting, seminar, workshop or conference should be mentioned.
- The article should be professionally proof-read in terms of clarity, grammar, spellings, punctuation and consistency of references to minimize editorial changes.
- Papers will be acknowledged via e-mail upon receipt.
- IPE reserves the right to reject any article it may deem unsuitable for publication, without assigning reasons.
- Articles can be processed speedily if they conform to the style and format listed hereunder.
- Editors have the right to edit the text to improve its clarity and make it conform to journal style.

## Format

- Limit the levels of headings within an article to two or at the most three.
- Avoid lengthy sub-headings.
- Every sub-heading should be bold and capitalized.
- The text, abstract, notes, references and all other matter should be typed in double space.
- Avoid graphics from the website. Re-draw them or get detailed originals.

## Quotations & Acronyms

- All quotations should be checked carefully for accuracy and should be unaltered except for ellipses and bracketed insertions.
- Acronyms should be spelt out on first occurrence. Capitalization should be kept to the minimum and applied consistently.
- However, where two forms are widely in use such as liberalise/liberalize, consistency should be maintained in terms of usage throughout the article.

## Numbers & Percentage

- The word per cent, not the symbol % should be used in the text.
- Figures below 10 should be spelt out in words, eleven and above in figures, unless the reference is to percentages: 3 per cent, distance 6 kms or age 9 years old.
- Sources and unit of measurement should be precisely stated.

## Tables & Figures

- Tables and Figures should have captions and numbers.
- Tables should be mentioned in the text and numbered 1, 2, 3 etc.

- Figures should also be referred to in the text, with their own 1, 2, 3, etc., sequences.
- Table width and cell size should be even and all the contents should be centered.
- All Figures (Charts, Diagrams and Line Drawings) and plates (Photographic images) should be of clear quality in black and white and numbered consecutively.
- Number the illustrations according to their sequence in the text.

## Notes & References

- All notes and references should be at the end of the paper – first 'Notes' and then 'References'.
- Notes should be serially numbered in the text using superscript and the corresponding notes should be listed out separately at the end of the article.
- Please ensure that every reference cited in the text is also present in the reference list and vice versa.
- References listed at the end should be arranged alphabetically by the names of the author.

For example:

	Reference	Format Outline
Book	Book with Single Author	Surname, Initials (Year) Title, Place of Publication: Publisher.
Book	Book with more than two Authors	Surname, Initials, & Surname Initials (year) Title, Place of Publication: Publisher.
Book	Chapter in an edited Book	Surname, Initials (Year), Chapter, Title in Surname, Initials & Surname, Initials (Eds) Title, Place of Publication: Publisher
Book	Books (with no author)	Corporate / Govt / Dept Name (Year), Title, Place of Publication: Publisher
Journal Articles	Author	Surname, Initials (Year), Title of the Paper, Journal Name, Volume Number: Issue Number
Economic & Business Dailies	Author	Surname, Initials (Year), Title of the Paper, Newspaper's Name, Month, Day
Business Magazines	Author	Surname, Initials (Year), Title of the Paper, Business Magazine's Name, Volume Number: Issue Number

## E-mail ID for Sending Manuscripts

All the manuscripts have to be sent to The Editor, Journal of Economic Policy & Research, Institute of Public Enterprise, Hyderabad-500007 by email at [jepr@ipeindia.org](mailto:jepr@ipeindia.org)