

Guidelines to Authors

General Framework

- Abstract should contain in brief – objectives, methodology and findings – with 5 to 6 key words.
- 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.
- Submit the articles as e-mail attachment to ktrivikram@gmail.com / trivikramk@ipeindia.org
- 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 the journal style.
- Author(s) will receive one complimentary copy of the journal.

Format

- Limit the levels of headings within an article to two at the most three.
- Avoid lengthy sub-headings.
- Every sub-heading should be bold and other matter should be typed in double space.

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, charts, illustrations, quotations should be numbered, cited and referenced properly.

Notes & Referenes

- References should adhere to APA style.
- 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.
Books	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.