

## **GUIDELINES FOR AUTHORS REQUESTED FORMATS AND STYLES FOR AUTHORS SUBMITTING PAPERS FOR THE SUSTAINABLE DEVELOPMENT REPORT OF UTTAR PRADESH 2018**

1. Authors are requested to ensure that every chapter should focus on the following:

- Status (briefly 2 pages)
- Critical issues (area specific)
- Emerging options
- Summary
- Way forward
- Milestones
- Enablers for the sector
- Financial allocations & gap analysis
- Best Practices
- Innovative actionable ideas

Identifying Growth Engines, Enablers and innovative actionable ideas is a major thrust of the SDR. As regards the milestones the Authors may like to indicate milestones on quarterly & yearly basis.

2. Every Chapter should include a section on next steps or way forward and possible reforms option that can be taken up by the government.
3. There are suggestions from government that SDR should also focus on Convergence. Accordingly it has been decided that each chapter will focus on the following
  - Convergence between state and central schemes, with Distinct focus on state specific issues and on options to resolve them
  - Identify how this convergence will enable improvement in state GDP growth
4. Orientation Workshops for Authors, focusing on convergence and other issues, in partnership with state government will be organized. These workshops will give an opportunity to authors to interact with cutting edge functionaries and experts. Authors are required to make themselves available for these workshops.
5. In order to bring robustness and to make the analysis more relevant and participative brain storming workshops will be held around individual themes/chapters. Such brain storming workshops will be held after the first draft of each chapter is complete. A copy of the draft chapter will be circulated to key stake holders including the relevant government departments at least fifteen days before the workshop. Every brain storming

workshop will have three discussants of which at least one will be from the government. Relevant Additional Chief Secretary/Principal Secretary/Secretary may also be invited to attend. Representative of development partners like World Bank & UNICEF etc. may also be invited for the brain storming workshops. Steering committee members will also be requested to attend the meeting. Total number of participants in brain storming sessions may be around 15 (each). Authors will be responsible for making presentation(s) at the workshop(s) and will incorporate the relevant suggestions emanating from the workshop in the chapters concerned. Authors will also ensure that the draft chapters are available in time for circulation.

6. Once the draft SDR is ready a Development Conclave will be organized. Authors will be responsible for making presentations at the conclave. They will also be required to incorporate the relevant suggestions, including those from the designated peer reviewers.
7. SDR will follow a specific time line. Authors will observe their part of the time line. The following Time Line shall be followed:

<b>Activity</b>	<b>Time Line</b>
1. Assignment to Authors	4 <sup>th</sup> week of April'18
2. Convergence Workshops	4 <sup>th</sup> Week of May'18
3. Submission of first draft by chapter authors	3 <sup>rd</sup> week of Aug'18
4. Circulation to stake holders	3 <sup>rd</sup> week of Aug'18
5. Submission of observations by Discussants etc.	1 <sup>st</sup> week of Sept'18
6. Brain storming workshop (Theme based)	1 <sup>st</sup> & 2 <sup>nd</sup> week of Sept.18
7. Presentation to Ministers	2 <sup>nd</sup> week of Sept.18
8. Submission of revised draft by authors	4 <sup>th</sup> week of Sept.18
9. UPSDR i.e. all chapters sent to peer reviewers	1 <sup>st</sup> week of Oct.18
10. SDR sent back (Authors) to incorporate suggestions	4 <sup>th</sup> week of Oct.18
11. Submission of revised draft post peer review	mid Nov.18
12. First Development Conclave	4 <sup>th</sup> week of Nov. 18
13. Submission of Final Chapter by authors	mid Dec.2018
14. To copy Editor (online)	mid Dec.2018
15. Back from copy Editor & sent to authors	1 <sup>st</sup> week of Jan. 2019
16. Back from Authors	3 <sup>rd</sup> week of Jan.2019

All contributions should be submitted in electronic Form (Soft Copy); a hard copy on A4 sized paper, with 1.5 line spacing between the lines. The matter should be left aligned, with a one-and-a-half inch margin on the right and typed in 12-point sized Times Roman font. Computer printouts of the chapter along with soft copies should be sent through e-mail on [mohanarvind@hotmail.com](mailto:mohanarvind@hotmail.com) & [arvindmohan1@gmail.com](mailto:arvindmohan1@gmail.com)

The chapter should include: (i) the name(s) of the author(s), (ii) the latter's professional affiliations, (iii) Keywords (v) endnotes cited in the chapter, (vi) all Tables and Figures to be included which should be properly formatted to avoid confusion, and (vii) a Reference list at the end containing details of all the References quoted in the chapter. All the above should be typed and spelt out clearly. It is advisable for the author(s) not to provide any handwritten amendments in order to prevent any confusion in spellings, names, etc.

The names(s) of the author(s) should be given in bold, U/I format, immediately after the title of the chapter, followed by an asterisk (\*) at the end, which would be expanded at the bottom of the page as a footnote, indicating the full details of the author(s) including their designations, professional status and the organization/institute, etc. to which they are affiliated, and their email addresses.

The author(s) should limit the chapter to a maximum of 25 typed pages or 10000 words including tables, figures, and graphs, excluding endnotes and the Reference list.

Headings: A Level Head: ALL CAPS, rom., bold, marked with capital Roman numerals (e.g. I, II, III, etc.)  
B Level Head: U/I, rom., bold, marked with numerals (e.g. 1, 2, 3, etc.)  
C Level Head: U/I, italics, bold, marked with small Roman numerals (i, ii, iii, etc.)  
D Level Head: U/I, italics, normal, run on with text.

Where works of other Authors are quoted the surname of the author should be given first, followed by a comma, and then the first name or initials. In case of more than one author, the names of the subsequent authors should be in chronological order.

In case of an edited book, the name of the author should be given first, followed by the year of publication in brackets, followed by the particular article in the edited book in double quotes, followed by the names of the editor(s), followed by the name of the book in italics, followed by the name of the publisher, followed by the place of publication, lastly followed by the page nos.

In case of reference to a Working paper in the Reference list, the name of the paper should be in double quotes (""), followed by the Institute's name and the no of the paper in italics.

The name of a Report should be given in italics (For instance, Planning Commission (2005), Tenth Five Year Plan, Government of India, New Delhi.

The names of all publications including journals, and books cited in the References should be in italics while the name of any article cited in a particular Reference entry should be in double quotes ("").

In case of reference to more than one publication by the same author, the author's name will be given only once with the name of the first publication. The subsequent publications/books will be listed in chronological order of the years of publication, and the author's name will be replaced by 3 M-dashes for each subsequent publication. For example:

8) Boxes/Figures: All Boxes and Figures should be at the centre of the text area. The word Box/Figure (and its number) and the title of the box/figure should be U/I, bold.

9) Tables: The Table No. should be U/I, normal, rom., and should be followed in the next line by the title of the table in U/I, bold. Column Heads in the Tables should be in U/I and in italics. All figures and tables should be referred to by their numbers in the text (for instance, 'refer to Table 1', 'Please see Figure 3'). The titles of the tables and figures should be brief and to the point. Each Table and Figure should have a Source, which should be given at the bottom of the table or figure, alongside the Notes, if any. The font size of the Source and Notes should be 10 pts. Within the table or figure, numbers should be given in digits, not spelt out. Symbols like % can be used, where required, within the table or figure.

10) Spellings: Use British spellings throughout, not American spellings. Thus the words 'programme', 'labour', 'colour' should be spelt likewise, and not as 'program', 'labor', 'color'. Also use 's' spellings for words like 'civilization' and 'organization'. For any spelling, please refer to the Oxford English Dictionary and take it as accepted usage. This holds true for hyphenated words as well. Make sure the spellings are standardized in the entire text.

11) Quotations: Use double quotation marks for the entire quotation, reserving single quotation marks for quoted words within a quotation or for a specific term/special usage. The spellings of words in the quotation should be retained as in the original. In case of long quotations (50 or more words), the quotation is to be broken off from the text and indented 2 pica space on the left and right, with a 1.5 line space above and below the quotation. Quote within a text should carry author/s surname, year of publication and the page numbers. A full reference of the quoted section with details about author's name, year of publication, publisher's name and place of publication has to come separately in the Reference section as per the Reference style.

Italics: In the text, italics should be used sparingly. Only words of foreign origin that are not found in the Oxford English Dictionary should be italicized. All book titles, however, should be in italics.

13) Capital: Capital letters should be used sparingly throughout the article as that affects readability. Please refer to the Style Sheet to see where ALL CAPS should be used.

14) Numbers: Generally, numbers from one to ten should be spelt out. Numbers above ten should be given in figures. However, if several numbers occur in a sentence or paragraph, all of them should be in figures, for easy readability. In case of units or percentages, all numbers should be in figures. For instance, 3 km., 5 kg., 8 per cent, etc. In case of percentages, the word 'per cent' should be spelt out in

the text, but the symbol % can be used in tables, graphs, figures and equations. In case of large numbers, the terms 'millions', 'lakhs' and 'crores' may be used, as the case may be.

15) Abbreviations: All abbreviations such as 'pp.', 'Vol.', 'No.', 'Dr.', 'Mr.', 'edn.', 'eds.', etc. must end with a full stop. There should also be full stops between initials of names. However, in case of well known acronyms like USA, UK, NATO, UNO, UNESCO, ILO, WTO, GATT, INTUC, AITUC, BJP, etc. there should not be full stops between the initials.

All acronyms should be spelt out at the place of first occurrence with the acronym given in brackets. Subsequently only the acronym can be used. For instance, at the place of first usage, write Jawahar Rozgar Yojana (JRY), but subsequently, write only JRY.

16) Dates: Specific dates should be written as, for instance, 9 November 2002. Decades should be referred to as the 1980s, 1990s. The names of years should be in figures (1998, 2002), but the names of centuries should be spelt out (twentieth century, twenty-first century).

17) Place Names: The spellings of place names should correspond to the names given in the Oxford University Press atlas, and to common usage in case a particular place is a small hamlet or village and has not been included in any atlas. Please thoroughly cross-check the spellings of all place names cited in the article, before submitting it for publication.