



**DR. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
GOVERNMENT OF TELANGANA**

<https://www.mchrddi.gov.in>

Guidelines for Articles/Papers for publishing in *SAMRIDDHI*

Introduction

Dr. MCR HRD Institute of Telangana proposes to publish a Half yearly Online Journal titled "*Samriddhi*" in September and March each year.

The Institute invites articles on issues related to governance, public policy, public administration, good governance practices and so forth from interested civil servants, academicians, civil society members.

Eligibility

Articles may be sent to *Samriddhi* on the email journal@mchrddi.gov.in The following terms & conditions apply:

1. An undertaking must be submitted that the work is original and has not been published anywhere prior to this (Annexure-A)
2. The article/paper received would be evaluated by the Editorial Board of the Institute. The Board has the final word in deciding articles to be published.
3. The writers whose article/ paper is found suitable for publishing in *Samriddhi* will be given an honorarium of Rs. 2000/- (Rs, two thousand only) for each published article/paper.
4. In case a paper is co-authored, the honorarium will be equally distributed.
5. The honorarium will be released after the paper is published in *Samriddhi*.
6. The copyright of the Article/ Paper so authored will vest with the Institute. The Institute may, however, allow upon receipt of request from the authors permission to use the paper for teaching/ training purpose.

Format

1. Authors shall ensure that their papers are free of spelling and grammatical errors.
2. Papers should be preferably within 5000 words (1.5 line spacing, 12 point font in Times New Roman) in Microsoft Word.
3. The cover page should be separate bearing the title of the paper, the author(s) name, designation, office address (postal and mail) with telephone number. Three key words should also be mentioned on the first page. The main text should bear only the title of the paper and the text content.
4. One paragraph summary in the form of an abstract shall be provided along with the Article/Paper.
5. Kindly follow the attached style guide for drafting etc. and for further reference.

Annexure-I
Self-Declaration

I,

.....

..... presently posted/working

as.....

..... declare that the article/paper submitted with the
title.....

.....

.....is my original work, not plagiarized and
never published anywhere else prior to this. I have no objection in accepting that the
copyright of the Article/ Paper will vest in the Institute.

Signature:

Name:

Designation:

Mobile No.

Date:

Annexure-II

Style Guide for Public Service

Authors are requested to follow the guidelines in the Style Guide as listed below. This will help reduce the processing time for article assessment by preventing the need for seeking clarifications or requesting for reformatting:

1) FONT/SPACING

For the main text, use Times New Roman, 12 point, 1.5 line spacing. For notes, use Times New Roman, 11 point, single line spacing. Set the alignment as "left".

Use British and "-ise" spellings (labour, centre, organise).

Use double quotation marks for quotations, and single marks for quotations within quotations.

Indent text of more than four lines, without quotation marks.

For quotations from other publications, always provide reference for the quotation.

2) In-text citations

Use the author-date system for citations.

Works cited in the text should read thus: (Brown 1992: 63-64); Lovell (1989, 1993).

For repeat citations: eg (ibid 75)

For groups of citations, order alphabetically and not chronologically, using a semi-colon to separate names: (Brown 1992; Gadgil and Guha 1994; Lovell 1989).

Use "et al" when citing a work by more than two authors, but list all the authors in the References (unless there are six authors or more).

3) References

All works cited in the text (including sources for tables and figures) should be listed alphabetically under References, on a separate sheet of paper.

Use endnotes, not footnotes.

The location of endnotes within the text should be indicated by superscript numbers.

For sources which have insufficient details to be included in the Reference, use endnotes (such as interviews, some media sources, some Internet sources).

See the following for style and punctuation in References.

Books

Wordsworth, William (1967) *Lyrical Ballads* (London: Oxford University Press)

Watson, S and K Gibson, ed. (1995): *Postmodern Cities and Spaces* (London: Macmillan Press)

Journal and other articles

Helleiner, Eric (2006): "Reinterpreting Bretton Woods: International Development and the Neglected Origins of Embedded Liberalism", *Development and Change*, 37(5): 943-67.

Poniewozik, James (2000): "TV Makes a Too-Close Call", *Time* 20 Nov: 70-71.

Online resources

Website

Surname, given name of author (year); title, Viewed on 10 May 2006 (**url**) .