

Authors Guidelines for writing Working Papers

1. Why Working Papers?

Working papers are pre-publication versions of academic or policy articles, book chapters, or reviews. Posted papers are typically in progress, with preliminary findings, tables and data descriptions, but the work is far enough along and ready to be shared. These working papers are generally offered in the interest of personal and public scholarship: they serve to notify others in the same academic community that a person happens to be working on a particular problem, which opens up the work to a wide audience and furthers public dialogue. Authors will write working papers to share ideas about a topic or to elicit feedback before submitting to a peer reviewed conference or academic journal. Working papers are often the basis for related works, and may in themselves be cited by peer-review papers.

2. Guidelines for 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 Chanakya University. Feedback is most welcome.

General guidelines for paper submission:

1. The Working Paper series follows the steps shown below in the same order.
 - 1.1 Paper should have an abstract of up to 150 words.
 - 1.2 Author/s name, affiliation, and acknowledgements should be removed from the document that is being submitted. Do not indicate the same on the first page or anywhere in the paper.
 - 1.3 The paper should not exceed 8,000 words. This includes all tables, graphs, and references.
 - 1.4 Please use Harvard referencing format (Annexure-1).
 - 1.5 If the paper is based on any study or project report, you should clearly acknowledge it. Wherever required (e.g., donors/government supported or collaborative study) you need to take the permission from the concerned head.
2. A working paper should clearly identify a research problem or issue in the first 2-3 pages.
3. 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.
4. The paper should continuously focus on the designed framework.
5. The authors need to maintain the flow of writing and provide continuous links to both previous paragraphs and subsequent paragraphs or sections and provide proper linkages across the sections.
6. Author/s may submit any number of manuscripts.
7. The authors are requested to read the following process steps before submitting the manuscript.

3. Broad themes for the Working Papers with major focus on Indian Knowledge Systems

- a) Sustainable development;
- b) Human lifestyle, holistic health, healthcare;
- c) Integrated education system;
- d) Technology and digital world;

- e) Markets, Economy and social development;
- f) Governance mechanisms;
- g) Indian knowledge systems for modern world;
- h) Family, community, traditions, local groups and organizations;
- i) Sectoral, regional and national development.

4. Process Steps

Step-1

- 1) Submit an abstract of 150 words. It should cover:
 - a) Working Paper title**
 - b) Key issues**
 - c) Methodology adopted**
 - d) Key findings**
 - e) How it benefits to**
 - i) building new knowledge, ii) research community and iii) society at large.**
- 2) Brief Profile of author/s
- 3) Contact details of the corresponding author.
- 4) Along with the abstract, provide in a separate sheet, names of six referees with their complete addresses, phone numbers and email. Do not include names of persons, to whom you had sent this paper or its earlier versions for their comments.
- 5) Based on double-blind review feedback, we will contact you for Step-2.

Step-2

- 1) Authors of the shortlisted abstracts will be requested to submit an extended abstract of 1500 words which should include all of the key points mentioned in the 150-word abstract, but in a more detailed format. In addition, the study's references must be provided and cited where applicable.
- 2) This will go for double-blind review process
- 3) Each paper abstract will undergo plagiarism check; if more than 10%, then the paper has to be reworked or rejected.
- 4) Based on the feedback, authors would be requested to submit the full manuscript.
- 5) At this stage, style guide will be provided to authors, which is mandatory to be followed for the submission of the manuscript.

Step-3 & Honorarium

- 1) The full manuscript will go for double-blind review process.
- 2) Based on the feedback (accept as it is, accept with refinements, reject or any other), authors will be informed about the next steps.
- 3) After final submission, the paper will go for copy editing and then for formal publishing.
- 4) Each paper will undergo plagiarism check; if more than 10%, then the paper has to be reworked or rejected.
- 5) All publications will be provided for Open Access Mode in a digital format.
- 6) There will not be any paper acceptance or processing fee chargeable to authors.
- 7) Once the paper is accepted for formal publication, the authors will be paid honorarium of Indian Rs.25, 000 per accepted paper.

- 8) The copy right rests with the author. The authors are permitted, on specific request, to use their material, for personal and futuristic use with proper acknowledgement to the publisher.
- 9) After publishing the Working Paper, the authors are free to send this paper or its improved version to any international journal or conference or Workshop or as a chapter in the Book. But the authors must clearly acknowledge the Working Paper and its publishers.
- 10) The Chanakya University retains the right to select any specific Working Paper for any further publication, as part of the Book or a Report.

For any further clarifications please feel free to contact

Dr. Manasa
Research Associate, Working Papers
Chanakya University
Email: manasa.r@chanakyauniversity.in
www.chanakyauniversity.in

Annexure-1. Harvard referencing format guidelines

In-Text citations

1. One author: (Harris, 2015)
2. Two authors: (Shah and Papadopoulos, 2015)
3. Three and more authors: (Wong *et al.*, 2015)
4. No author: Use the title of the resource in italics
Example: (*Information Literacy in Higher Education*, 2015)
5. Corporate author: (The Open University, 2015)

Full references

1. Forum messages

Surname, Initial. (Year of publication) 'Title of message', Title of discussion board, in Module code: Module title. Available at: URL of VLE (Accessed: date).

Example: Thomas, D. (2016) 'Submitting your TMA', Tutor Group discussion, in A215: Creative writing. Available at: <https://learn2.open.ac.uk/mod/forumng/discuss.php?d=2239139> (Accessed: 22 March 2017).

2. Books

Surname, Initial. (Year of publication) Title. Edition if later than first. Place of publication: publisher. Series and volume number if relevant.

2a. Example with one author: Bell, J. (2014) Doing your research project. Maidenhead: Open University Press.

2b. Example with two authors: Goddard, J. and Barrett, S. (2015) The health needs of young people leaving care. Norwich: University of East Anglia, School of Social Work and Psychosocial Studies.

2c. Example with three or more authors: Young, H.D., Freedman, R.A., Sandin, T.R., and Ford, A.L. (2015) Sears and Zemansky's university physics. San Francisco, CA: Addison-Wesley.

3. Journal articles

Surname, Initial. (Year of publication) 'Title of article', Title of Journal, volume number (issue number), page reference.

3a. Example with one author: Shirazi, T. (2010) 'Successful teaching placements in secondary schools: achieving QTS practical handbooks', *European Journal of Teacher Education*, 33(3), pp. 323-326.

3b. Example with two authors: Barke, M. and Mowl, G. (2016) 'Málaga – a failed resort of the early twentieth century?', *Journal of Tourism History*, 2(3), pp. 187–212.

4. Newspaper articles

Surname, Initial. (Year of publication) 'Title of article', Title of Newspaper, Day and month, Page reference if available. Available at: URL (Accessed: date)

Example: Roberts, D. and Ackerman, S. (2013) 'US draft resolution allows Obama 90 days for military action against Syria', *The Guardian*, 4 September. Available at: <http://www.theguardian.com/world/2013/sep/04/syria-strikes-draft-resolut...> (Accessed: 9 September 2015).

5. Web pages

Surname, Initial. (Year that the site was published/last updated) Title of web page. Available at: URL (Accessed: date)

Example: Burton, P.A. (2012) Castles of Spain. Available at: <http://www.castlesofspain.co.uk/> (Accessed: 14 October 2015).

Organisation (Year that the page was last updated) Title of web page. Available at: URL (Accessed: date).

The British Psychological Society (2018) Code of Ethics and Conduct. Available at: <https://www.bps.org.uk/news-and-policy/bps-code-ethics-and-conduct> (Accessed: 22 March 2019).