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“Inviting Articles” for the forthcoming issue of the Journal

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Address of Communication:

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Category of the Articles we consider

- Research Article (Max. 5000 words)
- Book review (Max. 1500 words)
- Literature Review (Max. 3000 words)

Scope of the Article:

Articles from different background of knowledge are welcome. We prioritize on the following topics:

- Administrative Development
- Public Service
- Social Development
- Policy
- Information Technology
- Any other topic of your subject interest.

Basic things to remember before submitting the Article:

The article

- Should be clear and concise.
- Must include the title of the article and the author, co-author and editors name.

- Maximum 10 figures and 60 references can be used (if needed).
- Should contain the source of any data/figure/reference used
- **Should be submitted in word and PDF format** using Times New Roman font for English and Devlys010 font for Hindi.
 - ✓ For English articles, headings 14 and for text 12 font size should be taken.
 - ✓ For Hindi 16 for headings and 14 for text should be taken.
- Should have 1.15 spacing throughout the text.
- Should contain multilevel list feature for better alignment of headings, subheadings.
- Define all abbreviations when first mentioned.
- Changes within revised manuscripts should be highlighted using the highlighter function or coloured text, and should be accompanied by a full response letter to editor and reviewer's comments.

Requisites for Research Paper:

The article should be divided in the following headings clearly indicating the headings:

S. no.	Research Article	Book review	Literature Review
1.	Title	Title of the Book	Title
2.	Author, co-author and editor`s name	Name of the Author	Author, co-author and editor`s name
3.	Abstract	Name of the book reviewer	Abstract
4.	Key words	Concise summary of the book	Keywords
5.	Introduction	Introduction	Introduction
6.	Objectives	Body of Review	Body of Review
7.	Research Methodology	Most important aspects of Book	Analysis
8.	Analysis	Conclusion	Findings
9.	Findings	Permission of Author and Editor for the book review	Suggestions
10.	Conclusion and Suggestions	Plagiarism check report	Conclusion
11.	Plagiarism check report		Plagiarism Check Report

The Article containing the relevant above sections will only be considered to be sent to reviewers, otherwise it will be rejected.

Reference Style:

Each statement, the article may be supported by the author with a logical explanation, the author's opinion, illustration, or citation/paraphrasing of another author's work. Without citing the source, use of other's written work amounts to plagiarism and, thereby fraud.

- APA style of referencing should be used in reference/ bibliography. *

Declaration:

Each article should be accompanied with a declaration by the author/ authors that they are the author/ authors of the article, the article is original with their own analysis and the article has not been published before or has not been submitted for publication elsewhere.

If the author has quoted words/table/ figure from any published work in the article, citation should be added from where it has been taken.

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Editorial process:

- All submissions will be assessed by the Editorial Board, constituted by the Institution. The articles are subject to external peer review using the single blind method whereby the authors are blinded to the identity of the reviewers and editors.
- Due to the high volume of submissions received, the Editor and the Editorial Board operate on a rapid triage system and only the top 34% of papers will undergo full external review.
- Articles once submitted and published will be sole property of the institution and will not be published elsewhere by the author.

Scheduling of the Article for publication:

Accepted articles are scheduled for publication in the chronological order in which they are accepted. Each author gets one complimentary copy of the journal issued in which his/her article is published.

Appeals:

Authors who feel they have grounds to appeal a rejection decision should send a rebuttal letter to the Director General, who is also the Editor-in-Chief, detailing the reasons for the appeal. Rebuttals will be considered by the Editor-in-Chief, often in consultation with the Editorial Board Member who handled the paper. Decisions on appeals by Editor-in-Chief will be final.

Circulation:

The Journal is circulated in

- ✓ All State Government Departments/Institutions/Libraries in Rajasthan;
- ✓ All Administrative Training Institutes (ATIs);
- ✓ All State Institute of Rural Development (SIRDs) and;
- ✓ All Educational & Research Institutes throughout the country.

Periodicity of the journal:

- Bi-annual - **January – June** and **July – December**
- Special circumstance – one issue

January – June and July – December

It will be available at the end of period i.e. June and December. The article received during October will be considered for publication in January-June issue whereas the articles received during April-September will be considered for publication in July-December issue. A period of three months is estimated for the review and other related processes. Though the length of the manuscript has been stated in the above sections but exceptions for longer manuscripts may also be considered for certain submissions based on qualitative research or multiple method studies.

Submission of the articles:

Articles to be submitted electronically in the format prescribed, addressed to The Editor, *Prashasnika* on e-mail: ritunanda@rajasthan.gov.in

Remuneration:

Rs. 500.00 per article

Rs. 250.00 Book review