

# Guidelines for contributors of The Journal

## Note to the Contributors:

"The Journal" quarterly publication of Insurance Institute of India, Mumbai. It is published in the month of Jan/April/July/Oct every year. "The Journal" covers wide range of issues related to insurance and allied areas. The Journal welcomes original contributions from both academicians and practitioners in the form of articles. Authors whose papers are published will be given honorarium and two copies of The Journal.

## Guidelines to the Contributors:

1. Manuscript submitted to the Editor must be typed in MS-Word. The length of the Manuscript should be 2500-3000 words of the primary content (excluding bibliography).
2. General rules for formatting text:
  - i. Page size : A4 (8.27" X 11.69")
  - ii. Font: Times New Roman - Normal, black
  - iii. Line spacing: Double
  - iv. Font size: Title - 14, Sub-titles - 12, Body- 11 Normal, Diagrams/Tables/Charts - 11 or 10.
3. The first page of the Manuscript should contain the following information of the Author(s) –
  - i. Title of the paper
  - ii. Name of the Author(s)
  - iii. Email address
  - iv. Photo
  - v. Brief profile - The profile will include 2 to 3 lines about author's professional qualification and experience in the field.
4. **Abstract:** A concise abstract of maximum 150 words is required. The abstract should adequately highlight the key aspects or state the objectives, methodology and the results/major conclusions of analysis. The abstract should include only text.
5. **Keywords:** Immediately after the abstract, provide around 3-6 keywords or phrases.
6. **Tables and Figures:** Diagrams, Tables and Charts cited in the text must be serially numbered and source of the same should be mentioned clearly wherever necessary. All such tables and figures should be titled accurately and all titles should be placed on the top after the number. Example: Table 1: Growth Rate of Insurance Premium in India (1997-2010).

Heavy econometric article must be supported by NTS (non-technical summery). Contributor of the article must also send working sheets of econometrics presented.
7. **Sample Size:** No restricted sampling is allowed. Minimum sample size should be 100 and above.
8. **References:** all the referred material (including those from authors own publication) in the text must be appropriately cited. All references must be listed in alphabetical order and sorted chronologically and must be placed at the end of the manuscript. The authors are advised to follow American Psychological Association (APA) style in referencing.

- **Reference to a Book:** Author. (Year). *Title of book*. Location: Publisher.  
Example: Rogers, C. R. (1961). *On becoming a person*. Boston: Houghton Mifflin.
  - **Reference to a Journal publication:** Author(s). (Year). Title of the article/paper. *Journal name*, volume (issue), page number(s).  
Example: Smith, L. V. (2000). Referencing articles in APA format. *APA Format Weekly*, 34(1), 4-10.
  - **Reference to a Web Source:** Author. (Date published if available; n.d.--no date—if not). Title of article. *Title of website*. Retrieved date. From URL.  
Example: Landsberger, J. (n.d.). Citing Websites. In *Study Guides and Strategies*. Retrieved May 13, 2005, from <http://www.studygs.net/citation.htm>
  - The references should be selected references.
9. Usage of abbreviations in the text should be avoided as far as possible and if used should be appropriately expanded.
  10. The Manuscript submitted must be original work and it should not have been published or submitted for publication elsewhere. The author(s) are required to submit a declaration to this extent in the format specified in Appendix 1, while submitting their Manuscript.
  11. Once article is published in any particular issue (e.g. January-March issue) then next contribution of particular author will not be accepted for immediate issue of the Journal (i.e. April-June issue).
  12. All the submissions would be first evaluated by the editor and then by the editorial Committee. Editorial committee may require the author to revise the manuscript as per the guidelines and policy of the Journal. The final draft is subject to editorial changes to suit the journals requirements. Editorial Committee also reserves its right to refer the article for review/ delete objectionable content/ edit without changing the main idea/make language corrections/ not to publish/ publish with caveats as per its discretion. The Author would be duly communicated with such decisions.
  13. Contribution(s) should reach the designated email address at III on or before 31<sup>st</sup> October (January-March issue), 31<sup>st</sup> January (April-June issue), 30<sup>th</sup> April (July-September issue) and 31<sup>st</sup> July (October-December issue).
  14. Please send your manuscripts to <journal@iii.org.in> with subject line as "Contribution for "The Journal" January/April/July/October (Mention Year) issue.
  15. All enquiries related to the submissions should be addressed only to the Editor.
  16. Copyright of the published articles and papers would rest with "The Journal of Insurance Institute of India" and any further reproduction would require prior and written permission of the Editor.

## Appendix I

### Declaration by Authors

I/we (Full Name of **the Author(s)**)

1) .....

2) .....

3) .....

**hereby declare that I/we are the author(s) of the paper titles**

**“ .....”**

(Title of the paper), which is our original work and not the intellectual property of anyone else.

I/we further declare that this paper has been submitted only to the Journal of the Insurance Institute of India and that it has not been previously published nor submitted for publication elsewhere.

I/we accept responsibility for the statistics presented in the article, and the Institute may refer specific queries about the statistics to me/us as needed.

I/we have duly acknowledged and referenced all the sources used for this paper. I/we further authorize the editors to make necessary changes in this paper to make it suitable for publication.

I/we undertake to accept full responsibility for any misstatement regarding ownership of this article.

.....  
(Signature Author I)

Name:

.....  
(Signature Author II)

Name:

.....  
(Signature Author III)

Name:

Date:

Place: