

## **Guidelines to the contributors of the Journal**

1. The article must be original contribution in the form of essay, research paper or case study of the author.
2. The article must be an exclusive contribution for the Journal and should not have been published elsewhere in the same form.
3. The article should ordinarily not exceed 2000 words. A longer article/research paper may also be considered if the subject so warrants.
4. General rules for formatting text are as under:
  - a) page size A4
  - b) Font: Times New Roman, Normal, Black,
  - c) Line spacing: Double
  - d) Font size: Title 14, Sub Titles 12, Body 11, Diagrams, tables, charts 11 or 10.
5. All diagrams, tables and charts cited in the text must be serially numbered and source should be mentioned clearly wherever required.
6. The article must carry the name(s) of the author(s), contact details such as e-mail, full postal address, telephone /mobile number for corresponding on the title page only and nowhere else.
7. A brief write-up about the Author must also be sent.
8. All the referred material in the article must be appropriately cited. The authors are advised to follow American Psychological Association (APA) Style for referencing.
9. All manuscripts shall be sent to the Editor, Insurance Regulatory and Development Authority of India, Communication Wing, Ull Towers, 9th Floor, Basheerbagh, Hyderabad 500029 along with electronic mail to <journal@irda.gov.in> with the subject line - Contribution to the Journal.
10. Electronic version of the contribution typed in **MS Word** file is essential for publication.
11. The articles go through blind review and are assessed on the parameters such as (a) relevance and usefulness of the article (b) organization of the article

(structuring, sequencing, construction, flow, etc.), (c) depth of the discussion, (d) persuasive strength of the article (idea/ argument/articulation), (e) does the article say something new and is it thought provoking, and (f) adequacy of reference, source acknowledgement and bibliography, etc.

12. An Honorarium of Rs. 2000/- would be given to each of the published articles.

13. Editor of the Journal has the sole discretion to accept/reject an article for publication in the Journal or to publish it with modification and editing, as it considers appropriate.

14. The article shall be accompanied by a 'Declaration-cum-Undertaking' from the author(s).

### **Declaration-cum-Undertaking**

Title of the Article / Essay: \_\_\_\_\_

I/We (full name of author(s)) \_\_\_\_\_ hereby solemnly declare that the work presented in the article /essay/research paper

\_\_\_\_\_ submitted by me/us for publication in the IRDAI Journal is:

1. Not submitted to any other publications / or website at any point in time for publication
2. An original and own work of the author (i.e. there is no plagiarism)
3. No ideas, processes, results or words of other authors have been presented as author's own work.
4. No sentence, equation, diagram, table, paragraph or section has been copied verbatim from previous work unless it is placed under quotation marks and duly referenced.
5. There is no fabrication of data or results, which have been compiled / analyzed.

6. I/We undertake to accept full responsibility for any mis-statement regarding ownership of this work and also of any adversarial consequences arising upon the publication of the article.

Signature of the Author: \_\_\_\_\_

Name of the Author : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_

**Contact details:**

P.S: Attach one photograph of the author(s) along with the contribution in .jpg format.

