

## **SOCIAL AND ECONOMIC CHANGE MONOGRAPH SERIES**

The Institute proposes to bring out monograph based on the research work carried out by the faculty/staff and successful doctoral students. The series is named, tentatively, as '**Social and Economic Change Monograph Series**'. It is hoped that the publications under the series will be as successful and prestigious as the ISEC Working Paper series.

The following are the guidelines governing the publication of such monographs:

1. The monograph shall be an original contribution and should not have been published or under consideration for publication elsewhere.
2. The monographs shall be based on completed research projects [i.e., reports submitted to the RPC incorporating responses of the referees comments, suggestions etc.,] or doctoral thesis to which the Degree has been awarded.
3. Each contribution shall not exceed a page limit [approximately 150 - 160 pages including tables, notes and references, in print form].
4. The contribution shall not be simply a reproduction of research report/ doctoral thesis as finalised but will have evidence of substantial revisions following the final submission of the research report.
  - ◆ Of special emphasis in this regard is an adequate linking the research work to existing literature and debates on the theme.
5. The publication will be a priced document, copyrights of which will be with the Institute.
  - ◆ The Institute has to recover the cost of publication of the monographs and therefore the authors will not be eligible for any royalty arising out of sale of monographs.
6. The author/s shall receive 5 copies of the monographs. In the case of a collaboration publication, each author will receive two copies.
7. The institute will make arrangements to send complimentary copies of the monographs to different universities within Karnataka and such other institutions with whom ISEC has an exchange programme of publications of similar nature.
8. For each monograph, the Institute will send review copies to a maximum of 10 journals and newspapers based on the recommendation made by the author/s. However, the Journals and newspapers shall be of some repute and enable the author to attract academic attention for the published work.

9. Contributors are expected to submit three sets of the manuscript, a copy of the comments received earlier from the referee of the research report/ doctoral thesis, a statement indicating the changes/revisions made based on the referee's comments, and a floppy containing the manuscript in MS word format. Contributors are requested to furnish a statement to the effect that the manuscript is not under consideration for publication in any journal, or as book form elsewhere. Authors are also requested to submit his/her colour photograph, and a brief bio-sketch to describe oneself and his/her work, which shall be used in the back cover page.
- ◆ Publication of monograph will follow a double refereeing system. One referee shall be chosen from among the list of three persons provided by the author/s (different from the ones who may have already refereed/ examined it as a research report/ doctoral thesis). The Editorial Committee will choose another referee. Acceptance of the manuscript for publication shall be based on the recommendations of both the anonymous referees to that effect, and satisfactory inclusion of the comments and suggestions made by the referees.
  - ◆ The list of recommended referees provided by the author shall be experts from outside the Institute.
  - ◆ Following the receipt of referees' comments the author/s shall be given one month's time to revise and incorporate the comments and suggestions, before which the final manuscript should be resubmitted.

**Guidelines for Preparation of Manuscripts  
for  
SOCIAL AND ECONOMIC CHANGE MONOGRAPH SERIES**

1. All manuscripts shall be typed using MS Word (Times New Roman font of size 12), and be double spaced, set in A4 size, with margins as follows:

Top: 1" Bottom: 1"  
Left: 1.35" Right: 1.35"  
Gutter 0 Gutter Position Left

2. Pagination shall be made, positioned at top right of the page, without pagination on the first page of the document.
3. All notes shall appear as end notes. Acknowledgements, if any, can be made separately, but will always be part of a preface or a foreword. Preface or Foreword shall not exceed two or three pages.
4. Please ensure consistency in spellings of places, names, or non-English terms.
5. Please use UK English (as e.g., 'performance', 'centre', 'modernise' and not US English such program, center, modrnize).
6. Usage of acronyms (e.g., UNESCO) will always be after using an expanded version of the same when it is employed for the first time.
7. A complete numbered list of Tables, maps, graphs, pictures (if any) shall be provided and be a part of the table of contents.
8. All tables, maps, graphs, etc., shall be appended at the end of the main text of the monograph, while at the appropriate corresponding place in the text the place of insertion is clearly indicated. Example, if a table 5 has to be inserted at a point in the main text, it may be indicated by centring the following:

<Table 5 about here>

It is important to bear in mind to avoid references to the table (or, graph, picture, etc.) in manners such as 'as the table above/below shows,' for it is quite likely that the table under reference may be placed differently while printing the document. Likewise, please avoid usage of spatio-temporal terms such 'here', then, now, etc.

9. Endnotes shall be mainly to make a further point of what is being described in the main text, but certainly not to give merely a reference to a published work. [E.g., an endnote 1 cannot contain a reference as: 1. See, Rao and Rao 2002.] Such a reference can very well be part of a text, as for instance: 'This has been a recurring theme in much of literature on the topic (e.g., Rao and Rao 2002).

10. Contributors are requested to check the references cited in the text, and that they correspond to what has been listed in the list of References: year of publication, name of the author, page numbers, etc. Likewise, please ensure that all references to journal articles will contain details pertaining to Issue No., Volume No., and pages. The format in this regard shall be: 2 (3): 122-68, which corresponds to Volume (in this case, vol.2), Issue No (3). and pages (122-168) respectively.
11. All references to sources shall appear within parentheses, and if specific pages are being referred to from a source, they will be mentioned.  
E.g.: Mukherji (1959:76-7) has been one among the first scholars who has argued against such an approach to the problem.  
Or  
Scholars have argued against such an approach (e.g., see Mukherji 1959: 76-7).
12. While citing a references to a source in an edited volume, it is necessary that the individual paper is cited and not the edited volume as a generic source, unless a reference is being made to the whole volume as an example.
13. Reference to a 'forthcoming' publication shall be cited in the text as 'n.d.' as in, e.g., (Bradman: n.d.).
14. Citing a series of sources shall always be in a ascending chronological order. E.g.: Ramadas 1972; Revansiddaiah 1973; Manor 9178; Manor 1979a and 1979b; etc)
15. Quoting a source shall always be in single quotes (e.g., 'in anticipation of rains, they butchered a few goats to appease the rain god.' (Venkataswamy 1986: 37). Please note that the source should be listed immediately after the quotes end
16. A subsequent reference to the same source, without any other source being cited, may be by using 'ibid.:39'). Please note that using 'ibid' makes it necessary that the page numbers are also listed.
17. For further guidelines on reference style, please refer to the Style Sheet in the current issue of the Journal of Social and Economic Development.
18. All accepted manuscripts shall be processed by taking the services of a copy editor.
19. Authors will be given a copy of the Printer's proof, which they should examine and return within a period of 15 days. Printer's proof is not amenable to major changes and revisions, except small corrections which shall not alter the page setting that may have been made.
20. Manuscripts may be submitted to: [monograph@isec.ac.in](mailto:monograph@isec.ac.in)