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भारत सरकार
लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी
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Government of India
Lal Bahadur Shastri National Academy of Administration
Mussoorie – 248 179
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Dated: 25th April, 2024

To,

The Secretary,
General Administration Department
(As per list attached)

Sub: Contribution of Article/paper for *The Administrator* journal of LBSNAA

Madam/Sir,

As you are aware, the Academy has been bringing out *The Administrator* journal since 1961. The journal has provided a forum for civil servants and academicians who have applied themselves to issues pertaining to areas of public administration, public policies as well as problems related to administration. It is a bi-annual journal with issues normally being brought out in January and July. In addition, special issues are also brought out regularly.

The Articles / papers are evaluated by the Editorial Board of LBSNAA and only those article / paper which are found relevant and suitable are published. The writers whose contributions are found suitable for publishing in *The Administrator*, are paid a fee / honorarium of Rs. 5,000/- (Rupees Five Thousand Only) for a published article/ paper, once the contribution is published in the journal. The copyright of article / paper so authored, vests in the Academy. The Academy however, allows, upon receipt of request from the author(s), the use of article / paper study for the purpose of teaching and training.

The Administrator provides a platform for civil servants and academicians to reach a wider audience given the extensive reach of the journal across eminent institutions in the field.

The Academy invites serving and retired officers to contribute an article or paper (within 5000 words) on administrative and governance-related issues. The same may be emailed to administrator.lbs@gov.in latest by 25th May, 2024.

You are requested to share this with the serving and retired officers of your Cadre.

A style sheet for drafting an article or paper is attached for reference.


(Ekta Uniyal)

Member Secretary & Associate Editor,
The Administrator

Invitation of Article/Papers for publishing in 'The Administrator'

No. D-29012/1/2021-TRPC

Lal Bahadur Shastri National Academy of Administration,
Mussoorie, Dehradun, Uttarakhand

Guidelines

The Academy publishes a biannual journal titled "The Administrator" on issues of governance in January and July each year. So far 61 volumes have been published, which are available on the Academy's website at <http://www.lbsnaa.gov.in/products/index/administrator/free>. The Academy invites articles on issues related to good governance practices from interested civil servants, academicians, civic society members.


Eligibility

Articles may be sent to the The Administrator, Lal Bahadur Shastri National Academy of Administration; Mussoorie PIN-248179 on the email **administrator.lbs@gov.in**. Alternatively, they can be sent by post to the Associate Editor. The following terms & conditions apply:

1. An undertaking must be submitted that the work is original and has not been published anywhere prior to this (Annexure-A)
2. The article/paper received would be evaluated by the Editorial Board of the Academy. The Board has the final word in deciding articles to be published.
3. The writers whose article/ paper is found suitable for publishing in the Administrator will be given an honorarium of Rs. 5000/- (Rs. five thousand only) for each published given article/paper.
4. In case a paper is co-authored, the honorarium will be equally distributed.
5. The honorarium will be released after the paper is published in The Administrator.
6. The copyright of the Article/ Paper so authored will vest in the Academy. The Academy may however, allow, upon receipt of request from the author/s the permission to use the paper for teaching/ training purpose.

Format

1. Authors shall ensure that their papers are free of spelling and grammatical errors.
2. Papers should be preferably within 5000 words (1.5 line spacing, 12 point font in Times New Roman) in Microsoft Word.
3. The cover page should be separate bearing the title of the paper, the author(s) name, designation, office address (postal and mail) with telephone number. Three key words should also be mentioned on the first page. The main text should bear only the title of the paper and the text content.
4. One paragraph summary in the form of an abstract shall be provided along with the Article/Paper.
5. Kindly follow the attached style guide for drafting etc. and for further reference.


(Dr. Ekta Uniyal)
Member Secretary & Associate Editor
The Administrator

LBSNAA Website/ SARGAM Portal

Copy to:

1. Sr. Programmer for publishing the guidelines on The Academy's website for publicity of the guidelines.
2. Participants of Phase-II, MCTP, JCM, JTP, ITP Courses at the Academy through Email.

Style Guide for the Administrator

We request authors to follow the guidelines in the Style Guide as listed below. This will help reduce the processing time for article assessment by preventing the need for seeking clarifications or requesting for reformatting:

I) FONT/SPACING

- For the main text, use Times New Roman, 12 point, 1.5 line spacing.
- For notes, use Times New Roman, 11 point, single line spacing. Set the alignment as "left".
- Use British and "-ise" spellings (labour, centre, organise).
- Use double quotation marks for quotations, and single marks for quotations within quotations.
- Indent quotations of more than four lines, without quotation marks.
- For quotations from other publications, always provide page number(s) for the quotation.

II) Abbreviations

Abbreviations including those in common use (BJP, US, BCCI, L&T), are spelled out at first occurrence, as in

Among recent developments in the Communist Party of India (CPI) are ...

Less familiar ones should be used only if they occur more than once within an article, and the terms must be spelled out on their first occurrence.

Omit the periods used after initials standing for given names, as in G K Chesterton, J Krishnāmurti.

No periods are used with abbreviations that appear in full capitals, whether two letters or more, as in BBC, CITU, and acronyms, as in NASA, NATO.

No period is used even with abbreviations that appear in lowercase letters, as in am, pm.

No space is left on either side of an ampersand used within an initialism. **Avoid using ampersands in running text unless they are within initialisms such as R&D, Texas A&M.**

While abbreviating academic degrees omit all periods within them, as in PhD, BA.

Company names are best given in their full forms in running text, though such tags as Ltd and Inc may be omitted unless relevant to the context.

No periods are used after any of the International System of Units symbols for units, and the same symbols are used for both the singular and the plural, as in kg, cm, m.

Note that a unit of measurement used without a numeral should always be spelled out, even in scientific contexts, as in "We took the measurements in kilometers".

III) Numbers

The numbers from one to nine must be spelled out while every number that is more than nine is written in numerals.

However, very large round numbers, especially sums of money, may be expressed by a mixture of numerals and spelled-out numbers, as in

The population of India is now 1.5 billion.

Crores/Lakhs versus Billion/Million

If large numbers have to be written out using numerals, when discussion values please follow the Indian numbering system when the discussion is on India:

Rs 11,22,35,567 (ie division in crores, lakhs and thousands), or Rs 11.22 crore.

2,34,000 hectares (2.34 lakh hectares) Or 234,000 hectares

Where the discussion is of a non-Indian issue or the currencies are of non-Indian values, then the preference would be for the standard international system:

\$ 34,234,000 or \$34.234 billion

134,567,000 tonnes or 134.57 million tones

It is most important that authors do not switch from one system to another within the same article.

Percentages are always given in numerals. Use the symbol % instead of the words per cent, as in Only 45% of the electorate voted.

Simple fractions are spelled out, as in She has read three-quarters of the book.

Years are always expressed in numerals unless they stand at the beginning of a sentence.

Decades are either spelled out (as long as the century is clear) and lowercased, or expressed in numerals, as in the 1980s and 1990s.

Dates should be in the form of 15 March 2012.

IV) Capitalisation

Although proper names are capitalised, many words derived from or associated with proper names (brussels sprouts, board of trustees), as well as the names of significant offices (presidency, papacy) are lowercased.

Civil, military, religious, and professional titles are capitalised when they immediately precede a personal name, as in

The Hon'ble Prime Minister, Shri. Narendra Modi said at the meeting that....

But titles are normally lowercased when following a name or used in place of a name, as in

The prime minister speaking at an informal meeting said...

Titles denoting civic or academic honours are capitalised when following a personal name, as in Lata Mangeshkar, a recipient of The Bharat Ratna.

The full names of legislative, deliberative, administrative, and judicial bodies, departments, bureaus, and offices, and often their short forms, are capitalised, as in the United Nations General Assembly, the Parliament of India, the Lok Sabha, the Ministry of Agriculture, the Supreme Court.

While the names of ethnic and national groups are capitalised (the Aborigines, the Jews, the French), designations based loosely on colour (black people) and terms denoting socioeconomic classes or groups (the middle class) are lowercased.

All caste, tribe and community names must be capitalised.

The names of political groups or movements other than recognised parties are lowercased, Ex: anarchists, independents, communists, but the Communist Party of India.

The full names of associations, societies, unions, working groups, inquiry commissions, meetings, and conferences are capitalised, as in the International Olympic Committee,

V) Tables, Figures

Headings should be placed above each table/figure and should follow this format:

Table 1. Debt burden by Household Category

Figure 5. Information Flows

Notes and sources/references should be placed under each table/figure.

Column headings in tables should clearly define the data presented.

V) In-text citations

EPW uses the author-date system for citations.

Works cited in the text should read thus: (Brown 1992: 63-64); Lovell (1989, 1993).

For repeat citations: eg (ibid 75)

For groups of citations, order alphabetically and not chronologically, using a semi-colon to separate names: (Brown 1992; Gadgil and Guha 1994; Lovell 1989).

Use "et al" when citing a work by more than two authors, but list all the authors in the References (unless there are six authors or more).

VI) References

All works cited in the text (including sources for tables and figures) should be listed alphabetically under References, on a separate sheet of paper.

For multi-author works, invert the name of the first author only (Gadgil, M and R Guha).

Use (ed.) for one editor, and multiple editors.

Indicate (opening and closing) page numbers for articles in journals and for chapters in books.

Use endnotes rather than footnotes.

The location of endnotes within the text should be indicated by superscript numbers.

For sources which have insufficient details to be included in the Reference, use endnotes (such as interviews, some media sources, some Internet sources).

See the following for style and punctuation in References.

Books

Wordsworth, William (1967): Lyrical Ballads (London: Oxford University Press).

Watson, S and K Gibson, ed. (1995): Postmodern Cities and Spaces (London: Macmillan Press)

Contributions to books

Elson, D (1996): "Appraising Recent Developments in the World Market for Nimble Fingers" in Chhachhi and R Pittin(ed) Confronting State, Capital and Patriarchy (Basingstoke and London: Macmillan Press) 35–55.

Journal and other articles

Helleiner, Eric (2006): "Reinterpreting Bretton Woods: International Development and the Neglected Origins of Embedded Liberalism", Development and Change, 37(5): 943–67.

Poniewozik, James (2000): "TV Makes a Too-Close Call", Time 20 Nov: 70–71.

Conference papers

Doyle, Brian (2002): "Howling Like Dogs: Metaphorical Language in Psalm 59." Paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, 19–22 June.

Unpublished dissertations and theses

Graban, Tarez Samra (2006): "Towards a Feminine Ironic: Understanding Irony in the Oppositional Discourse of Women from the Early Modern and Modern Periods," Dissertation, Purdue University.

Online resources

Website

Surname, given name of author (year): title, Viewed on 10 May 2006(web address).

Self-Declaration

I, presently posted/working as declare that the article/paper submitted by the titleis my original work, not plagiarized and never published anywhere else prior to this. I have no objection in accepting that the copyright of the Article/ Paper will vest in the Academy.

Signature:.....

Name:.....

Designation:.....

Mobile No:.....

Date:.....