



Working Paper Series: Notes to Contributors

The Office of Research and Development has started a Working Paper (WP) Series to provide a platform to M.Phil/PhD students and young researchers to disseminate and document their ongoing research work. Contributions from research scholars and faculty members are sought in this regard. Further, it is mandatory for all principal Investigators (PI) of Research Council (RC) funded projects to submit a working paper on the completion of their project. The guidelines for the Working Paper are as follows:

- Working papers must be no more than 30,000 words, including all appendices (notes, pictures and references).
- Papers must be submitted in MS Word format and should be typed in Times New Roman, font 12 and double spacing. The text should be justified.
- Contributions should be sent both by email to dso@tiss.edu and in hard copy to the Doctoral Students Office (DSO) .
- Each working paper should be accompanied by an abstract of a maximum of 150-200 words and an author bio of about the same length. The paper must be divided into the following sections and in the following order: Executive Summary, Table of Contents, Section I-IV (Introduction, Literature Review, Methodology, Key findings, Discussion/Conclusion). The links between the sections and the content must be clearly outlined and stated in the introduction section. Authors must also include acknowledgements and author bios.
- Working Papers should not have been simultaneously submitted for publication to a journal or newspaper. However, after these papers have appeared in the WP series, the author can submit the paper to a journal following subsequent revisions.
- Graphs and charts need to be prepared in MS Office (Word/Excel) and not in jpeg or other formats.
- Receipt of articles will be acknowledged by email.
- All contributions are sent for blind peer review. Based on the referee's report, an author would be asked to revise the contribution. It is expected that accepted WP's will be published within four weeks of final revisions being completed by the author. Every effort is taken to complete early

processing of the papers we receive. However, some delays could occur due to delay in obtaining referee reports, copyediting and demands for revision.

- All Working papers accepted for publication will be published in the monthly WP series. However, the chronological order in which they would appear would be a matter of editorial judgment.
- The References, at the end of the typescript, should provide complete information necessary to identify and retrieve each source cited in the article: text, tables or figures. Conversely, each entry in the References must be cited in the text. Both should be identical in spellings and year. Arrange entries in the References in the alphabetical order by the last name of the first author and then by his/her initials.

The Working Paper Reference Style requires the following format.

1. An article published in a journal should contain the following details: Author's last name, initials, year of publication, name of the article, name of the journal (underlined/ italicised), volume number, issue number in parentheses, and page numbers. For example:

Joseph, H 1997, Social Work with Groups: A literature Review, The Indian Journal of Social Work , 58 (2), 195-211.

2. An article published in an edited book should contain the following details: Author's last name, initials, year of publication, name of the article, initials and last name of editors, Ed./s. in parentheses, title of the book (underlined/italicised), place of publication, name of the publisher and page numbers of the article. For example:

Silverman, M 1996, Approaches to Suicide Prevention : A focus on Models. In R.F. Ramsay and B.L. Silverman, Tanney (Eds.), Global Trends in Suicide Prevention : Towards the Development of National Strategies for Suicide Prevention, Mumbai: Tata Institute of Social Sciences, 25-94.

3. A book should be listed in the following format: Author's last name, initials, year of publication, title of the book (underlined/italicised), place of publication and name of the publisher. For example:

Tilak, D 1994, Destination Unknown: A Case Description of a Mentally Handicapped Daughter, Mumbai: Tata Institute of Social Sciences.

4. When a reference has more than one author, list all the authors' names. For example:

Desai, M., Monteiro, A. and Narayan, L. (Eds.) 1998 Towards People-Centred Development, Mumbai: Tata Institute of Social Sciences

5. For an institutional report, write full name of the institution as the author. For example:

Tata Institute of Social Sciences, 1997 Towards People-Centred Development: Report of

TISS Diamond Jubilee Conference on Movements and Campaigns for the Empowerment of Marginalised Groups, Mumbai.

6. For a government report, the author, the name of the country/state and the name of the Ministry/Department, separated by a colon. For example:

India: Ministry of Welfare 1995, Directory of Social Work Education Facilities in India , New Delhi

7. When ordering more than one reference by the same author, list the earlier publication before the later publication. For example:

University Grants: 1965 : Social Work Education in Indian Universities, New Delhi.
1980 : Review of Social Work Education in India : Retrospect and Prospects, New Delhi.
Commission 1990 : Report of the UGC Curriculum Development Centre in Social Work Education, New Delhi.

8. References by the same author with the same publication year are arranged alphabetically by the title, and suffixes a, b, c and so on are added to the year. The same suffixes should be added in the text also. For example:

1998a Locating Women in Migration Studies: An Overview, The Indian Journal of Lingam, Social Work, 59(3), 715-726.
L. : 1998b : Migrant Women, Work Participation and Urban Experiences, The Indian Journal of Social Work, 59(3), 807-823.

9. When a reference has no author, type the first two to three words, ellipses and year in the left column. This entry should be alphabetised by the first letter of the title.

People's Global... 1998, People's Global Action, Lokayan Bulletin, 14(5), 41-64

10. When a reference has no year, state 'no date' in place of the year.

Chatham, L. : no date Psychotherapy for the Laity (mimeograph), Reading: University of Reading