

Guidelines for Contributors

1. Research Process welcomes original articles. Articles (not exceeding 5,000-6,000 words) must be typed on one side of the paper, double-spaced, with wide margins on all four sides. An abstract (not exceeding 100 words) must accompany the articles.

2. Articles may be submitted as Email (Salunke.sb@rediffmail.com, srfoundation18@gmail.com) attachments processed on MSWord for Windows; there is no need for submitting hard copies of the article.

3. Within the text, adopt the author-date method of citation minus the comma, for example, (Kumar 2006). If more than one work of an author is cited, separate the years of publication with a comma (Guthrie 2010, 1999). Separate the page numbers of citations by a colon (Sarantakos 202:264) and hyphenate the inclusive numbers (Sarantakos 2002:264-65). When more than one author is cited, the entries should be chronological with works of different authors separated by a semicolon (Earl 1989; Leonard 1977; Russel 1994). For co-authored works, cite both names (Robert and Biklen 1992); for works authored by three or more authors, use 'et al.' after the first name (Selltiz et al. 1962). If a citation is repeated within a paragraph without intervening citations, use *ibid*, instead of repeating the author's name again, and provide the relevant page number(s) (*ibid*: 32). If gazetteers, reports and works of governmental organisations and other institution are cited, mention the name of the organisation/institution sponsoring the publication in the citation, fully spelt out at its first occurrence (Government of India 2003), and use its abbreviation/acronym in subsequent citations (GOI 2003).

4. Give separately the bibliographic detail of all works cited in the article under **References** in the following sequence:
(a) Article: the name (s) of the author(s); the year of publication; title of the article (within single inverted commas); the name of the journal (*italicised*); and the volume number, the issue number, and the beginning and ending page number.
(b) Chapter in an edited work or compilation : the name (s) of the author (s) the year of publication :title of the chapter (within single inverted commas) : the name (s) of the author editor (s)/compiler(s); title of the book (*italicised*); the beginning and editing page numbers of the chapter ; place of publication; and the name of the publisher.
(c) Book: The listing in References must follow the alphabetical order of the last name (first) author.

5. Research Process follows the endnote pattern: Serialise all explanatory notes in the sequence in which they are referred to in the text (using numbered superscripts) and place them at the end of the text under Notes, but before References. Endnotes must not be used for bibliographic purposes.

6. Tables, charts, maps, figures, etc. are to be placed separately at the end of the article. Number these serially, with appropriate titles/captions. Refer to them in the text by their number – Table 5, Figure 2, Map 1 etc, -and not by their location – for example, the above table, the figure below, etc.

7. Cite sentences or words taken from other works with single quotation marks; use double quotation marks only within quotations. Separate quotation exceeding fifty words from the text and indent them on the left. Unless the entire sentence is part of the quotation, the punctuation must remain outside the quotation marks.

8. Use British rather than American, spellings (labour, not labor; programme, not program). Similarly, use 's', rather than 'z', in 'ise', 'ising', 'isation' words. Authors have latitude as regards italicisation, but italicisation needs to be consistent in the article.

9. Write numerals between one and ninety-nine in words, and 100 and above in figures. However, the following are to be in figures only: distance: 3 km; age: 32 years old; percentage: 64 per cent; and years: 1990s.

10. Contributors are required to provide on a separate sheet their name, designation, official address and Email ID. Only articles which have not been published earlier or which are not being considered for publication elsewhere will be entertained. A declaration to this effect must be included in the covering letter.

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