

## **Guidelines for Submitting Abstracts/Final Papers**

Those desirous of presenting papers should send an abstract of around 300 words by February 21, 2017 to the Office of the Chairperson of the concerned Department by 4 PM on the following pattern:

### **Format of an Abstract**

1. Title
2. Name of the author(s)
3. Rationale
4. Objective(s)
5. Methodology
6. Suggestions/Policy Prescriptions

At the end of your Abstract, please give your contact nos., e-mail & postal address.

Note: In Abstract/final paper, please indicate the Sl. No. of Sub-theme, at the top of the page, where you would like to present your paper. If it relates to more than one Sub-theme, please mention the relevant Sl. Nos. If it is a new sub-theme, please write “New Sub-theme”.

### **Criteria for Selecting an Abstract**

The Academic Committees of respective Department/Centre will select the abstract on the following guidelines:

1. Congruence of the abstract with the theme and sub themes of the CHASSCONG VII;
2. methodological rigour;
3. quality of findings; and
4. relevance of the suggestions/policy recommendations to the theme/sub-themes.

The Academic Committee will communicate the result about the selection of abstracts by February 28, 2017. The Academic Committee, if need be, may suggest ways of improving the abstract/paper in order to enrich the relevance/quality of the abstract/paper. The revised abstract should be re-submitted within a week i.e. March 07, 2017.

### **Style of the Abstract/Paper**

1. The title should be in bold, aligned to the “centre” with font size of 14 point, while the sub-title/ sub-headings should be in bold with font size 12.
2. The rest of the Abstract/Paper should be in the font size of 12 with a line spacing of 1.5.
3. Notes and References should be in the font size of 12, to be given at the end of the paper, one after another.
4. For typing, use Times New Roman Script.
5. In the final Paper, the author’s name should be highlighted in italics, below the title of the paper, aligned to the “right”, in font size 14. At the end of page one of the paper, draw a line and below it give brief details about the paper writer along with postal address/contact no./email in italics in font size 12.
6. Tables and figures must have headings placed above while sources/notes/ citations of these should be below the same.

7. Referencing may please be done, as per example, given below:
  1. For referring a book:
    - a. Kapur, D., *Diaspora, Development and Democracy: The Domestic Impact of International Migration from India*, New Delhi: Oxford, 2010.
  2. For referring a Book Chapter:
    - a. Palshikar, S., “The Regional Parties and Democracy: Romantic Rendezvous or Localised Legitimation” in A.K. Mehra & G.W. Kuech, eds., *Political Parties and Party Systems*, New Delhi: Sage, 2003.
  3. For referring a book by 2 or more authors:
    - a. Goel, S. L. & P. N. Gautam, eds., *Human Resource Development in the 21st Century: Concept & Case Studies*, New Delhi: Deep & Deep, 2005.
    - b. If there are three or more authors then after the first only ‘et al’ is to be mentioned.
  4. For referring a journal article:
    - a. Palekar, S. A., “Role of NGOs in Policy Making in India,” *Indian Journal of Political Science*, Jan.- March, 2012, pp. 21-28.

You are requested to contact the office of the Chairperson of your Department for Registration and submitting abstracts of the papers.

All registered participants will get certificate of participation. Please note that due to budget constraints, no TA/DA will be paid.