

F.No. O-15012/5/19-G&R
Government of India
National Institution for Transforming India
(NITI Aayog)
(Governance and Research Vertical)

Subject: Commencement of Working Paper Series of NITI Aayog - Guidelines

It has been decided to launch a Working Paper Series of NITI Aayog as a unique platform for policy planners and practitioners to share their research findings and views on topical issues. This Working Paper Series shall be initially open for the Vice Chairman, serving Members and officers of NITI Aayog and other Central Government Ministries/ Departments. In due course, it would be extended to Officers of State Governments, Autonomous Bodies, reputed Think Tanks and Academicians, the date of which would be advised in due course.

A copy of the guidelines for the Working Paper Series is enclosed herewith. It is requested to contribute articles for a more robust debate on public policy issues towards achieving policy objectives and better outcomes.

Encl: as above



(Dr. Yogesh Suri)
Senior Adviser
May 22, 2019

To,

Secretaries to all Ministries/ Departments of Government of India (by email)
All officers in NITI Aayog (by email)

Copy to:

1. PS to Vice Chairman, NITI Aayog
2. PPS to all Members, NITI Aayog
3. Sr. PPS to CEO, NITI Aayog
4. PPS to Special Secretary, NITI Aayog

Guidelines for Working Paper Series of NITI Aayog

The working paper series of NITI Aayog provides a unique platform for policy planners, practitioners and academicians to share their research findings and views on topical issues. This would contribute to a robust debate on various public policy issues toward achieving policy objectives and improved outcomes.

I. General Guidelines for Submission of Papers by Authors

- i) Papers submitted for the Working Paper Series should be original and should not be derived from existing publications (except for citation purposes). If the paper is part of any commissioned project or alike, appropriate acknowledgement needs to be given by the author. A declaration to this effect may be given by the Author at the time of submitting the paper.
- ii) NITI Aayog editorial team will first review the paper. After the approval of internal editorial team, the paper will be sent to the external subject expert for the second round of review.
- iii) Papers should be submitted as MSWord documents.
- iv) Papers should be 2,000-5,000 words in length (including notes and references).
- v) The title page of the paper must include: the paper title; the author's name and affiliation.
- vi) An abstract of 200 words which describes the main arguments and conclusions of the article; and 4-5 keywords representing the major themes of the paper, should be included.
- vii) The line spacing in the paper should be 1.25, the margins 1", 12 point font size (Time New Roman) and the text justified. Headings and sub-headings should be unambiguously marked.
- viii) The structure of main text of the paper should generally be in line with IMRAD (Introduction-Methodology- Results-And-Discussion) Format.
- ix) Authors should make sure that their manuscripts are free from typographical and presentational errors and consistently referenced.
- x) All diagrams, charts and graphs should be prepared in color and consecutively numbered. Tables should be kept to a minimum and contain only essential data. Each figure and table must be given an Arabic numeral, followed by a heading, and be referred to in the text.

- xi) The comments and suggestions of both internal and external reviewers will be communicated to the author(s) within six weeks from the date of submission of the paper.
- xii) The authors may be asked to revise the article after receiving reviewer's comments. The improved version should highlight revisions (in soft copy only). In case there are adverse comments on the paper either from internal editorial team or from the subject expert, the Editorial Committee of the Series reserves the right either to reject or suggest further improvement of the paper.
- xiii) The Editorial team reserves the right to decline papers that are not considered sufficiently well developed or relevant to the stated themes of the Series.
- xiv) All data, views, opinions etc. being reported in the paper are the sole responsibility of the author. Neither the editorial committee nor NITI Aayog are in anyway responsible for them. A suitable disclaimer to that effect shall be given as the footnote on first page of the paper: The disclaimer would be as under:-
"This paper has been published as part of NITI Working Paper Series for information and public debate. The contents of the paper including facts and opinions expressed are the sole responsibility of the Author. NITI Aayog or Government of India do not endorse the accuracy of the facts, figures or opinions expressed in the article".
- xv) The soft copy (word file) of papers should be submitted to Governance and Research Vertical, NITI Aayog by e-mail to Dr. B Bishoi, Dy Adviser, Governance and Research Vertical [at b.bishoi@gov.in] with a copy to Dr. Yogesh Suri, Senior Adviser (Governance and Research) [email:yogesh.suri@gov.in].

II. Referencing Guidelines

The authors are advised to stylize the citation and referencing of their paper following the style mentioned below before submitting the paper for consideration of publication.

- a. **In-text citations:** Reference cited in the text should follow the author-date system (e.g., Kumar, 1990).
 When directly quoting from a work, the Page numbers must also be indicated. eg., According to ...'s study, "India is growing at....." (name of the author, year of publication: page numbers)
- b. **Reference at the end of the text:** The in-text citations should be properly referred to at the end of the text in the following style.
 - o Hazell, P. and S. Haggblade (1991), "Rural-Urban Growth Linkages in India", *Indian Journal of Agricultural Economics*, Vol.46, No.4 pp. 515-529.

- Meier, G. (1970), "Development without Employment: Note" in Meier, G. (ed.), *Leading Issues in Economic Development: Studies in International Poverty*, Oxford University Press, New York.
 - Krishna, Raj (1979), "Rural Unemployment: A Survey of Concepts and Estimates for India", Staff Working Paper No.234, World Bank, Washington DC.
 - Saith, Ashwani (1992), *The Rural Non-farm Economy: Process and Policies*, ILO, Geneva.
 - **For Government Publications**
If the author is identified, then the name of author may be referred. Otherwise, the reference should be as: name of the Ministry / Department/ Committee that served as the author, year of publication, title (in italics), place of publication and document number (if any). For parliament or assembly documents, the relevant session may also be mentioned.
Eg, NITI Aayog (2018), "*Transforming India's Gold Market*", New Delhi.
 - **For Books by any Organization**
Eg. FICCI (2019), "*Fast forward: Relevant skills for a buoyant Indian economy*", New Delhi, Name of publisher (if any)
 - **Online Citations:** : To include author/ editor, title (in italics), title of website, date, page number/paragraph number and the URL
- c. **Endnotes/ footnotes:** The endnotes / footnotes should not be used to give references.

III. Internal Management of Working Paper Series in NITI Aayog

- i) Governance and Research Vertical shall act as Nodal Vertical for NITI Aayog Working Paper Series. Papers received by the vertical shall be submitted to the Editorial Committee comprising SS(KIH) as Chairman and Senior Adviser (Governance & Research) and Adviser of respective Subject Matter Vertical as Members. For articles written by Advisers, an alternate Adviser may be nominated by Chairman of the Committee
- ii) Papers received under working paper series should be evaluated internally by the Editorial Committee members as first round of screening to evaluate the quality and standard of the paper. Based on the internal review report, either the paper will be rejected or modified by the Author as suggested by the Committee. Thereafter, the paper would be forwarded to one External expert for peer review of the article. Identification of External expert shall be done by the Adviser of concerned Subject Matter Vertical under whose domain the subject belongs.
- iii) All papers submitted for publication will go through a double blind peer review process as per the standard procedures of referred publications.

- iv) After Internal and External Review and making suitable changes in the article as deemed appropriate, the Working Paper would be published as part of NITI Working Paper Series after due approval of CEO, NITI Aayog.
- v) To begin with, this Working Paper Series shall be open for the Vice Chairman, serving Members and officers of NITI Aayog and other Central Government Ministries/ Departments. In due course, it would be extended to Officers of State Governments, Autonomous Bodies, reputed Think Tanks and Academicians, the date of which would be advised in due course.
- vi) In cases where the paper is written by the Vice Chairman or a serving Member of NITI Aayog, it would be referred only for blind external review and then accepted with approval of Vice Chairman.
- vii) While publishing, the working papers shall be numbered like WPS(NITI Aayog)/01/2019, WPS(NITI Aayog)/02/2019 etc.
- viii) Soft copies (pdf version) of working papers should be uploaded on NITI's website for wider dissemination. Printed version would also be kept in the NITI Aayog library. Library division would ensure its wider dissemination to various universities/ colleges/ libraries by email.
- ix) Copyright of the working paper series will remain jointly with the author and NITI Aayog.
- x) The authors may be allowed to send the draft Working Paper to a peer reviewed journal for publication alongwith the draft being considered by NITI Aayog for publication as Working Paper. Authors will be encouraged to publish their Working Paper in refereed journals after the Working Paper is brought out. Such publication in refereed journals will be suitably recognized by NITI Aayog.
- xi) The timeline for review of the paper should be two week for internal evaluation and one month for external reviewer. The authors may be asked to revise the paper based on referees' comments within a month's time.
