

Guidelines for contributors of the Journal

Note to the Contributors:

“The Journal” is quarterly publication of Insurance Institute of India, Mumbai. It is published in the month of Jan/April/July/Oct every year. “The Journal” covers wide range of issues related to insurance and allied areas. The Journal welcomes original contributions from both academicians and practitioners in the form of articles, research papers, case studies, special commentary and book reviews. Authors whose papers are published will be given honorarium and two copies of the Journal.

Guidelines to the Contributors:

1. Manuscript submitted to the Editor must be typed in MS-Word. The Length of the articles and case studies should not exceed 5000 words. Research papers length can be up to 10,000 words. For book reviews and commentaries the word limit may be upto 1500-2000 words.
2. General rules for formatting text:
 - i. Page size : A4 (8.27" X 11.69")
 - ii. Font: Times New Roman – Normal, black
 - iii. Line spacing: Double
 - iv. Font size: Title-14, Sub-titles– 12, Body- 11 Normal, Diagrams/Tables/Charts– 11 or 10.
3. The first page of the Manuscript should contain the following information: (i) Title of the paper; (ii) The name(s) and institutional affiliation(s) of the Author(s); (iii) email address for correspondence. Other details for correspondence such as full postal address, telephone and fax number of the corresponding author must be clearly indicated. The category of submission should be specified either as a research paper, article, review, case study etc.

Point no. 4, 5, 6 and 7 are applicable only for articles, case studies and research papers.

4. **Abstract:** A concise abstract of maximum 150 words is required. The abstract should adequately highlight the key aspects or state the objectives, methodology and the results/major conclusions of analysis. The abstract should include only text.
5. **Keywords:** Immediately after the abstract, provide around 3-6 keywords or phrases.
6. **Tables and Figures:** Diagrams, Tables and Charts cited in the text must be serially numbered and source of the same should be mentioned clearly wherever necessary. All such tables and figures should be titled accurately and all titles should be placed on the top after the number. Example: Table I: Growth Rate of Insurance Premium in India (1997-2010).
7. **References:** all the referred material (including those from authors own publication) in the text must be appropriately cited. All references must be listed in alphabetical order and sorted chronologically and must be placed at the end of the manuscript. The authors are advised to follow American Psychological Association (APA) style in referencing.

Reference to a Book: Author . (Year). *Title of book*. Location: Publisher.

Example: Rogers, C. R. (1961). *On becoming a person*. Boston: Houghton Mifflin.

Reference to a Journal publication: Author(s). (Year). Title of the article/paper. *Journal name*, volume (issue), page number(s).

Example: Smith, L. V. (2000). Referencing articles in APA format. *APA Format Weekly*, 34(1), 4-10.

Reference to a Web Source: Author. (Date published if available; n.d.--no date-- if not). Title of article. *Title of web site* . Retrieved date. From URL.

Example: Landsberger, J. (n.d.). Citing Websites. In *Study Guides and Strategies*. Retrieved May 13, 2005, from <http://www.studygs.net/citation.htm>.

8. Usage of abbreviations in the text should be avoided as far as possible and if used should be appropriately expanded.
9. The papers and articles submitted must be original work and it should not have been published or submitted for publication elsewhere. The author(s) are required to submit a declaration to this extent in the format specified in Appendix I, while submitting their articles.
10. All the submissions would be first evaluated by the editor and then by the editorial Committee. Editorial committee may require the author to revise the manuscript as per

the guidelines and policy of the Journal. The final draft is subject to editorial changes to suit the journals requirements. Editorial Committee also reserves its right to refer the article for review/ delete objectionable content/ edit without changing the main idea/ make language corrections/ not to publish/ publish with caveats as per its discretion. The Author would be duly communicated with such decisions.

11. Contribution(s) should reach the designated email address at III on or before 30th November (January issue), 28th February (April issue), 31st May (July issue) and 31st August (October issue)

12. Please send your manuscripts to

The Editor,
The Journal of Insurance Institute of India,
Insurance Institute of India
Plot no. C-46, G-Block,
Near Dhirubhai Ambani International school,
Bandra-Kurla Complex,
Bandra (East), Mumbai-400051

Or

Electronically Mail to <journal@iii.org.in> with subject line as "Contribution for "The Journal" – January/April/July/October (Mention Year) issue.

13. In case the author has submitted only the hard copy, an electronic version of the manuscript would be required once the paper is accepted for publication.

14. All enquiries related to the submissions should be addressed only to the Editor

15. Copyright of the published articles and papers would rest with "The Journal of Insurance Institute of India" and any further reproduction would require prior and written permission of the Editor.

Specific Guidelines for Book Reviews:

1. The book review should be of a book published in recent years (current year or previous year)
2. The review should not be more than 2000 words; word limit can be more/less depending on the scope of the book.
3. The reviewer should clearly mention the details of the book reviewed such as Title, Author(s) name, publishers detail, year of publication, place of publication, number of pages and listed price as mentioned on the cover page of the book. If the ISBN number is

provided, it should be specified. Beside the above, the components of the book review should be brief summary of the intended objective/purpose, description of the approach, logical and objective evaluation.

4. The references should be kept to the minimum or completely avoided in a book review
5. Avoid replicating tables and figures from the book, or directly quoting from the book.
6. The review should not be just a summary of the book, but it should bring out the essence of the book and focus on the objective, theme, scope of coverage, etc. The book review should put forward an objective and fair opinion about the significance, strengths and weaknesses. The review should be about the books contribution to the subject rather than what the reviewer feels about the book.
7. The reviewer should try to make the review insightful and informative

Specific Guidelines for Case Studies:

1. Cases usually describe complex issues and readers are forced to take optimum decisions/action in a dilemmatic situation. Cases are meant to create challenges of decision making in the mind of readers regarding conflicting situations, insufficient information, dynamic environment and the like.
2. The authors of the case studies can take organization specific or industry specific issues and present the facts of the case in a logical way.
3. The case study should be well documented and well researched and must be realistic in its context and relevance
4. Sufficient data (primary or secondary) should be incorporated within a case study for discussion and generating alternative solutions and identifying the best possible alternative. Prior approval for disclosure of information (company specific) must be taken by the author wherever applicable.
5. The issues that are raised in the case should be focused and must be effectively presented without any ambiguity or contradictions
6. All the referenced material should be adequately and accurately cited at the end of the case.
7. Discussion questions can be provided at the end of case (optional)

Appendix I

Declaration by Authors

I/we(Full Name of the Author(s)).....
....., hereby declare that I/we are the author(s) of the paper titled
“.....”
(Title of the paper), which is our original work and not the intellectual property of any one
else. I/we further declare that this paper has been submitted only to the Journal of
the Insurance Institute of India and that it has not been previously published nor submitted
for publication elsewhere. I/we have duly acknowledged and referenced all the sources used
for this paper. I/we further authorize the editors to make necessary changes in this paper to
make it suitable for publication.

I/we undertake to accept full responsibility for any misstatement regarding ownership of
this article.

.....
(Signature Author I)
Name:

.....
(Signature Author II)
Name:

Date:

Place: