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# **Journals/Newsletters and Publications of ITPI**

# Guidelines for Authors to publish in the ITPI Journal

- 1. Editor of the *ITPI Journal* would consider manuscripts dealing with the subject areas of town and country planning and development for review and likely publication based on the results of the peer review process.
- 2. All the manuscripts to be published in the *ITPI Journal* should be submitted in online mode through the website of the institute.
- 3. An undertaking must be sent by the authors that the paper has neitherbeen published nor it will be communicated elsewhere without informing the Editor.
- 4. The views and opinion expressed in the paper will be of the Author(s) and ITPI in no way be responsible for views expressed by them.
- 5. Length of a manuscript submitted for publication in the *ITPI Journal* should not exceed 8,000 words. Smaller policy papers will be also accepted after full peer review process.
- 6. Each manuscript must have an appropriate title, names of authors and their affiliation along with their email addresses, brief bio of authors and passport size color photographs.
- 7. Title should be written in Rockwell font type with 16 font size in single space, and names of authors and their affiliations along with their email addresses should be written in Rockwell font type with 10 font size in single space.
- 8. Each manuscript must have an abstract of approximately 150 words and this should be prepared in Rockwell font type with 10 font size in single space.
- 9. Immediately after an abstract, authors should also include 4-6 key words or phrases in alphabetical order separated by commas.
- 10. When preparing a manuscript, one inch margin should be left on all four sides of an A4 size paper. Same page layout should be followed on all the pages of a manuscript.
- 11. Authors should prepare the entire manuscript (except the abstract) in Rockwell font type with 12 font size in single space.

#### **Format of Research Paper**

Manuscript in general should be arranged in the following order:

- Title (should be brief, clear and descriptive).
- Abstract
- Introduction (should reveal the justification of the study)
- Literature Review (brief and relevant)
- Database and Methodology
- Results and Discussion
- Conclusion
- Acknowledgement(s) if any
- References

#### **Figures and Tables**

- All the figures and tables, referred in the text, should be placed immediately or immediately next to their reference in the text of the manuscript.
- All figures and tables should be placed in the text of a manuscript and prepared in black and white in Rockwell font type with 11 font size.
- Clear titles and appropriate sources should be mentioned for all figures and tables.
- All figures and tables should be numbered consecutively.
- Figures and table titles and sources should be left aligned.
- Title on the top of a figure or table and source underneath the figure or table should be mentioned as shown below:

Table 1: Planning Practice in India

Source: Sharma (2016).

Figure 1: Land Use Land Cover of Delhi

Source: Sharma (2016).

- All images, sketches and diagrams should be treated as figures and numbered consecutively.
- All figures should be prepared in black and white or in color and should be of high resolution (300 dpi) for clear printing.

#### **Format of References:**

Follow under mentioned pattern

### Reference from a Journal

Folkoff, M.E. and Meentemeyer, V. 1987. Climate controls of the geography of clay minerals genesis. *Annals of the Association of American Geographers*, 77 (4): 635-650.

#### Reference from a Book

Hillel, D. 1980. Applications of Soil Physics. Academic Press, New York: 385.

Hansen, V.H., Israelsen, O.W. and Stringhham, G. 1980. *Irrigation Principles and Practices.* Wiley and Sons, New York: 417.

#### Reference from an Edited Book

Holster, H. 1978. Mathematical modelling of tidal flats: a few remarks. In *Mathematical Modelling of EstuarinePhysics*, eds., Sundermann, J. and Holz, K.P., Springer-Verlag, Berlin: 173-177.

Beckinsal, R.P. 1969. River regimes. In *Introduction to Physical Hydrology*, ed., Chorley, R.D., Methuen and Co.Ltd., London: 176-192.

### Reference from a Technical Report

National Sample Survey Organization (NSSO). 1994. *Nutrition intake in India (2004-05).* Govt. of India, NewDelhi, Report No. 513:15.

Koster, R.D. and Suarez, M.J. 1996. *Energy and water balance calculations in the Mosaic LSM*. NASA Technical Memo, 104606: 76.

#### Reference from a Research Bulletin

Agarwal, M.C. and Khanna, S.S. 1983. *Efficient soil and water management in Haryana*. CCS HaryanaAgricultural University, Hisar, Research Bulletin, 45: 80-86.

Hema Malini, B. 1984. *Water balance techniques and their applicability.* Indian Geographical Studies, Geographical Research Centre, Patna, Research Bulletin, 22: 48-58.

#### **Reference from Internet**

Jacquemoud, S. and Ustin, S.L. 2008. Modeling leaf optical properties. Photobiological Sciences Online. Environmental Photobiology. http://photobiology.info/Jacq\_Ustin.html. Accessed on Nov. 12, 2012.

# Reference from a Seminar/Symposia Presented Article

Bhardwaj, P.D. 2012. Declining sex ratio in India: a social concern. Presented at 13th APG National Conference, Govt. PG College, Karnal, Oct. 6-7, 2012, Abstract Book: 21

## Reference from a Seminar/Symposia Edited Proceedings

Katam, M., Rama Rao, K.S., David Raju, B. and Shasikala, V. 2007. CO2 storage materials. In *Proceedings ofNational Conference on Global Temperature Rise: An Indian Effort towards Mitigation of CO2 Emissions*, ed., Sarma, N., Andhra University, Visakhapatnam, India: 103-112.

#### Reference from a Ph.D. Thesis

Singh, J. 2010. *State of urbanization in Punjab: a geographical analysis.* Ph.D. dissertation, Department of Geography, Punjabi University, Patiala, India: 81.

## Reference from a Newspaper

Anonymous. 2013. Increasing sand mining: depleting groundwater. The Tribune, (12/12/2013). Subash, N.S. 2002. Saga of sand mining. Deccan Herald Daily, (24/01/2002).

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- Using ideas taken from someone else without reference to the original author;
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- Submitting someone else's work as part of author's own without identifying clearly who did the work.
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- 14. After including the referee's comments and suggestions, if any, the author(s) will re-submit the final manuscript to ITPI. The final manuscript should not have plagiarism more than ten percent. Author(s) may submit the plagiarism report along with the final manuscript for publication.
- 15. If there is any 'conflict of interest' in connection with the submission of a manuscript, it should be made public when submitting the manuscript to the Editor.
- 16. The Editor of the ITPI Journal in consultation with the Editorial Board members will consider from time-to-time revision of these guidelines to comply with evolving standards and ethical concerns.

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