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General Guidelines for preparation of a
Scientific Paper



<http://soed.in/>

Components of a Paper

Components	Requirements
Title	Clearly describes contents
Authors	Ensures recognition for the writer(s)
Abstract	Describes what was done
Keywords (4-5)	Ensures the article is correctly identified in abstracting and indexing services
JEL Codes	Chose from the list most appropriate
Introduction	Explains the problem
Methods	Explains how the data were collected and analyzed
Results and Discussion	Describes what was discovered and discusses the implications of the findings
Conclusions	Statement of specific conclusions and policy options
References	APA Style
Acknowledgements	Ensures those who helped in the research are recognised
Appendices	Provides supplemental data for the expert reader

Authors Listing

- ONLY include those who have made an intellectual contribution to the research.
- Or those who will publicly defend the data and conclusions, and who have approved the final version.
- Order of the names of the authors can vary from discipline to discipline
 - In some fields, the corresponding author's name appears first.

Title

- Describes the paper's content clearly and precisely including keywords.
- Do not use abbreviations and jargon.
- Search engines/indexing databases depend on the accuracy of the title - since they use the keywords to identify relevant articles

ABSTRACT

- **Briefly** summarize (often 150 words) - the problem, the method, the results, and the conclusions so that
- Together, the title and the abstract should stand on their own
- Many authors write the abstract last so that it accurately reflects the content of the paper.
- Also assign 4-5 Keywords.
- Assign 4-5 JEL Codes. Download JEL Codes from <https://soed.in/page/jel-codes>

INTRODUCTION

- Clearly state the:
 - Problem being investigated.
 - Background that explains the problem.
 - Reasons for conducting the research.
- Summarize relevant research to provide context.
- State how your work differs from published work.
- Identify the questions you are answering.
- Explain what other findings, if any, you are challenging or extending.
- Briefly describe the experiment, hypothesis(es), research question(s); general experimental design or method.

METHODOLOGY

- Provide the reader enough details so they can understand and replicate your research.
- Explain how you studied the problem, identify the procedures you followed, and order these chronologically where possible.
- Explain new methodology in detail; otherwise name the method and cite the previously published work.
- Include the frequency of observations, what types of data were recorded, etc.

RESULTS AND DISCUSSION

- Objectively present your findings, and explain what was found?
- Show that your new results are contributing to the body of scientific knowledge.
- Follow a logical sequence based on the tables and figures presenting the findings to answer the question or hypothesis.
- Figures should have a brief description (a legend), providing the reader sufficient information to know how the data were produced

CONCLUSIONS

- Describe what your results mean in context of what was already known about the subject.
- Indicate how the results relate to expectations and to the literature previously cited.
- Explain how the research has moved the body of scientific knowledge forward.
- Do not extend your conclusions beyond what is directly supported by your results - avoid undue speculation.
- Outline the next steps for further study

REFERENCES

- ❑ Use APA Style for listing and citation of studies referred in supplementing the introduction, methodology, and compare and contrast your findings.
- ❑ You may download the complete APA Format from <https://soed.in/page/apa-style>.

Citation Examples APA Format

Single author

1. Use only the surname of the author followed by a comma and the year of publication: (Matthews, 1999).
2. Include page, chapter or section numbers if you need to be specific. The abbreviation for page is p. and the abbreviation for pages is pp.: Matthews discusses the role of drawings in the psychological evaluation of children (1979, pp. 34-35).
3. OR ... in the psychological evaluation of children has been studied elsewhere (Matthews, 1979, pp. 34-35).

Citation Examples APA Format

Two authors

1. Cite both authors every time you cite within the text.
2. Separate the authors' names in the citation with an "&":
(Lawson & Green, 1997, pp. 34-35).
3. When the authors' names are incorporated into the text the "&" is replaced with "and". Always cite both names every time the reference occurs in the text:
Lawson and Green (1997, pp. 34-35) were unable ...

Citation Examples APA Format

Three or more authors

1. The first citation in the text of a work with three, four or five authors gives the surnames of all the authors: Wasserstein, Zappulla, Rosen, Gerstman and Rock (2004, p. 301) have found ... OR ... as has been found in a previous study (Wasserstein, Zappulla, Rosen, Gerstman & Rock, 2004, p. 301).
2. In subsequent citations in the text, only the surname of the first listed author is used, followed by the expression “*et al.*” which means “and others”: Wasserstein *et al.* (2004, p. 301) have found...
3. If there are six or more authors, only the surname of the first author is used, followed by *et al.*: Littlewood *et al.* (1997) have found ... OR ... as has been previously demonstrated (Littlewood *et al.*, 1997).

Citation Examples APA Format

Volume numbers included

1. Include volume numbers within the citation between the year and the page numbers.
2. If more than one volume is given separate with a “;”: This theory is dealt with in detail by Brysen (2003, vol. 2, p. 23; vol. 3, pp. 17-36).

Citation Examples APA Format

Authors with the same surname

1. Make a distinction between authors with the same surname by including the author's initials.
2. If the author's surname is incorporated in the text place the initials before the surname; if it is a citation within brackets the initials follow the surname: The theory was propounded in 1970 (Larsen A.E., 2001) ...M.K. Larsen (2003) is among those ...

Citation Examples APA Format

Multiple works by the same author in the same year

1. A distinction is made by adding lower case letters, a, b, c, etc. to the date.
2. These letters are also included in the full reference in the reference list to distinguish between the two documents:
Bursch (2005a) described how the yak made transport possible in the high mountains of Inner Asia, as did the llama in the Andes of South America (Bursch, 2005b).

Citation Examples APA Format

Corporate author

1. These are works without a personal author.
2. Corporate authors may be associations, agencies like government departments, corporations or organisations.
3. Names of organisations should be given in full the first time they are cited within the text.
4. In subsequent citations, these names may be abbreviated in the text if the abbreviation is meaningful or well known: (CSIRO, 1999) ...
5. As predicted by the Centre of Independent Studies (1997)

Citation Examples APA Format

More than one work cited

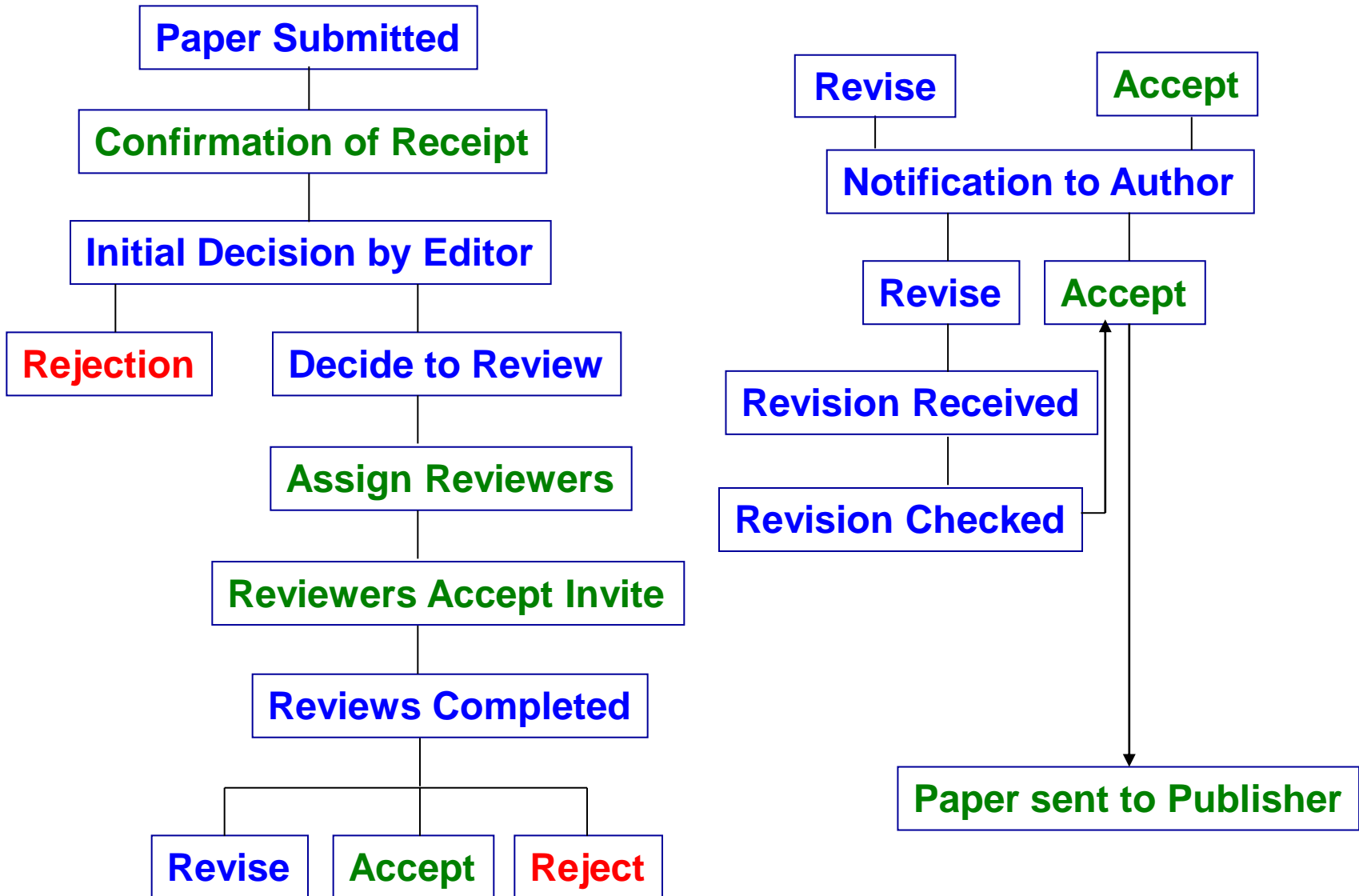
1. List all sources of information either in the text or within the citation separated by a semicolon (;):
(Haddon, 1999; Larsen, 1991) ...
Haddon (1999) and Larsen (1991) demonstrated that ...
(Haddon, 1999, vol. 3, p. 734; Larsen, 1991, p. 11)
2. No author: When a work has no author or the author is anonymous, cite in the text the first few words of the reference list entry (usually the title) and the year.
3. Use italics for the title: This was apparently not the case in seventeenth-century England (*On Travelling to London*, 1683) ... OR
On Travelling to London (1683) reveals that this was not true.
4. No date of publication: Use the abbreviation n.d. to indicate that no date of publication is given:
Carruthers (n.d.) has suggested ... OR (Carruthers, n.d.)

Citation Examples APA Format

Newspapers

1. If the author of the article is named, cite in the normal way with the author and date. If there is no author given, cite the newspaper title in italics.
2. Include the specific date as well as year and page or section numbers if appropriate:
(Canberra Times, 24 Jan. 1997, p. B6) ...
3. The Weekend Australian (24-25 Jan. 1997, p. 19) reported ...

Article Peer Review Cycle





Thank you for watching....