

GUIDELINES FOR AUTHORS

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How to submit the manuscript: The hardcopy of the manuscript must be submitted in triplicate, computer-typed in **MS Word only**, Arial Narrow, Font size- 12, Colour- black, in single space on one side of A-4 size paper with wide margins; addressed to The Editor- HPPI, National Institute of Health and Family Welfare, Munirka, New Delhi-110067. It is also mandatory for the author/s to submit the paper through E-mail attachment at- **editor@nihfw.org**. The paper must accompany a declaration that it is an original creation of the author/s; and has not been published / submitted for publication anywhere else. **The concerned author/s will be responsible for any kind of plagiarism or copy right violation in the published papers.** Any communication from the Editor, HPPI, to the author/s; will be done only through E-mail. The paper must not exceed 5000 words, with an abstract of 100 – 150 words preceding the title and followed by a maximum of 7 key-words. The combined number of Tables, Graphs, Figures, Illustrations and Charts must not go beyond 10. Tables, Graphs, Figures, Illustrations, Legends and Charts must not appear at the end of the paper but these should be given at appropriate places amidst the text content in Black colour only. The title of the paper and name, institutional affiliation and full postal address of the author/s should be given on a separate sheet which shall be retained in order to mask the identity of author/s during the review process. The paper should be precisely written following American Psychological Association (APA) style/format. The flow of the paper to be followed is like this: Title – Abstract – Key-words – Introduction – Methods – Findings – Discussion – Conclusion and Recommendations – References. The title of the paper should be short and clear. The author should keep a copy of the manuscript. The institute reserves the right to make necessary editorial changes.

Labeling of the figures shall be reentered by the Editor to conform to a uniform style, wherever necessary. Each table should be referred to as e.g. Table 4 using Arabic number. Tables must be appropriately cited in the text. Legends should be typed on the same sheet of table.

Reference: The total number of references in a paper must not exceed 25. All the references should be cited in superscript in a numerical consecutive order in the text. The reference list should also be arranged in the same order. References not reflected in the text, must not be included in the list of references and vice-versa. Care should be taken to quote the page number where the article begins in a periodical, or the source from where the statement has been quoted.

Example of References

Journal Article

1. Dhar, N., Chaturvedi, S.K. & Nandan, D. (2013). Spiritual health, the fourth dimension: A public health perspective. WHO South-East Asia Journal of Public Health, 2(1): 3-5.

Book / Monograph Entry

2. Patro, B.C. & Rao, J.S. (2010). Relevance of information, education and communication in family welfare. New Delhi: Mohit Publishers.

Chapter / Paper in a Book

3. Yadav, A. & Sharma, K.K.N. (2005). Awareness of reproductive and child health care programme among Rajgonds tribe of Sagar district, Madhya Pradesh. In: (ed.) Sharma K.K.N., Reproductive and child health problem in India. New Delhi: Academic Excellence, p. 592-597.

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