

## Guidelines for Submission of Manuscript

URBAN INDIA solicits unpublished articles on a regular basis. The themes and topics covered in the journal includes urbanisation, urban development, governance, housing and infrastructure, inclusion, municipal finance, climate change and other issues related to urban development pertaining to India.

**Manuscripts and all editorial correspondence should be addressed to: The Editor, Prof. Debolina Kundu, Urban India, National Institute of Urban Affairs, New Delhi. Email: [editorurbanindia@niua.org](mailto:editorurbanindia@niua.org). Please mention Manuscript for Submission in the subject line. Please note that manuscripts not conforming to these guidelines may not be entertained.**

Only manuscripts of sufficient quality that meet the aims and scope of *Urban India* will be reviewed.

**There is no fee payable to submit or publish in this journal.**

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### Submission of Manuscript

- Articles sent for publication should not have been published earlier or simultaneously submitted for publication to another journal.
- Submission of a manuscript implies that article has been approved by all co-authors, if any, as well as by the responsible authorities where the work has been carried out. NIUA will not be held legally responsible should there be any claims or complaints.

- **Articles should not exceed 6500 words, including tables, annexures, notes and references.**
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## Preparation of Manuscript

- All submissions should be in the following order: (1) title page (include article title, authors, corresponding author, (2) abstract (3) keywords, (4) main text, (5) endnotes (if present), (6) acknowledgements (if present) (7) Funding statement or Declaration of conflicting interests (mandatory) (8) References
- **Blind Title Page:** The first page of the manuscript should be a blind title page. It should not contain author(s) names and affiliations. It should include title, total word count (including text, references, tables or figures), number of tables and number of figures.
- **Un-Blind Title Page:** The second page should be un-blinded title page and should include: name(s) of the author(s), concise title, affiliation(s) and address(es) of the author(s), e-mail address, phone, and fax numbers of the corresponding author.
- **Abstract: Articles should be accompanied by an abstract not exceeding 150 words.** Abstract should not contain any undefined abbreviations.
- **Keywords:** Articles must be accompanied with four to five key words.
- **Text:** The text of the manuscript should begin on a new page.
  - Articles should have clear sub-headings, which should be in bold and appropriately numbered. Please do not use more than three levels of displayed headings.

- Abbreviations and Acronyms should be defined at first mention and used consistently thereafter.
- Citations in the text should provide the last name of the author(s) and the year of publication.
- Endnotes should be used instead of footnotes, and endnotes should be used sparingly. If information is important to the reader, it should be placed in the text.
- Use British spellings rather than American spellings i.e labour not labor, utilisation not utilization.
- **Artwork guidelines** - Illustrations, pictures and graphs, of finest quality should be provided. Please follow the guidelines below to prepare artwork:
  - **Format and resolution:** Pictures should be in TIFF, JPEG format (containing no text or graphs) in atleast 300 dpi.
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  - **Colour:** Images provided in colour will be published in black and white in print. Therefore, it is important to provide images that are comprehensible in black and white (i.e. by using colour with a distinctive pattern or dotted lines). The captions should reflect this by **not** using words indicating colour.
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- **References:** Full citation for all references and sources must be provided. References within articles and in the References section should follow the American Psychological Association (APA) system of referencing. You may download the Publication Manual of the APA, sixth edition from the link <https://www.apastyle.org/manual>
- **Acknowledgements/Funding:** Acknowledgements of people, grants, funds, etc. should be placed in a separate section before the reference list wherever applicable.

- **Tables:** Number the tables consecutively throughout the text. Insert a note in the text to indicate the placement of the table (e.g., “Table1 about here”). Each table must include a title, source and headings for columns and rows. Tables must be in an editable format.
- **Charts/Pictures/Maps/Illustrations:** Number the Charts/Pictures/Maps/Illustrations consecutively throughout the text. Insert a note in the text to indicate the placement of the same (e.g., “Table1 about here”). Each Chart/Picture/Map/Illustration must include a title or a caption and source. Charts and illustrations must be in an editable format.
- **Language:** The official language of Urban India is English, and all documents must be written in English, using correct diction, syntax, and grammar. Any phrases in the local language must be translated into English as well. Any manuscript that does not meet a level of English proficiency consistent with English-language journals will be rejected.
- **Articles should be sent by email in MS Word format as one single file** to the Editor, Urban India at [editorurbanindia@niua.org](mailto:editorurbanindia@niua.org) along with the declaration that the article is unpublished.
- Authors are requested to provide their institutional affiliation along with their full name, address for correspondence and specify the corresponding author along with the email id for correspondence.

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