

## Guidelines for Contributing Articles to The Organisation

The Organisation magazine addresses issues of management and development in developing countries, with a special focus on development in Nepal and South Asia. We are publishing the magazine after an interval of five years and our team seeks new ideas to constantly improve the content and quality of the magazine. Each issue will contain articles, reports, opinions, research, interviews and much more on development, management, organizational behavior, innovative solutions and ethical and social issues that are relevant to the times we are living in. Each issue of the magazine will have a key theme, but contributors may choose to write on any of the aforementioned areas or on other issues pertaining to development and management that they feel strongly about.

Contributors are requested to abide by the following guidelines:

- **Length:** 2000-3000 words (contributions exceeding this length will only be considered under special circumstances)
- **Format:** Your text must be typed in Times New Roman font size 12 – no italics.
- The magazine uses UK English.
- **Citation and Reference style:** Please follow the Harvard style for citations and references, including those for resources such as websites and other material found online. The Harvard style is an 'author/date' system, so your in-text citation should consist of author(s) and year of publication. If you quote directly from an author or paraphrase a specific idea or piece of information from a source, you need to include the page number of the quote or passage in your in-text citation.

For example:

Cormack (1994, pp32-34) states that “when writing for a professional readership, writers invariably make references to already published works”.

or

In general, when writing for a professional publication, it is a good practice to make reference to other published work. This view has been supported in the work of Cormack (1994, pp32-34).

All in-text citations should be listed in the reference list at the end of your document. Reference list entries contain all the information that someone needs to follow up your source. The required elements for a book reference are: Author, Initials/first name, Year, Title of Book, Edition (only include this if it is not the first edition) Place: Publisher

For example:

Redman, P., 2006. Good Essay Writing: A Social Sciences Guide. 3<sup>rd</sup> Edition. London: Open University in assoc with Sage

Department of Industry, Tourism and Resources 2006, *Being prepared for an influenza pandemic: a kit for small businesses*, Government of Australia. Available from: <<http://www.innovation.gov.au>>. [28 February 2009].

- **Relevant images/photographs** should be of high quality of a minimum of 300dpi with a width of 4 inches and should be sent in TIF format. The photo credits and captions should be submitted in a separated Word or Notepad file. If the images are submitted in hard copy, they should be of high quality in a recommended size of 5 by 7 inches. Please mention the credits and captions at the back of the hard copies.
- The manuscript should include **details about the author** – a brief description including his/her designation, organization for which s/he works or would like to be associated with and contact details such as email and telephone number.
- Please submit **electronic copies** of your articles, especially if they contain extensive graphics, diagrams or charts.
- The Organisation is a quarterly magazine. Please submit your article at least a month before the date of publication.
- The Editor reserves the right to accept, edit, adjust or reject contributions. We do not provide any remuneration or charge levies for contributions.

Disclaimer: The opinions and statements put forward in the articles published in The Organisation belong solely to the authors and cannot be attributed to the Organisation Development Centre.

The theme of our next issue, to be published in October 2015, is Sustainability and Development Organizations. We look forward to your support and contributions. Please address all correspondence to:

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