

INSTRUCTIONS FOR AUTHORS FOR CONTRIBUTING TO NADT JOURNAL

I. Editorial policy on content and quality

1. Only original and unpublished articles that are not submitted elsewhere for publication will be accepted for publication in the journal.
2. Any form of plagiarism will automatically disqualify the manuscript.
3. Articles related to original research, theoretical or empirical, will be preferred.
4. Review articles should attempt to cover the latest updates on the topic being reviewed.
5. The authors are requested to distinguish their own views from the views of other authors / experts quoted to or referred to in the article.
6. It may take up to six months to confirm the acceptance of the manuscript for publication. Authors wishing to submit their manuscript elsewhere during this period for publication must inform the editorial board of the same.

II. Manuscript submission

1. The manuscript must be in English.
2. The manuscript should be submitted in A-4 size paper (8.5" X 11") with 1.5" margin on all four sides, in double space, using Times New Roman font (12 point).
3. The first page of the manuscript should contain the following information:
 - a. Title
 - b. Authors' name and institutional affiliation
 - c. Author's contact address, telephone and email address
 - d. 5 key words pertaining to the article (not more than 40 characters including spaces)
 - e. Any acknowledgements
4. The second page should contain an abstract in not more than 250 words.
5. All pages should be numbered consecutively.
6. All tables, graphs, figures etc should be printed on separate pages after the main article, and must have a self explanatory title on top.
7. Only the surname of the author referred to, along with the year of publication, in brackets, should be cited in the text of the article. All references with full details should be placed in the Bibliography at the end of the paper, in the following format:

Surname of author, First and given name of author (Year of publication) "**Title of work**"; *Name of the book with editors / journal* wherein published; Edition/ Volume No., Month & year of Publication (only in case of journal), pages numbers.

For example,

Mahajan, Ramakant and Shetty, Suresh (1996) "**Challenges in tax administration in developing countries**" In: *Tax administration*; Ed. Ramakant Mahajan, Oxford Press, London, pp: 173-233.

Mahajan, Ramakant and Shetty, Suresh (1996) "**Challenges in tax administration in developing countries**"; *Tax administration Journal*; Vol.7, Oct-Dec.1996, pp: 341-76.
8. The manuscript should be submitted as hard copy as well as a soft copy.
9. The hard copy should be mailed to the Editor-in-chief at the following address:

Additional Director General – II,
National Academy of Direct Taxes,
Chhindwara Road, Nagpur – 440029.
10. The soft copy should be submitted only in the MS Word format, to the following address:

editor_nadtjournal@nadt.gov.in