

No. T-30019/1/2015-TRPC  
Government of India  
Department of Personnel & Training  
Lal Bahadur Shastri National Academy of Administration, Mussoorie

Dated, December 5, 2016

To

All Concerned

**Sub: Invitation of Article/Papers for publishing in The Administrator**

Madam/ Sir,

The Academy publishes a periodic Journal titled "Administrator" with issues normally brought out in January and July. We also bring out special issues, in addition to special issues which may be brought out periodically. So far 57 Volumes have been published, which are available on LBSNAA website at <http://www.lbsnaa.gov.in/products/index/administrator/free>.

2. Given your long experience in academics and public administration, the Academy invites you to contribute a paper on administrative and governance-related issues. This may be contributed by interested individuals/ teams, civil servants, retired civil servants, academicians and members of civil society. Your contribution should be sent to the Editor, The Administrator, LBSNAA, Mussoorie PIN-248179 by post or through email at [trdc.lbsnaa@nic.in](mailto:trdc.lbsnaa@nic.in). This will be subject to the following term & conditions:

1. Article/ Papers received would be evaluated by an Editing Team of LBSNAA and only those Article/ Papers which has relevant and found suitable for publishing will be published.
2. Article/ Paper writers whose contribution is found suitable for publishing in the Administrator will be paid a fee / honorarium of Rs. 5000/- (Rs. Five Thousand only) each published Article/ Paper.
3. These rates are for writing one Article/ Paper, whether Article/ Paper is written by an individual or a team. In the event of an Article/ Paper being co-authored, the scale of compensation will be decided on the basis of the scale applicable to the lead author and compensation shall be appropriated between the authors, as per their internal arrangement.

4. The payment for writing the Article/ Paper would be released after publishing in the Administrator.
5. The copyright of the Article/ Paper, so authored, will vest in the Academy. The Academy may however, allow upon receipt of request from the author/s the permission to use the Article/ Paper study for teaching/ training.
6. Authors must ensure that their papers are free of spelling and grammatical errors.
7. Manuscripts should be preferably within 5000 words (**double spaced, 12-point font in Times New Roman**) in Microsoft Word.
8. The cover page should be separate bearing the title of the manuscript, the author(s) name, designation, office address (postal and mail) with telephone number. Three key words should also be mentioned on the first page. The main text should bear only the title of the paper and the text content.
9. Tables, Charts, Maps and Diagrams should be properly numbered and titled.
10. End notes should be numbered and detailed literature must be stated in the text in an identified block below the text with the reference of literature, wherever applicable.
11. Equations in the text should be numbered consecutively using Arabic numerals within simple brackets and aligned against the right margin.
12. All appendices should be numbered consecutively using upper case and Roman numerals and placed before the list of references.
13. References should be placed at the end of the paper.

Yours faithfully,

M.K. Das  
5/12/16  
(Mononita Kundu Das)  
Professor & Editor  
The Administrator