Respected Sir/ Madam

Subject: Invitation of the Case Studies/ Best Practices for the CDM, LBSNAA Book series entitled “Disaster Governance in India” (ISSN: 978-81-928670-9-0, Series 9, 2023)-regd.

As you are aware, the Centre for Disaster Management (CDM) is a research and training centre, and a unit of Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie, Department of Personnel & Training (DoPT), Government of India. The Centre is involved in training officers belonging to the IAS and other Group-A civil services at induction as well as at Mid-Career level in various aspects of disaster management.

After the successful publication of the Case study book series entitled “Disaster Governance in India” (ISBN: 978-81-928670-8-3 Series 8, 2022). We are happy to invite case studies/ best practices related to the following areas of Disaster Management for the upcoming book series.

1. Prevention/Mitigation
2. Preparedness & Planning
3. Response
4. Build Back Better in Recovery, Rehabilitation and Reconstruction

We will appreciate the contribution from you in the form of case study/ best practice related to Disaster Management for the upcoming book series entitled “Disaster Governance in India” (ISSN: 978-81-928670-9-0. Series 9, 2023), which will be used as training resource to enrich the knowledge of officer trainees at the Academy. Only digital version of the manuscripts will be accepted through email to cdn.lbsnna@nic.in

<table>
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<th>Important dates:</th>
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<tr>
<td>Last date of submission of manuscripts (case study/ best practice)</td>
<td>10-11-2023</td>
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<td>Intimation of acceptance</td>
<td>20-12-2023</td>
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Information for contributors and manuscript preparation is given in Annexure-A, II & III.

(Abhiram G Sankar)
Director, CDM
Annexure-I.

Information for contributors/ authors:

1. The book series invites relevant contributions for the following thematic sections:
   a. **Prevention/Mitigation:**
      - Capacity Building; Understanding Risk; Tracking Risk Reduction Measures; Disaster Risk Reduction: Planning (Structural & Non-structural); Resource Management
   b. **Preparedness & Planning:**
      - Risk Forecasting & Forecast Based risk Communication; Early Warning; Evacuation; Perspective DMP Planning; Contingency Planning & Resource Mobilization; Monitoring
   c. **Response:**
      - Community Based Disaster Response; Search & Rescue; Coordination; Disaster Database; Loss & damage assessment; Emergency Relief (Food, Water, Healthcare, Medicine, Shelter, Trauma Care); Restoration of Services
   d. **Build Back Better in Recovery, Rehabilitation and Reconstruction:**
      - Disaster Risk Reduction; Community Recovery (Psychological and Social & Economic Recovery); Effective Implementation

2. Manuscripts of all categories are to be submitted through email only and all editorial correspondence should be addressed to: **edm.lbsnaa@nic.in** with a copy to Dr. Pankaj Kumar Singh (Associate Professor) at **pksingh66@gmail.com**

3. Affiliations with complete postal and email address of contributors must be provided along with their manuscript

4. Submission of an best practice/ case study implies that it has not been previously published and is not under consideration for publication elsewhere; and further, that if accepted, it will not be published elsewhere

5. Manuscripts will be first assessed by the editorial members of the book series. Papers found unsuitable in terms of the overall requirements of the journal will be returned to the authors

6. Selected authors of these papers will be notified of acceptance of the manuscript. Illustrations and other materials to be reproduced from other publications must be properly credited; it is the authors’ responsibility to obtain permission for reproduction of figures, tables, etc. from published sources (copies of letters of permission should be sent to the editor).

7. **Manuscript Preparation**
   a) Case studies (8000 words), Best practices (4000–5000 words) and Policy briefs (3000 words) may be submitted.
   b) Manuscripts should be typed on one side of the paper, preferably A4 and double-spaced throughout (even for quotations, notes, references).
   c) The pages should be numbered consecutively, starting with the title page and through the text, reference list, tables and figure legends, preferably in Times New Roman Font of size 12.

8. **Manuscript sequence:**
   a) **The title page** should contain Title, Authors, Affiliations, and Corresponding author and address.
   b) Not more than five **keywords** should be indicated separately. Abstract and summary should be limited to 100 words and convey the main points of the paper, outline the results and conclusions, and explain the significance of the results.
   c) **Text:** The text should be intelligible to readers in different disciplines and technical terms should be defined. Use ‘twentieth century’, ‘1960s’. Spell out numbers from one
to nine, 10 and above to remain in figures. However, for exact measurements, use only figures (3 km, 9 per cent not %). Use thousands and millions, not lakhs and crores.

d) **Tables and figures:** Tables and figures to be indicated by numbers separately (see Table I), not by placement (see Table below). All photographs/scanned images should have a resolution of minimum 300 dpi/1500 pixels and their format should be TIFF or JPEG. They should be provided separately in a folder along with the main article. Permissions to reprint should be obtained for copyright protected photographs/images.

e) **Acknowledgements** should be as brief as possible. Footnotes are not normally allowed except to identify the author for correspondence.

f) **References:** references should be embedded in the text using the author-date-page number method, e.g. (Dubey 1989: 278). Citations should be first alphabetical and then chronological, e.g. (Ahmed, 1987; Ferrozza *et al*., 2000; Leboffe and Pierce 2010; Sarkar, 1987; Wignaraja, 1967). Use British rather than American spellings. The references and endnotes used in the contributions should follow the style given below and include page numbers of the articles:


Guidelines on Case Study writing:

A. Authors are required to write a case documenting a unique professional experience/ Best practices regarding Disaster Risk Mitigation and Management (Prevention, Mitigation, Preparedness, Response Recovery, Rehabilitation and Reconstruction). The case should ideally focus on an aspect of public service delivery or project management, viz.

   a. Innovation in Service Delivery
   b. Project Formulation
   c. Implementation and management of Project/ Schemes

B. In order to maintain greater uniformity in Author’s submissions, each case should have the following features:

   a) In a decision-making case, the opening paragraph/s describes the choice/s regarding a decision to be made by the protagonist. This is followed by the larger body of the case which provides a background to the issues at hand and also equips the reader with all the relevant facts in issue. The last paragraph again jumps back to the present situation (outlined earlier briefly in the opening paragraph) which describe the decision-making point for the reader.

   b) A decision-making case seeks to present the reader with the decision to be made along with all related facts and information. In a way, it seeks to simulate the situation that the protagonist may have faced while making those difficult choices.

   c) The names of the protagonist, key actors, places, etc. may either be retained or be changed, in the likely event of compromising the confidentiality of certain decisions and persons. This may be decided by the case writer at her own level.

   d) The case should not exceed 8000 words in length. Any additional and relevant information may be added by way of annexure/s.

   e) The case should be submitted online typed, as a Word Document, in 12 font size in Times New Roman font with 2 line spacing.

   f) The sectors that may be taken up for case writing in the broader arena of public management, as described in para A. above.

   g) The last date for submission of Case Study/Best practice is 10th November, 2023.

   h) All submissions are required to be emailed as Word Document to Centre for Disaster Management of the Academy at cdm.ubsnaa@nic.in it may further be noted that all submissions will be put through antiplagiarism software Turn It In to check their similarity index.

   i) The cases will be evaluated by a jury comprising civil servants and experts.