**Guidelines for Authors**

*Vikalpa: The Journal for Decision Makers* is a peer-reviewed journal. *Vikalpa* welcomes original papers from both academicians and practitioners on management, business, and organizational issues. Papers, based on theoretical or empirical research or experience, should illustrate the practical applicability and/or policy implications of work described.

The author/s should send a soft copy of the manuscript in MS Word to *Vikalpa* Office at vikalpa@iimahd.ernet.in. The manuscript should be accompanied by the following:

1. An **abstract** of 80-100 words;
2. An **executive summary** of about 400 words along with five **key words**;
3. A brief **biographical** sketch (60-80 words) of the author/s describing current designation and affiliation, specialization, number of books and articles published in refereed journals, and membership on editorial boards and companies, etc.

*Vikalpa* has the following features:

**Perspectives** presents emerging issues and ideas that call for action or rethinking by managers, administrators, and policy makers in organizations. Recommended length of the article up to 6,000 words.

**Research** includes research articles that focus on the analysis and resolution of managerial and academic issues based on analytical and empirical or case research. Recommended length of the article up to 6,000 words.

**Interfaces** presents articles focusing on managerial applications of management practices, theories, and concepts. Recommended length of the article up to 6,000 words.

**Notes and Commentaries** present preliminary research, review of literature, and comments on published papers or on any relevant subject. Recommended length of the articles: up to 6,000 words.

**Colloquium** includes debate on a contemporary topic. Both academicians and practitioners discuss the topic.

**Management Case** describes a real-life situation faced, a decision or action taken by an individual manager or by an organization at the strategic, functional or operational levels. (Cases should be accompanied by a teaching note.) Recommended length of the Case: about 3,000 words.

**Diagnoses** presents analyses of the management case by academicians and practitioners. The case problems are examined, their causes are analysed, and issues of relevance are discussed.

**Book Reviews** covers reviews of current books on management.

All **tables, charts**, and **graphs** should be in black and not in colour. Wherever necessary, the source should be indicated at the bottom. The number and the complexity of exhibits should be as low as possible. All figures should be indicated in million and billion. **Endnotes, italics**, and **quotation marks** should be kept to the minimum.
Authors are expected to adhere to standards of correct academic writing. References should be complete in all respects, with authors’ surnames arranged alphabetically, following conventional citation styles. We request authors to follow the APA Style developed by the American Psychological Association. Please refer to the following resources (or any recent updates) for more information:


In this style, the in-text citation for a journal article appears as follows: Datta (2012, p. 25) concludes that "high license fee leads to a fall in the average physical investment in the telecommunication industry." The full reference in the list of references will be:


Please refer to the resources indicated earlier for information on how to cite other kinds of sources like books, electronic material, websites, unpublished material etc.

**Copyright** Wherever copyrighted material is used, the authors should be accurate in reproduction and obtain permission from copyright holders, if necessary. Articles published in *Vikalpa* should not be reproduced or reprinted in any form, either in full or in part, without prior written permission from the Editor.

**Review Process** Two or more referees review all contributions by following the ‘double blind’ system. Thereview process usually takes about three months to one year. *Vikalpa* reserves the right to make editorial amendments to the final draft of the manuscript to suit the journal’s requirements.

**Proofs** Communication regarding editorial changes and proofs for correction will be sent to the first author unless otherwise indicated.

**Reprints** The author will receive reprints along with a copy of *Vikalpa* free of charge.