

CUTM Working Paper Series

Working Paper Guidelines

What is a Working Paper?

Working papers are research reports, technical papers, discussion papers and occasional papers. Faculty, doctoral candidates and others of CUTM are encouraged to write working papers to help them articulate and develop new ideas, make a theoretical or practical contribution to an area of research or field of study, and disseminate their work professionally. The broad areas of research would include Agriculture, Engineering, Management, Natural Science, Development and English Communication. Working Papers may include preliminary results of research that are not yet ready for publication in a professional journal; pieces that explore a topical or theoretical or methodological issue but may not be appropriate for a journal or are in the process of being finalised; or papers that present data but whose methods are still not very rigorous to meet the standards of a peer-reviewed research. Papers presented in conferences/workshops will also be considered for publication in the series.

Although the CUTM working papers series is an appropriate place to publish quickly and to explore ideas through scholarly discussion, it has to meet certain standards (reviewed by a committee). Working papers will not include articles published elsewhere or drafts of dissertations and theses. A working paper may be subsequently expanded or modified to become a published book or an article. The papers are typically between 8000-10,000 words.

Are these considered "official" publications?

Yes, they will have a formal citation with series name and issue number. As is the standard practice in the academic world, publication in the working papers series does not preclude revision and later publication in another place. Publication of working papers provides scholars with a wide audience and the ability to solicit comments earlier in the process of analysis and development of ideas than is possible with a journal article.

Who may submit papers?

Any person with a formal affiliation with CUTM may submit a paper for publication in the series. This would include core faculty, affiliated and adjunct faculty, instructors, graduate/doctoral students, undergraduate students, and research assistants (single or co-authored). Papers from non-CUTM members whose work is closely related to CUTM or who have research collaborations with CUTM faculty may also be accepted on a case-by-case basis.

What is the review process for accepting a paper?

A committee of faculty in the subject area at CUTM and if required from outside would review the technical content of the paper and suggest possible improvements. Before submitting a paper, the author(s) is expected to be satisfied with the output and would have done the formatting according to the guidelines.

The editorial committee will review the paper, verify that the submission falls within the scope of the CUTM working paper series, and assess that the document's style and formatting are satisfactory. Although we recognize that most working papers are "works in progress" or otherwise not intended for publication in a peer-reviewed publication, acceptance is not automatic. The review process may result in communication with the author(s) requesting changes, and may occasionally result in non-acceptance.

How do I submit a paper for the series?

Submit an electronic copy (e-mail or readable CD) in Microsoft Word of the paper to:

Dr. Smita Mishra Panda, Working Paper Series Editor
CUTM, Jatni Campus,
Tel: 9337388803, 9438232427
Email: smita.mishra@cutm.ac.in

A copy of the working paper should also be marked to jyostna@cutm.ac.in

All submitted papers must be computer readable and editable and must include an e-mail address or telephone number of the author(s). Papers must be submitted in electronic format in Microsoft Word as an attached e-mail document. We will not accept papers from hard copy only. If a non-standard character set is used, the font must be included with the document file. It is the responsibility of the author to submit the paper in a workable format. The Working paper can be submitted at any time of the year.

What style and format must working papers use?

The working paper should include an abstract (maximum 300 words), be of professional quality and internally consistent in following a standard academic style, and have a title page. We recommend that submitted papers conform to style formats of CUTM given in another file.