

Bank Quest Articles - Guidelines For Contributors

Contributing articles to the Bank Quest : (English/Hindi)

Articles submitted to the Bank Quest should be original contributions by the author/s. Articles will only be considered for publication if they have not been published, or accepted for publication elsewhere.

Articles should be sent to:

The Editor: Bank Quest

Indian Institute of Banking & Finance,
Kohinoor City, Commercial-II, Tower-1, 2nd Floor,
Kiroli Rd., Kurla (W), Mumbai - 400 070, INDIA.

Objectives:

The primary objective of Bank Quest is to present the theory, practice, analysis, views and research findings on issues/developments, which have relevance for current and future of banking and finance industry. The aim is to provide a platform for Continuing Professional Development (CPD) of the members.

Vetting of manuscripts:

Every article submitted to the Bank Quest is first reviewed by the Editor for general suitability. The article may then be vetted by a Subject Matter Expert. Based on the expert's recommendation, the Editor decides whether the article should be accepted as it is, modified or rejected. The modifications suggested, if any, by the expert will be conveyed to the author for incorporation in case the article is considered for selection. The author should modify the article and re-submit the same for the final decision of the Editor.

The Editor has the discretion to vary this procedure.

Features and formats required of authors :

Authors should carefully note the following before submitting any articles:

1) Word length:

Articles should generally be around 2000-3000 words in length.

2) Title:

A title of, preferably, ten words or less should be provided.

3) Autobiographical note and photograph:

A brief autobiographical note should be supplied

including full name, designation, name of organization, telephone and fax numbers, and e-mail address (if any), or last position held, in case of retired persons. Passport size photograph should also be sent along with the submission.

4) Format:

The article, should be submitted in MS Word, Times New Roman, Font Size 12 with 1½ line spacing. A soft copy of the article should be sent by e-mail to admin@iibf.org.in

5) Figures, charts and diagrams:

Essential figures, charts and diagrams should be referred to as 'Figures' and they should be numbered consecutively using Arabic numerals. Each figure should have brief title. Diagrams should be kept as simple as possible. In the text, the position of the figure should be shown by indicating on a separate line with the words: 'Insert figure 1'.

6) Tables:

Use of tables, wherever essential, should be printed or typed on a separate sheet of paper and numbered consecutively using Arabic numerals (e.g. Table-1) and contain a brief title. In the body of the article, the position of the table should be indicated on a separate line with the words 'Insert Table 1'.

7) Picture/photos/illustrations:

The reproduction of any photos, illustration or drawings will be at the Editor's discretion. Sources should be explicitly acknowledged by way of footnote, all computer-generated printouts should be clear and sharp, and should not be folded.

8) Emphasis:

Words to be emphasised should be limited in number and italicised. Capital letters should be used only at the start of the sentences or for proper names.

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