

Guidelines for authors of *The Chartered Accountant* journal

The Institute of Chartered Accountants of India is a statutory body established under the Chartered Accountants Act, 1949 for regulation, monitoring and uplift of Accountancy profession in India. During its more than 54 years of experience, the Institute has achieved recognition as a premier accounting body in the country for its contribution in the fields of education, professional development, maintenance of high accounting, auditing and ethical standards. (Visit www.icaai.org to know more about ICAI).

As part of a range of services to our about 1,20,000 members, the Institute publishes a prestigious monthly journal *The Chartered Accountant*, which has an overall member/subscriber base of more than 1,65,000 in India and abroad.

The focus of the journal is to enhance the knowledge base of its readers and to keep them updated/informed of the latest developments in all the spheres of Chartered Accountancy profession, allied professions, banking, industry, commerce and overall economy, primarily in Indian context. A big chunk of over 2,50,000 students, who are presently pursuing the CA course through the Institute, is also benefited by the journal.

Theme and features: Every issue of the journal focuses on a different but topical 'theme issue' in addition to other regular sections including 'Accounting', 'Auditing', 'Taxation', 'Law', 'Career', 'Economy', 'Technology', etc.

SELECTION OF ARTICLES

The articles received from the authors are generally sent for vetting and review to the experts to assess the technical aspect and areas of improvements/changes if any in the article. However, the final decision about publication of the article is taken by the Editorial Board, which is headed by Editor-in-chief (President of the Institute).

The articles sent for publication in the journal should conform to the following parameters, which are crucial in selection of the article for publication:

1. **Originality:** The author should submit a declaration to the effect that the article is original work of the author, not published/broadcast elsewhere including on any website and not send anywhere else for publication. Articles without declaration would not be considered by the Editorial Board. For declaration format [click here](#).
2. **Relevance/Usefulness:** The article should be:-
 - Relevant to a significant number of CAs and allied professionals
 - Raise the issues confronting the professionals
 - Contribute towards development of practice of professionals or strengthen them for the challenges of competition, globalisation or technology, etc.
 - Preferably be helpful to professionals as guide in new initiatives, procedures, etc.

3. **Practicality:** The article should be of practical value to the CAs and allied professionals. Preferably it should have a direction, raise an issue, expose a problem, fill a need or explain a situation relevant to the professionals.
4. **Topicality:** The article should be topical and should discuss a matter of current interest to the professionals/readers.
4. **Interest:** The article should have the potential to stimulate a healthy debate among professionals.
5. **Innovation:** It should preferably expose the readers to new knowledge area and discuss a new or innovative idea that the professionals/readers should be aware of. It may also preferably highlight the emerging professional areas of relevance to CAs and other allied professionals.
6. **Clarity/Readability:** The article should be written in clear and concise manner. The language should be simple and grammatically correct, with short sentences. The illustrations and tables used should facilitate the comprehension of points being made in the article.
7. **Headline/sub-headline:** The main headline of the article should be clear, short, catchy and interesting, written with the purpose of drawing attention of the readers. The sub-headlines should preferably not cross the limit of 20 words.
8. **Technical Soundness:** The article should be technically correct and sound.

PROCEDURE:

1. **Review Process:** As has been mentioned above, the articles received from the authors are generally sent for vetting and review to the experts to assess the technical aspect and areas of improvements/changes if any in the article. The author is required to make necessary changes in the submitted article as sought by the reviewer and submit the same to the ICAI as soon as possible. However, the decision about publication of the article is finally taken by an 11-member Editorial Board, which is headed by Editor-in-chief (President of the Institute).
2. **Word limit:** The length of the article should be minimum 2000 words and maximum 3000 words.
2. **Executive Summary:** The article should also have an executive summary of around 100 words.
3. **Manuscripts:** Both the hard and soft copies of the articles should be submitted. The soft copy should be in word format.

4. Enclosures: A brief profile of the author, e-mail ID, postal address and contact numbers along with his passport size photograph (scanned for e-mail) and declaration regarding the originality of the article should be enclosed along with the article.

5. Copyright Surrender/Honorarium:

- The authors are required to surrender the copyright of the article selected for publication in a specific format that will be sent to them by the Editorial Board Secretariat of the Institute. Thereafter the author is sent an honorarium cheque of Rs 5000 for an article. In addition 4 hours CPE credit would also be provided to the authors who are also members of the Institute.
- The authors, whose articles are selected for publication for any future issue of the journal, should neither send the same for publication elsewhere nor should they host it even on their own website. However, after the article comes in final print, the same can be hosted on author's websites after making clear reference to our Journal.

6. Address: The articles can be sent to by e-mail at eboard@icai.org / eb@icai.org or by post to –

The Editor,

The Chartered Accountant,
The Institute of Chartered Accountants of India
ICAI Bhawan,
PO Box 7100,
New Delhi – 110 002

7. Rejections: In case the article is found not suitable for publication, the same is communicated to the members, preferably by e-mail.

The previous issues of the journal are available on ICAI website at
http://www.icai.org/members/s_let_current.html