



Appendix IV: Guidelines for Paper submission

1. The style should be reasonably formal, but should be as clear and understandable as possible. Enough information should be included to allow a reader to reproduce any mathematical or numerical results. The maximum text size to be 15,000 words.
2. Each paper must include an abstract, keywords and contact details of the author/s. The abstract, which should be about 100-150 words, should be written so that others are encouraged to read the paper. It should give the main objectives and conclusions of the paper.
3. Papers should be submitted electronically, using pdf and word or LaTeX (editable) format. While using the word format, use Times New Roman font size 11. If considered for acceptance, the peer reviewers may provide comments in the word format before final acceptance. All diagrams and figures should be provided electronically in tif, gif, jpeg or eps format.
4. All published work if referred to should be acknowledged, and references given. The author is responsible for securing permission to include any copyrighted material. Notwithstanding any scrutiny and any alterations made, authors remain solely responsible for the accuracy of all material provided and views expressed. Submitted papers should not have been copyrighted or submitted for possible publication elsewhere at the same time as being submitted to the 21st GCA. If the paper is accepted for the author(s) must sign a copyright declaration, transferring copyright to the Institute of Actuaries of India.
5. Guidelines for formatting of paper;

5.1 Order of paper

Each paper contains:

- Title
- Author(s) name(s)
- Abstract
- Keywords
- Correspondence details
- introduction
- Text
- Acknowledgement
- References and
- Appendix (ces)

5.2 Title

The title of the paper has an initial capital only, e.g.: Indian actuarial profession

5.3 Author's name(s)

The author or authors' name(s) are below the title with an asterisk denoting the corresponding author e.g.: Jagan Nath* and Alam Sarkar

5.4 Abstract

It is a summary of the paper, in one long or two or three short paragraphs. e.g.:

5.5 Keywords

Choose keywords to indicate matters of interest in the paper. Restrict to five words or short phrases, Note that keywords should have an initial capital. e.g.:

Keywords

Actuarial Profession, Examinations, Assessment, Research, Actuary India

5.6 Correspondence details



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The name and contact address of the corresponding author with e-mail address must be given at the bottom of the first page as, e.g.:

*Correspondence to: Jagan Nath, Actuarial Department, Bharat Insurance Company, Address, E-mail:
name.familyname@companyname.in

5.7 Main text

All sections are numbered and each section (apart from the introduction) can be divided into numbered sub-sections (if required). Numbered paragraphs are not needed but encouraged.

N.B.: If using acronyms the full name/title must be given at the first mention followed by the initials in brackets e.g. Institute of Actuaries of India (IAI) which can then be subsequently referred to as IAI.

5.8 Formulae

If formulae are numbered, do so consecutively after each formula with the number placed in brackets e.g. $E(X) = \int x f(x) dx \dots (1)$

5.9 Acknowledgements

Often authors like to include acknowledgements to those who have helped them in the development of their paper. These should appear at the end of the main text. e.g.:

Acknowledgements

We are most grateful to the XYZ for their help and funding of this paper.

5.10 References

References in the text should be in the form: Heavy & Light (1999) or (see Heavy *et al.*, 1999).

If there are two authors ' & ' should be used between surnames, if more than two, only the first named author's surname should be used followed by *et al.*, see above example .

Place brackets around the year if appearing in the text, if appearing within bracketed comments, a comma should follow the authors' names before the year, see above examples.

List of references

The full references must be given in this section and ALL references must be cross-referenced within the text. References are in alphabetical order by first author, and in date order for any one author. If URLs are given, the date of access must be shown.

References

Heavy, A.B., Light, Y. Z. (1999). *The Indian Actuary at Work*. Clear Publishers.

All authors' names must be shown, with surname first, followed by initials, & before the last name, year in brackets followed by a full stop.

Journal references - full title of paper, followed by journal name in full and in italics. Volume number follows in bold, followed by page numbers (not in bold).



Heavy, A.B., Light, Y. Z. (2001). The Indian Actuary is again at Work. *Asian Actuarial Journal*, 20, 81-149.

Book references - book title in italics, followed by edition (where given), formatted as e.g. 4th ed. Publisher name next, followed by place, formatted as e.g. Wiley, Chichester.

If the same author(s) and year of publication are referred to more than once they must be distinguished by a, b etc. e.g.

Brown (2008a, b) in text and in references list as

Brown, B. (2008a). Pensions crisis. *Annals of Actuarial Science*, 2, 21-

46. Brown, B. (2008b). *Pensions*. Cambridge University Press.

If URLs are used the access date must be included e.g.

COSO (2004). Enterprise Risk Management - Integrated Framework. www.coso.org/.../ERM/COSO_ERM_ExecutiveSummary.pdf [accessed December 2009].

If a paper was presented some time ago, please check if it has subsequently been published in a journal, if so the journal reference needs to be given.

See <http://libweb.anglia.ac.uk/referencing/harvard.htm> for further information on referencing.

5.11 Appendix (ces)

Appendices must follow the references.

5.12 Figures, tables and illustrations

When using figures, tables and illustrations throughout the paper, please follow these guidelines.

5.13 General guidelines

- i. All figures and tables should be numbered throughout the paper, and should have a heading or caption.
- ii. Please use explicit references to the figures and tables in the text (e.g. 'see table 4'). Avoid words like 'above' and 'below', as after typesetting the figures and tables might not appear as they do in the manuscript.
- iii. All figures should be supplied as separate files. Please do not embed the figures in the text.
- iv. Please ensure that the material you submit is of the best possible quality e.g. avoid using tinted panels or surrounding borders, the range of tints in grey scale illustrations should be above 15%.
- v. Maths labels should be typed exactly as they appear in the text. For example if a symbol appears in italic in the text or equation, it should also appear in italic in the figure. All fonts should be embedded.
- vi. Common packages such as Adobe Illustrator have options which allow you to output to TIFF or EPS, and we would prefer it if you could supply your files in this format.
- vii. Submit figures sized to fit the actual column or page width of the journal so that reduction or enlargement is not necessary. Note that some software packages are generally NOT suitable for conversion to print reproduction, and these include:
 - Microsoft PowerPoint files



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 - GIFF images downloaded from the web

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