

# THE INDIAN SOCIETY FOR ECOLOGICAL ECONOMICS

C/o Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi, India 110 007

28/02/2020

## NOTICE

The **Indian Society for Ecological Economics (INSEE)** is looking for a copy editor, a typesetter and a printer for *Ecology, Economy and Society-- the INSEE Journal*. [<https://ecoinsee.org/journal/>].

1. The works to be carried out by the **copy editor** shall include the following:

A. Copy-edit the contents ("paper") meant for publication in the journal, and generate author's query, if any, before finalising the contents.

B. Making the language and referencing consistent across the papers in accordance with the guidelines

[<https://ecoinsee.org/journal/guidelines>; British English, Chicago Manual of Style].

C. Checking the typeset version of the papers for editorial consistency.

Remuneration will be commensurate with qualifications and experience. Initial contract will be drawn for one year and renewed based on mutual agreement. Approximate annual word count is one lakh.

Interested and qualified candidates are requested to submit (a) CV, (b) a sample work along with their expected per-word remuneration. Shortlisted candidates may be requested to copy edit a paper.

2. The works to be carried out by the **typesetter** shall include the following:

A. Complete typesetting and proof reading of the text (including equations) and display items (including design/drawing of figures, tables, designs, maps, artworks, etc.) in line with existing journal specifications (font, font size, font colour, line spacing, paragraph spacing, and other such) to make it publication ready.

- Published papers can be located here: <https://ecoinsee.org/journal/archive>

- Page margin, size, etc. can be located here: [https://ecoinsee.org/journal/docs/INSEE\\_Journal\\_Advt\\_Specs.pdf](https://ecoinsee.org/journal/docs/INSEE_Journal_Advt_Specs.pdf)

B. Produce and supply output in .doc (for record), .pdf (for hard copy printing), .xml and .epub formats (for online release).

Approximate annual word count is one lakh. Approximate number of pages per year is 350. All typesetting will be in English.

Interested and qualified firms (Proprietor/Partner/Director) are requested to submit (a) Registration Certificate under Delhi Shops and Establishment Act or Municipal Factory License, (b) Police declaration under Section of Press and Registration of Books Act, (c) GSTN, (d) Declaration regarding non-blacklisting of the firm, (e) Attested copy of Income Tax Return from the Income Tax office for the last three years, (f) proof of previous works along with their expected per-page Laser Typesetting remuneration (without GST). Shortlisted firms may be requested to typeset a paper.

3. The works to be carried out by the **printer** shall include the following:

A. Printing of supplied material as per the specifications below:

- Text on 95 gsm super print paper (Mill brand) in black color print and cover on 300 gsm premium art card in 2 color print.

- Thermal matte lamination on cover with saddle stitch and perfect bound cover type binding

- Page margin, size, etc. can be located here: [https://ecoinsee.org/journal/docs/INSEE\\_Journal\\_Advt\\_Specs.pdf](https://ecoinsee.org/journal/docs/INSEE_Journal_Advt_Specs.pdf)

Delivery (Local) to INSEE office at Institute of Economic Growth, University Enclave, North Campus, Delhi 110007.

Interested and qualified firms (Proprietor/Partner/Director) are requested to submit (a) Registration Certificate under Delhi Shops and Establishment Act or Municipal Factory License, (b) Police declaration under Section of Press and Registration of Books Act, (c) GSTN, (d) Declaration regarding non-blacklisting of the firm, (e) Attested copy of Income Tax Return from the Income Tax office for the last three years, (f) fulfilment of eligibility to be considered as a Printer of a newspaper as per Delhi Police Licensing Unit (<https://delhipolicelicensing.gov.in/annexures/press/forms-b.pdf>), (g) proof of previous works along with their expected per-page laser and offset printing remuneration (without GST). Rates may be quoted for (a) upto 50 copies, (b) between 51 and 100, (c) between 100 and 200 and (d) above 200 for both types. Shortlisted firms may be requested to submit a copy of printed document, as a sample for both types of printing.

Applications may be submitted to [insee.ees@gmail.com](mailto:insee.ees@gmail.com) on or before 10 March 2020.

Sd/

[Jeena T Srinivasan]  
Secretary, INSEE

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