JAGDISH SHETH SCHOOL OF MANAGEMENT

FOCUS: INTERNATIONAL JOURNAL OF MANAGEMENT

AUTHOR GUIDELINES

GUIDELINES FOR PAPER SUBMISSION

1. **Length**: 4000-5000 (Excluding references)
2. **Margins**: A4, 2.5 cm. or 1 inch throughout (left, right, top, and bottom)
3. **Orientation**: Portrait
4. **Font**: Times New Roman, 12 point
5. **Line spacing**: Single line spacing (for the main text of extended abstract & for key references)

6. **Title Page** - this page should include the: -
    a. Title of the paper: Font- 14, Bold, Center Aligned, (name(s) of author(s), affiliation(s), contact details),
    b. An Abstract: - 12 Font (limit: 250words),
    c. **Keywords**: 3-5 (Capitalize each word, to be separated by commas, in italics).
7. **Main Body of Paper** – starts from Page number 2 / second page. Should include the various sections and subsections of the paper. Figures and Tables should be included as part of the manuscript and not at the end.
8. **The format of the paper should be as follows -** Title of the paper in the Title page should be in capital letters, centered, bold, and Times New Roman 14-point font

    1. Titles in the abstract and main body should be left justified**, bold,** Times New Roman 14-point font, and each major word should be capitalized. Two single space lines should precede and one single space should follow a title.
    2. Subtitles in the main body should be left justified*, italic*, Times New Roman 12-point font, and only the first letter of the first word should be capitalized. One space line should precede and follow a sub-title.
    3. Sub sub-titles should be avoided unless absolutely necessary. If they are to be included they should be left justified, italic, Times New Roman 12-point font, and only the first letter of the first word should be capitalized.
    4. Titles and subtitles should not be numbered.

5. All **Tables**, **Figures** (charts, diagrams and line drawings) and **Plates** (photographic images) should be included as part of the manuscript. Supply clear captions for all tables, figures and plates.

- Tables/figures should be no more than a single page each. If the data is too large for a single table, please consider another way of presenting your data.
- The font to be used in a table/figure is 9pt Times New Roman. There is no bold and italic text included in the final processed tables.
- Cells in tables and figures should not be colored. In case you need to draw attention to a particular datum then use only a shade of grey.
- Captions for figures and tables must be placed underneath the art. Captions are in 9pt Times New Roman and italic font. The placement of the caption below the art removes the chance that the figure and the caption become separated across page boundaries.

6. **References:** You should cite publications in the text: (Adams, 2010) using the author's surname or (Adams and Brown, 2011) citing both authors, and (Adams *et al.*, 2010), when there are three or more authors.

- At the end of the paper a reference list in alphabetical order should be supplied. Below are some examples for referencing books and journals:
- *For books*: Surname, Initials (year), *Title of Book*, Publisher, Place of publication.
  e.g. Harrow, R. (2010), *No Place to Hide*, Simon & Schuster, New York, NY.
- *For journals*: Surname, Initials (year), "Title of article", *Journal Name*, volume, number, pages. e.g. Capizzi, M.T. and Ferguson, R. (2009), "Loyalty trends for the twenty-first century", *Journal of Consumer Marketing*, Vol. 22 No. 2, pp. 72-80.
- **For newspapers:** *Newspaper* (year), "Article title", date, pages. e.g. *Daily News* (2008), "Small change", 2 February, p. 7.
- **For Electronic sources:** If available online, the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed.
  Standalone URLs, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (roman numeral within square brackets within text followed by the full URL address at the end of the paper).

7. Professional proofreading is highly recommended to ensure grammatical accuracy.
8. **Article Classification -** Categorize your paper on the **Article Title Page**, under one of these classifications:
   a. Research paper
   b. Viewpoint
   c. Technical paper
   d. Conceptual paper
   e. Case study
   f. Literature review
   g. General review.