Guidelines for Abstract & Paper Submission for IBMRD's Journal of Management & Research

1. The manuscript should have a cover page with author(s) Contact details, followed by an Abstract

2. Abstract of the research paper, word limit below 200, must have appropriate keywords. (Authors name, affiliation and email ID should be mentioned just below the title of paper on the abstract.)

3. Final & Full paper(s) should be of 8000 to 10000 words only including references. All the pages except cover page must be numbered at the bottom of the page, central alignment and should not exceed more than 8 pages.

4. Font Type – Times New Roman, size -12, spacing – 1.5 lines, margin-1 inch on all the sides.

5. Typed on paper – A4 size, single column typing, left side alignment for all the headings and central alignment for title of paper and for all the headings.

6. Tables, Figures, and Illustrations: Use the entire page width for tables and graphs, where required, then continue with text. All tables, figures, illustrations, etc. should be included in the text of the paper. Tables should be consistent with the text and facing the same direction. The endnotes should be consecutively numbered within the text, and substance of the endnotes should appear at the end, preceding the references.

7. The numbering to the tables should be as Table 1:, Table 2: …with centre aligned and top of the document with proper source mentioned below. Other titles such as figures, map, graph etc… should be numbered as Figure 1:, Figure 2: etc. with left aligned and at the bottom of the figure.

8. Papers should be completed in MS word type doc/ docx file only.

9. Use APA style for providing the references. *The referencing document is available on the website.*

10. Copyright policy, anti plagiarism policy is strictly followed by the Journal.

11. Authors have to give undertaking to the editor of the journal about transfer of copyright and originality of research work. *The format is available on the website.*

12. Contents of the paper should follow this sequence: the cover page, abstract, introduction, review of literature, research methodology, findings - discussion, conclusion, references.

13. Please note that the paper(s) that will not follow the guidelines will be returned to the author(s) for correction and resubmission.

Notes:

Do not use footnotes. Minimize endnotes. If they are unavoidable, number them serially in the text using superscript and list them together on a separate sheet under the heading Notes, immediately following the text of the paper. Notes are not for citing a reference but for offering a significant explanation.

Revised manuscripts:

At the end of the blind review process, the editor informs the author about the acceptance or rejection of the manuscript. On acceptance, the author is expected to incorporate the modifications suggested by the reviewers, if any, and submit a soft copy of the final revised manuscript.

Policy against simultaneous submission:

Authors should ensure that the manuscript submitted to IBMRD is not simultaneously submitted to any other journal or publisher. Similarly, it should not be submitted anywhere else during the pendency of the review process. Once a manuscript is accepted by or published in IBMRD it becomes the property of IBMRD, whose permission is required for any operations covered by the Copyright Act.