

## GUIDELINES FOR AUTHORS

**National Conference on Business Innovation** welcomes original papers from both academicians and practitioners on management, information technology and organization issues. The authors should follow the following guidelines while submitting manuscripts for the conference.

1. Manuscript should be accompanied with a certificate by the author that the paper has neither been published nor submitted for publication elsewhere.
2. The cover page of the article should contain: (i) title of the article (ii) name(s) of authors (iii) professional affiliation (iv) acknowledgements, if any (v) address of correspondence. The author name should not appear anywhere else in the manuscript.

Example:

TITLE OF ARTICLE  
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3. The abstract of the paper in less than 200 words including a few keywords should be on page 2 along with title of article. There should not be any identification mark anywhere in the text.
4. Mathematical expressions, figures and charts should be presented in a way that will be easily printable. Tables and diagrams should be numbered consecutively in the text in Arabic numerals and printed on separate sheets.
5. Footnotes and endnotes should be avoided. If required they should be as concise as possible.
6. Citations are the in text identifications of other research. To cite, enclose authors' names and the year of work in parentheses. Citations should be ordered alphabetically.
7. Headings and Sections: There should be three levels of headings. Use boldface for all three. *Main headings* (all capital letters; Left aligned) are first. *Second-level headings* (title-style letters; flush left) are next. *Third-level headings* (Title Style; indented; italicized; and run into paragraph) are next. Don't skip steps: no second-level headings before you use a first-level heading, for instance.

Example:

<b>METHODS</b>	(First level)
<b>Data and Sample</b>	(Second level)
<b>Variables</b>	(Second level)
<b>Independent Variable:</b>	(Third level)
<b>Dependent Variable:</b>	

8. References, appendices, tables, and figures should be at the end of your manuscript. Present long but essential methodological details, such as the calculation of measures, in an appendix or appendices. Be concise. Avoid exact reproductions of surveys. Label appendices "**APPENDIX A**," "**APPENDIX B**," and so forth. A substantive title, such as "Items in Scales," should follow. Label tables within appendixes "**Table A1**," "**B1**," and so forth.
9. Manuscripts are accepted for publication on the understanding that they are subject to revisions.
10. Notes should be typed on separate sheets, numbered serially and appended at the end of the article.
11. Only cited works should be included in the reference list.
12. References should be arranged alphabetically with the following details in same order.

**a. Books**

Follow this format: Author's surname, name (or initials) (if there is more than one author, then author's name and surname for second or subsequent author (s) if any) (in case of institutional publication, the name of the institution will replace the surname and name of the author). Year. **Title** (in boldface italic), city of publication, name of the publisher.

Example:

Brahmananda, P.R. 2001. ***Money, Income, Prices in 19<sup>th</sup> Century India***, Mumbai, Himalayan Publishing House.

Indian Economic Association. 2002. IEA 85th Conference Volume, Thiruvananthapuram.

**b. Articles (in journals)**

Follow this format: Author's surname, name (or initials). Year. Title (regular style), ***Name of Journal*** (bold face, italic, title style capitalization), volume number (issue number): pages.

Example:

Ouchi, W., Riordan, R., Lingle, L., & Porter, L. 2005. Making Public Schools Work: Management Reform as the Key. ***The Academy of Management Journal***, 48(6): 929-940.

**c. Articles (in edited volumes)**

Follow this format: Authors surname, initials. Year, Title of chapter (regular style) In Editors' initials and last names (Eds.), ***Title of Book*** (bold face, italic, single capital rule): page numbers, City: Publication.

Example:

Raikhy, P. S., & Nanda P. 2005. Global Competitiveness: Issues Beyond Productivity. In B.S. Bhatia & Balram Dogra (Eds.), ***Global competitiveness and productivity***: 47-52, New Delhi: Deep and Deep.

**d. Chapters in books, including annuals**

Follow this format: Authors' last names, initials. Year. Title of chapter (regular type, single-capital rule. In Editors' initials and last names (Eds.), Title of book: Page numbers. City (same rules as above): Publisher.

**e. Unpublished works**

These include working papers, dissertations, and papers presented at meetings.

Example:

Singh, J.P. 1983. ***Towards a Human Philosophy of Job Design***. Paper presented at National Symposium on QWL, Hyderabad, 1983.

**f. Electronic Sources**

Use a regular citation (author, year) if you can identify an author of one of the types discussed above (human, periodical, or corporate). If not, give the Web address that was your source. No corresponding reference need be used in the latter case.

**g. Reports**

Follow this format: Authors surname, initials. Year. ***Title of Book*** (bold face, italic, single capital rule). City: Publication.

Example:

Badrinath, R. 1997. ***The SME and the Global Market Place: An Analysis of Competitiveness Constraints***, Geneva: UNCTAD/ WTO International Trade Center.