GUIDELINES FOR AUTHORS

Prabandhan: Indian Journal of Management is a monthly 'double - blind peer reviewed' refereed journal on diverse areas of management such as Human Resource Management, Operations Management, and Strategic Decision Making among others. Its objective is to disseminate knowledge, which ensures good practice of professional management and its focal point is on research and reflections relevant to academicians and practicing managers. To encourage and promote research across a wide breadth of management topics, this journal has articles pertaining to the following fields of management:

1. Human Resource Management
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3. International Business
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6. Data Analysis and Decision Making
7. Technology and Operations Management
8. Strategic Decision Making
9. Negotiations and Competitive Decision Making
10. Ethics in Management
11. Corporate Governance
12. Corporate Social Responsibility
13. Entrepreneurship and Innovation
14. Public Management
15. Rural Management
16. General Management
17. Hotel Management
18. Intellectual Property Rights
19. Education Management
20. Communication Management
21. Lifecycle Management
22. Spiritual Management
23. Tourism Management
24. Hospitality Management
25. Leisure Management

26. Inventory Management

27. Waste Management

28. Hospital Management

MANUSCRIPT SUBMISSION

1)   **The Manuscripts should be in MS-Word format**. Manuscripts must be double spaced, with 1-inch margins with **"Times New Roman, Font Size 12, black".**

2)   **It is mandatory to mention a valid email address with content submitted online. The papers after submissions will undergo Desk Review. The papers that clear the Desk Review will be issued an article id. We will acknowledge the receipt of your paper by email and an article id will be issued to the corresponding author. The author(s) should keep in mind that it would be mandatory to cite this id while sending a query about the paper submitted online.** Two or more referees will review the short listed contributions by following the double blind system - that is, with the author's name and credentials deleted, so that the reviewers don't know who is authoring the work.

3)   In the first page of the paper (cover page), please provide full names (first, middle, and last names) and full addresses (institute's address along with designation and correspondence address) along with email address of the author(s). **Wherever available, please also include the ORCID id of the authors. The author's name or affiliations should not appear anywhere else in the body of the manuscript, because our peer-review process is blinded.**

4)   **The actual paper should commence from the second page containing the title followed by the abstract, keywords, JEL Classification, and the main paper.** The author's name should not be mentioned anywhere except in the first page (cover page).

5)   The Manuscripts should **not be more than 6500** words. **The manuscript should mention the time period in which the research was conducted.**

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7)   **Every manuscript should be labeled as being :**

➲   **A Research Paper**

➲   **A Review**

➲   **A Case Study**

➲   **A Book Review**

8)   Tables should be numbered consecutively as Table 1, Table 2, Table 3, and so on (as not as Table 1.1, Table 1.2, Table 1.3, and so on). **The title of the table should be placed above the table. The source should be indicated at the bottom. Please provide table(s) as real table(s) with rows, columns and cells. Each piece of information should reside in its own cell.**

9)   Figures should be numbered consecutively (as Figure 1, Figure 2, and so on and not as Figure 1.1, Figure 1.2, and so on). Wherever necessary, the source should be indicated at the bottom. The figures should also be given relevant titles.

10) **All tables, charts, graphs, diagrams should be black and not in color. The images should be of high resolution and in black and white only. Number and complexity of such exhibits should be as low as possible.** All charts and graphs should be drawn legibly and figures should be indicated in millions and billions.

11) References should be included at the end of the paper. All the references should be cited in the body of the text. **References and citations should be complete in all respects and arranged in alphabetical order.**

12) Display formulae and mathematical equations should be numbered serially. Equations should be typewritten and use the form (1).

13) Footnotes, italics, and quotation marks should be kept to the minimum.

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15) Manuscripts not accepted for publication will not be sent back to contributors. Contributors whose papers are accepted or rejected will be informed by email only.

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REVIEW PROCESS

1) After a paper is received and shortlisted after Desk Review, it is sent to the subject matter expert for blind review.

2) The review process takes 4 - 10 months.

3) Manuscripts are judged on the basis of the following criteria :

a) Overall contribution of the paper to the field of Management;

b) Significance and relevance of the topic to the scope of Prabandhan : Indian Journal of Management ;

c) Originality of the content ;

d) Adequacy of the Literature Review ;

e) Conceptual rigor ;

f) Logical and technical soundness ;

g) Organization of the content ;

h) Writing quality ;

i) Managerial/Theoretical/ Policy Implications of the Research ;

j) Limitations of the Study and Scope for Further Research;

k) References.

l) Compliance of the manuscript with Prabandhan : Indian Journal of Management's Guidelines for Authors.

Authors should try and send papers on new topics that have not been previously covered in Prabandhan : Indian Journal of Management and topics that are not well-researched with reference to India to widen the scope and reach of the journal.

4) The Editor - in - Chief and Managing Editor reserve the right to accept or refuse an article for publication, without assigning any reasons.

5) After the review process is completed, the authors will be informed about the decision of the reviewers by email.

AFTER A PAPER IS ACCEPTED FOR PUBLICATION

1) If a paper is accepted for publication, the authors will be informed by **email about the acceptance.**

2) **If the paper is accepted for publication, then the authors are required to remit a processing fee of ₹ 5000 per paper (to be paid by any ONE author - this clause is applicable only AFTER a paper is accepted for publication). The processing fee for International authors is USD 200 (to be paid by any one author).**

3) An electronic version of the manuscript in MS-Word would be required once the paper is accepted for publication.

4) **Each author of the paper will have to sign and self attest the Pre-Publication Author Disclosure Form and the scanned soft copy of this form has to be submitted to the Editorial Office of Prabandhan : Indian Journal of Management.**

5) **Copyright of published articles will rest with Prabandhan : Indian Journal of Management.**

6) The final draft is subject to editorial amendments to suit the journal's requirements.

7) **Each author will receive three copies of the Journal issue that carries his/her published paper.**

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- **Uniform Font: Times New Roman, Font Size: 12; Black**
- **Tables Font: Times New Roman, Font Size 12;Black**
- **The table title should be at the Top of the table. Example :**
- **Table 1. Sugarcane Disease Information**
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- **Figure 1. The Conversion Funnel**
- **Main Heading should be written as : RESULTS AND DISCUSSION**
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- **In tables, raw codes should not appear. E.g. Adv_1 , Govt_3 . The factors should be proper statements labeled as per the paper and need to be written rather than being presented in the form of SPSS codes.**
- **All Table are Figure numbers should be included in the Discussion part of the text (avoid phrases - the below table, the above table ; instead, mention the appropriate Figure/ Table number). Please do not number the Figure/ Tables as Figure/Table 1.1, Figure/Table 1.2. Number the Tables/ Figures consecutively as Table 1/Figure 1, Table 2/Figure 2 and so on.**

GUIDELINES FOR CASE STUDIES/TEACHING NOTES

- **Teaching notes for a teaching case :**
- **These are not published, but must accompany the case in a separate file. The teaching notes should follow the structure noted as under:**
- **Title of the case.**

- **Teaching objectives.**
- **Potential audience: Please specify course, programme, any pre-condition of previous study/exposure.**
- **Number of teaching sessions needed.**
- **Author's analysis of each question raised : This should be detailed so as to guide the instructor who may not be familiar with the organization and the environment as studied by the authors.**
- **Suggested further reading: Please provide full references of books/journal articles, as suggested readings are not covered under References. Suggested reading should cover books/journal articles from India.**

REFERENCING

References and citations should be complete in all respects in order to enable readers to look up the source materials and most importantly, to demonstrate that your paper is well - researched and gives credit to the author(s) of the source materials.

References should be included at the end of the paper. All the references should be referred to in the text **and arranged in alphabetical order. Authors are requested to include only a list of *cited References* and not a *Bibliography*. Reference to a citation in the text should be made by means of the author's name followed by the year of publication in parenthesis. The references must follow the style guide of the *American Psychological Association (APA) (Sixth Edition).***

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➜ **BOOKS (WITH MORE THAN THREE AUTHORS)**
Giddens, A., Dessler, G., Dooley, D., & Smucker, M.K. (1979). *Central problems in social theory. Action, structure and contradiction in social analysis* (Vol. 3, pp.719-729). Berkeley : University of California Press.
[In text citation : Giddens, Dessler, Dooley, & Smucker, 1979]

➜ **CHAPTER OF A BOOK**
Kotler, P., & Gertner, D. (2004). Country as brand, product and beyond : A place marketing and brand management perspective. In N. Morgan, & A. Pritchar (Eds.), *Destination branding : Creating the unique destination proposition* (pp. 40-56). Oxford: Elsevier Butterworth-Heinemann. [In text citation : Kotler & Gertner, 2004]

➜ **BOOKS (EDITED)**
Giddens, A., & Perlez, J. (Eds.) (1979) . *Central problems in social theory. Action, Structure and contradiction in social analysis* (Vol. 3, pp.719-729). Berkeley : University of California Press. [In text citation : Giddens & Perlez, 1979]

➜ **JOURNAL ARTICLE**
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➜ **JOURNAL ARTICLE WITH DOI**
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➜ JOURNAL ARTICLE FROM A SUBSCRIPTION DATABASE

Alden, C., & Davies, M. (2006). A profile of the operations of Chinese multinationals in Africa. *South African Journal of International Affairs, 13* (1), 83-96. Retrieved from the EBSCO database. [In text citation : Alden & Davies, 2006]

➜ CONFERENCE PROCEEDINGS

Prayag, I. L., Ramjee, R. (2009). The impact of Newcastle disease control on smallholder poultry production in Mauritius. In R. G. Alsers, P. B. Spadbrow, & M. P. Young (Eds.), *Village chickens, poverty alleviation and the sustainable control of Newcastle disease: Proceedings of an international conference held in Dar es Salaam, Tanzania, 5-7 October, 2005* (pp. 132-134). Canberra, Australia: Australian Centre for International Agricultural Research. [In text citation : Prayag & Ramjee, 2009]

➜ THESIS

Eniola, S. (2006). *Customer satisfaction in the mobile telecommunications industry in Nigeria* (Unpublished MBA Thesis), Blekinge Institute of Technology, Ronneby, Sweden. [In text citation : Eniola, 2006]

➜ DISSERTATION FROM THE WEB

Angelova, A. N. (2004). *Data pruning* (Master's thesis). Retrieved from http://resolver.caltech.edu/CaltechETD:etd-05282004-000943 [In text citation : Angelova, 2004]

➜ WEB SOURCES

Girdharwal, N. (2007). A study of physicians' behavior towards marketing of pharmaceutical products: A case study of Indian market. Retrieved from http://www.pharmainfo.net/reviews/study-physicians-behaviour-toward-marketing-pharmaceutical-products-case-study-indian-market [In text citation : Girdharwal, 2007]

➜ NEWSPAPER ARTICLE

Patankar, S. (2012, October, 2). Green IT to double to $70bn by 2015: Gartner. *The Times of India*, p.5.

➜ ONLINE NEWSPAPER ARTICLE

Patankar, S. (2012, October, 2). Green IT to double to $70bn by 2015: Gartner. *The Times of India.* Retrieved from http://articles.timesofindia.indiatimes.com/2012-10-02/software-services/34217449_1_sustainability-carbon-emissions-productivity-and-drive-growth

➜ NEWSPAPER ARTICLE WITH NO AUTHOR

Green IT to double to $70bn by 2015: Gartner. (2012, October, 2). *The Times of India*, p.5.

➜ GOVERNMENT REPORT

Economic and Statistical Organization Punjab. (2011). Environment statistics of Punjab. Retrieved from http://pbplanning.gov.in/pdf/environment2011.pdf

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