

## **GUIDELINES FOR CONTRIBUTORS**

Research papers, case studies, book reviews etc. are invited for inclusion in Journal of Applied Management-Jidnyasa, Symbiosis Institute of Management Studies, Pune. SIMS is a constituent of Symbiosis International Deemed University.

### **Copyright**

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### **Editorial objectives**

To provide those involved in research and practice in management with ideas, news, research findings, case examples and discussion on management and related fields.

### **Editorial scope**

The journal draws on insights and contributions worldwide. High quality submissions are sought from academics, researchers and practitioners from around the world. Generally, contributions should cover the theoretical development and the practical application in the field of management and related disciplines. Contributions should emphasize any practical implications of the research or findings as well as future research implications (including lessons from unsuccessful initiatives).

Case study articles should normally specify:

- Background and content
- Objectives, i.e. what we were trying to do
- The salient events
- The results and how they are obtained
- The implications for others involved in management

### **The Reviewing Process**

Each paper is reviewed by the Editor and if it is judged suitable for this publication it is then sent to two referees for double blind peer review. Based on their recommendations the Editor then decides whether the paper should be accepted as is, revised (minor or major revision) or rejected. Following major revisions papers are returned to the original reviewers for their decision.

## **Manuscript requirements**

An electronic copy of the paper should be submitted in double-line spacing with wide margins to [jidnyasa@sims.edu](mailto:jidnyasa@sims.edu). All authors should be shown and author's details must be on a separate page and the author should not be identified anywhere in the article.

As a guide, articles should be between 2500 and 5000 words in length. A title of not more than eight words should be provided. A brief autobiographical note should be supplied including full name, affiliation, e-mail address and full contact details. Authors must supply a structured abstract set out under 4-6 sub-headings:

Purpose: Methodology/Approach; Findings; Research limitations/implications (if applicable); Practical implications (if applicable); and, the Originality/value of paper. Maximum length is 250 words. In addition provide up to six keywords which encapsulate the principal topics of the paper.

Where there is a **methodology**, it should be clearly described under a separate heading. Headings must be short, clearly defined and not numbered. Notes or Endnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.

**Figures, charts and diagrams** should be kept at a minimum. They must be numbered consecutively using Arabic numerals with a brief title and labeled axes. In the text, the position of the figure should be shown by typing on a separate line the words "take in Figure 2". Good quality originals must be provided.

**Tables** should be kept to a minimum. They must be numbered consecutively with Roman numerals and a brief title. In the text, the position of the table should be shown by typing on a separate line the words "take in Table IV".

**Photos and Illustrations** must be supplied as good quality black and white original half tones with captions. This position should be shown in the text by typing on a separate line the words "take in Plate 2".

**References** to other publications should be complete and in Harvard style. They should contain full bibliographical details and journal titles should not be abbreviated. For multiple citations in the same year use a, b, c immediately following the year of publication. References should be shown within the text by giving the author's last name followed by a comma and year of publication all in round brackets, e.g. (Miller, 1994). At the end of the article should be a reference list in alphabetical order as follows:

(a) for books

Surname, initials and year of publication, title, publisher, place of publication, e.g. Casson, M. (1979), *Alternatives to the Multinational Enterprise*, Macmillan, London.

(b) for chapter in edited book

Surname, initials and year, “title”, editor’s surname, initials, title, publisher, place, pages, e.g. Bessley, M. & Wilson, P. (1984), “Public Policy and small firms in Britain”, in Levicki, C.(Ed.), *Small Business Theory and Policy*, Croom Helm, London, pp. 111-26. Please note that the chapter title must be underlined.

(c) for articles

Surname, initials, year “title”, journal, volume, number, pages, e.g. Fox, S. (1994) “Empowerment as a catalyst for change: an example from the food industry”, *Supply Chain Management*, Vol 12, No3, pp 29-33. If there is more than one author list surnames followed by initials. All authors should be shown.

(d) Electronic sources should include the URL of the electronic site at which they may be found, as follows:

Neuman, B.C. (1995), “Security, payment, and privacy for network commerce”, *IEEE Journal on Selected Areas in Communications*, Vol. 13, No.8, October, pp. 1523-31. Available on <http://www.research.att.com/jsac/>

### **Final submission of the article**

Once accepted for publication, the final version of the manuscript must be e-mailed to [jidnyasa@sims.edu](mailto:jidnyasa@sims.edu); [jaya.chitranshi@sims.edu](mailto:jaya.chitranshi@sims.edu). The final revised paper will be considered to be the definitive version of the article. The author must ensure that it is complete, grammatically correct and without spelling or typographical errors.

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