

GUIDELINES TO AUTHORS

GENERAL INFORMATION

1. Submission should include a separate title page which clearly indicates the name(s) of the author(s), affiliation(s), complete mailing address(es), telephone and fax numbers and email address(es) and the title of the paper.
2. The text for full paper and abstract must include the title but must not include the author name or affiliation anywhere in the text. There should be no content in the main paper which suggests the source of author since the paper will be blind reviewed.
3. Acceptance of papers and suggested modification will be provided within 10 days of the receipt of the paper. The complete modified, camera ready paper must reach us latest by November 18, 2017 in soft copy form. Electronic submission of final paper must be in MS word doc format only.
4. Selected papers will be published in conference proceedings with ISBN number. Few selected papers, may be considered for publication in Nirma University Journal of Business and Management Studies.
5. At-least one author needs to pre-register for the conference and present the paper to be eligible for the paper to be published.
6. Certificate would be issued only to the presenter(s) in case of multiple authors.
7. A maximum of two papers can be submitted by one person.
8. The best paper from the Academicians/Industry and student categories will be awarded with a cash prize.

FORMATTING OF THE MANUSCRIPT

Page Setup

1. All papers must be written in 8.5" × 11" page setting in portrait page orientation
2. The paper must have a 1 inch margins. No page should have any kind of border or decorations.
3. All pages of the paper including bibliography and annexure should be numbered using Arabic numerals of 12 font size

- Page numbers shall be placed at the bottom centre of the page.

Font

- The general text should be typed in 'Times New Roman' Font, 'Regular' Font Style, '12' Font size and left justified with one and half line spacing.
- All headings must be capital and bold. All sub-headings must be bold and italicized.
- The font size, style used in Level one, Level two and three headings should be consistently
- Provide 6pts space before and after a paragraph

Following is the specimen sample highlighting font and still to be used in the manuscript

PAPER TITLE

Font size 16, Boldface, Center Align, left Margin. All Caps

FIRST LEVEL ONE HEADING

Font size 12, Boldface, left Margin, All Caps

First Level Two Heading

Xxx xxxxxx xxxxxx xxxxxx xxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

xxxxxxxxxxxxxxxxxxx xxxz xx xxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

xx ...section continues...

Font size 12, Boldface Italics, Left Margin, Capitalize first word and proper nouns

First level three heading.

Xxxxx xx xx xx xxx xxx x x x x x x x xxxxxxx xxxxx xxxxx xxxxxxxxxxxxxxxx

xxxxxxxxxxxxxxxxx x xxxxxxxxxxxxxxxx x x xxxxx xxx...xxx xxx xx xxx xx x x xsection

continues...

Font size 12, Boldface, Left Margin, Capitalize first word and proper nouns

Second level three heading.

Xxxxx xxxxx xxxxx xx xxxxxx xxx xxxxxx xxx xxx xxx x x xxxxxx xxxxxxxxxxxxxxx xxxxx

xxxxx x x x x ...section continues...

Tables and figures

Tables

1. All data presented in tabular form shall be designated as Tables.
2. All tables shall have a suitable caption and shall be numbered as per the format specified below. The table reference number followed by the caption should appear immediately above the table, and should be left aligned.
3. The headings must be repeated if the table extends beyond one page
4. All tables may be numbered sequentially in the text.
5. Table should only contain only horizontal borders.

Figures

1. All non-numerical data or any other illustrative visual material - for example, drawings, graphs, photographs, flowcharts, line diagrams etc. should be labelled as figures.
2. Ensure that all figures are in greyscale
3. All figures shall carry a suitable title and shall be numbered as per the format specified below. The figure reference number should be followed by a suitable caption in Italics, left aligned and placed below the figure.
4. The source or any notes of the figure should be given immediately below the figure but above the caption. Line spacing of 1 may be used for notes and figure caption.
5. All figures may be numbered sequentially in the text and referred in the list of figures. The caption used for the figures in the list of figures should be exactly same as the caption used in the main text of the report where these figures appear.

CITATIONS AND REFERENCES

1. The American Psychological Association's ([APA](#)) [Click here](#) writing style shall be used.
2. References should be cited in text with author-date citation system and are listed alphabetically in the reference list.
3. The entries in the reference list should be double-spaced and should have hanging indent.