

Guidelines for Author(s)

Indore Management Journal (IMJ) invites articles from academicians, researchers, practitioners and doctoral students from India and overseas to share their experience, knowledge and practices with an international audience. The aim of the peer – reviewed quarterly journal is to provide a diverse perspective of management functionalities to its readers.

We appreciate both direct and indirect theories and practices covering sustainable development in context to both business and society. The journal encourages well-written papers on a plethora of issues, from contemporary management issues that encompass varied aspects of management, to articles dealing with culture. We look forward to publishing articles and papers from our readers, in the journal. A detailed procedure for submission of articles, papers is provided below.

Research Papers should:

- Have a clear statement of purpose
- Have a clear statement of importance; why the paper was written and what it contributes to the body of knowledge
- Have clearly stated implications for further research
- Have clearly stated implications for practice
- Be well-written and readable
- Present reliable and valid conclusions appropriate to the methodology employed
- Be completely free of spelling and grammatical errors

The reviewing process

The editor reviews each paper and, if it is judged suitable for publication, it is then sent to two referees for double blind peer review. The process described is a general one and is subject to change at the discretion of the editorial committee.

Manuscript Requirements

1. Manuscripts submitted for consideration for publication in the Journal should be original and not published/submitted anywhere earlier.
2. Articles should not be more than 6000 words. It should be inclusive of all notes, references, tables, annexure, and appendices.
3. The manuscript should be prepared in MS Word XP/2003 and should follow British English spellings.
4. The manuscripts should also include:
 - The name(s) of the author(s)
 - Their professional affiliations
 - Postal address
 - Phone numbers
 - Email address
 - Author(s) profile. The author's profile should be within 100 words.

These information should be provided on a separate sheet and authors should not be identified anywhere in the manuscript.

5. All research papers should be accompanied by an abstract of about 150-200 words only along with five key words.
6. The text and other materials should be in Arial. The body of the article should be in 11-font size and the title of the article should be in 16-font size. A spacing of 1.5 should be maintained consistently throughout the text.
7. Headings must be short, with a clear indication of the distinction between the hierarchies of headings. The font size of the heading should be 11. The following style should be maintained:
 - The first heading should be in bold and in Title case.
 - The sub-heading should be in Sentence case, bold and italics.
 - Any further division of heading under sub-heading should be in Sentence Case and in italics.
8. For research paper/case study/case analysis the headings should be numbered. The following numbering pattern should be followed consistently:
 - The main headings should be numbered consistently. E.g. – 1. Introduction, 2. Literature Review...
 - Any sub – heading under the heading should be number as 1.1, 1.2...
 - Further division of headings should be numbered as 1.1.1, 1.1.2...

Note: For case analysis and book reviews the headings are not to be numbered.

9. The acronyms should be spelt out when used for the first time, later only the acronyms may be used in the text.
10. The dates should be mentioned as 'July 8, 2010'. Notes or Endnotes should be used when necessary and identified in the text by consecutive numbers, enclosed in square brackets [] and listed at the end of the article.
11. For figures the title should be at the bottom. The title should be in bold Sentence Case. Any chart is to be title as a figure and should be numbered consistently.
E.g.- **Figure 1: Growth and career...**
12. Sources of all the tables and figures should be clearly mentioned.
13. All figures and plates should be submitted in a CD or DVD along with the soft copy of the manuscript and on submission becomes the property of the Journal.
14. Tables should be typed and included as part of the manuscript. For tables the title should be in bold at the top and in Sentence case.
E.g.- **Table 1: Correlation among...**
15. Ensure that any superscripts or asterisks are shown next to the relevant items and have corresponding explanations displayed as footnotes to the table, figure or plate.
16. References must be in the APA format and carefully checked for completeness, accuracy and consistency. All the references should be mentioned in the body of the text as well as in the reference table at the end of the article.

Submissions Process

The author(s) should send three hard copies and a soft copy in CD along with the pictures and figures. Copies to be mailed to the editor at the address given below. A copy of the manuscript should also be emailed to the editor at the address given below.

When submitting a paper the author(s) must make a full statement to the editor about all submissions and previous reports that might be regarded as prior or duplicate publication of the same or very similar work. Copies of such material should be included with the submitted paper to help the editor decide how to deal with the matter. The author(s) should also declare in writing that the work is original and has not been published nor is submitted to other journal for publication.

Address for sending the materials:

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