

Guidelines for Author(s)

Indore Management Journal 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. Based on their recommendations, the editor then decides whether the paper should be accepted as is, revised or rejected. The process described is a general one and is subject to change at the discretion of the editor.

Manuscript Requirements

1. Author(s) details along with the paper title must be uploaded in a separate file and the author should not be identified anywhere else in the article apart from the cover page.
2. Articles should be approximately between 3000 and 6000 words in **length**.
3. A **title** of not more than eight words should be provided.
4. A brief **autobiographical note** should be supplied including:
 - Full name
 - Affiliation
 - E-mail address
 - Full international contact details
 - Brief professional biography

NB : This information should be provided on a separate sheet and authors should not be identified anywhere else in the article.

5. Authors must supply a **structured abstract** set out under 4-6 sub-headings.
 - Purpose (mandatory)
 - Design/methodology/approach (if applicable)
 - Findings (if applicable)
 - Research limitations/implications (if applicable)
 - Practical implications (if applicable)
 - Originality/value (mandatory)

Maximum length is 250 words in total. In addition provide up to six **keywords, which** encapsulate the principal topics of the paper and categorize your paper under one of these **classifications**:

- Research paper
- Viewpoint

- Technical paper
 - Conceptual paper
 - Case Study
 - Literature review
6. **Headings** must be short, with a clear indication of the distinction between the hierarchies of headings. The preferred format is for headings to be presented in bold format, with consecutive numbering.
7. **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.
8. **Each** Figure and Photographic Images should be supplied separately (i.e. not within the article itself). All **Figures** (charts, diagrams and line drawings) Plates (photographic images) should be of clear quality with captions and be numbered consecutively with Arabic numerals.

For **Plates** (photographic images), which are taken by the author, the details regarding date, time and location should be clearly mentioned in a separate sheet along with proper numbering.

In case the photograph is taken from some other source, the source should be mentioned along with the details of the permission the author holds for use in commercial purpose. The name of the source will only be published on prior approval from the editor or where necessary.

Photographic images (**Plates**) should be saved as **.jpeg (.jpg)** or **.pdf** files at a resolution of at least 300 dpi and at least 10cm wide. Digital camera settings should be set at the highest possible resolution/quality.

Figures created using **MS Word, MS PowerPoint, MS Excel, Photoshop, Corel Draw, Illustrator** and **Freehand** should be saved in .pdf or .jpeg format.

The images and figures should have a minimum resolution of 300 dpi and be at least 10 cm wide.

In the text of the paper the preferred position of all tables, figures and plates should be indicated by typing on a separate line the words “Take in Figure (No.)” or “Take in Plate (No.)”.

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.

The editor holds the discretion to print the Figures and Plates provided or use material from other sources, if necessary.

9. **Tables** should be typed and included as part of the manuscript. They should not be submitted as graphic elements. Supply succinct and clear captions for all tables, figures and plates. 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.

10. **References** must be **in the APA format** and carefully checked for completeness, accuracy and consistency. This is very important in an electronic environment because it enables your readers to make use of the Reference Linking facility on the database and link back to the works you have cited through CrossRef.

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. 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.

Address for sending the materials :-

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