

## **Guidelines for Author(s)**

The manuscript should be accompanied by an abstract of 150-200 words and up to six keywords. All the manuscripts submitted for this section will undergo double blind review process after being vetted by the Editor.

### **Research Articles 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

### **Manuscript Submission:**

The manuscript may be submitted to the following link:  
<http://www.iimidr.ac.in/iimi/index.php/online-submission>.

The authors will receive an acknowledgement receipt. In case of any difficulty in online submission, manuscript may be sent directly to [imj@iimidr.ac.in](mailto:imj@iimidr.ac.in).

Each submission should include author information (names, affiliation, address, phone number, fax number and email, author(s) profile within 100 words).

The manuscript should be prepared in MS Word XP/2003 and should follow British English spellings.

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.

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Headings must be short, with a clear indication of the distinction between the hierarchies of headings. 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.

For research paper/case study 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...

The acronyms should be spelt out when used for the first time, later only the acronyms may be used in the text.

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...**

Sources of all the tables and figures should be clearly mentioned.

All figures and plates submitted in a the soft copy of the manuscript and on submission becomes the property of the Journal.

Tables should by 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...**

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.

Submission of a manuscript to IMJ expressly implies that the paper has not been published elsewhere and that it is not under consideration by another publication. If the work is officially sponsored, it should have been released for publication by the sponsoring organisation.

### **Reference Styles:**

References should be indicated in the main text by the name of the author and the year of the publication (for example, “According to Sharma (1982) .... This is supported by other studies (Smith & Watson, 1981; Wilson, 1983);.”

All references within the text are to be placed at the end of the manuscript in alphabetical order and should conform to the referencing style recommended in the 6th edition of American Psychological Association (APA).

Use double quotes throughout. Single quotes only to be used within double quotes. Spellings of words in quotations should not be changed. Quotations of 40 words or more should be separated from the text and indented with one space with a line space above and below.

Use 'twentieth century', '1980s'. Spell out numbers from one to nine, 10 and above to remain in figures. However, for exact measurements, use only figures (3 km, 9 per cent, not %). Use thousands and millions, not lakhs and crores.

Use of italics and diacriticals should be minimised, but used consistently.

When directly quoting from a work, include the page number in the citation (e.g., Sharma, 2008, p. 35).

**The detailed style of referencing is as follows:**

***Journal Article***

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(30), 5–13.

***Book***

O'Donoghue, T., & Clarke, S. (2010). *Leading learning: Process, themes and issues in international contexts*. London: Routledge.

***Article in an edited book***

Groundwater-Smith, S. (2007). As rain is to fields, so good teachers are to students. In S. Knipe (Ed.), *Middle years schooling: Reframing adolescence* (pp. 151-170). Frenchs Forest, N.S.W: Pearson Education Australia.

***Conference Proceedings***

Game, A. (2001). Creative ways of being. In J. R. Morss, N. Stephenson & J. F. H. Rappard (Eds.), *Theoretical issues in psychology: Proceedings of the International Society for Theoretical Psychology 1999 Conference* (pp. 3-12). Sydney: Springer.

***Article from the web***

Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites*, 149. Retrieved Month, Date, Year, from <http://www.alistapart.com/articles>

***Newspaper Article***

Hatch, B. (2006, July 13). Smoke lingers for those who keep hospitality flowing. *Australian Financial Review*, p. 14.

### **Citation styles:**

One Work by One Author: (Balakrishnan, 2006)

One Work by Multiple Authors: (Anderson & Reid, 2009)

One Work by Three, Four or Five Authors: Cite all the authors the first time the reference occurs, for example, (Almeida, Dickinson, Mayberry, Badcock, & Badcock, 2010); then for subsequent citations: (Almeida et al., 2010)

One Work by Six or more Authors: (Rodgers et al., 1992)

Two or More Works by Different authors in One Citation: (Balda, 1980; Kamil, 1988; Pepperberg & Funk, 1990)

Two or More Works by the Same Author(s) in One Citation: (Edeline & Weinberger, 1991, 1993)

Two or More Works Published in the Same Year by the Same Author(s): (Johnson, 1991a, 1991b, 1991c)

Review & Publication Process Once submitted, a manuscript goes through the following stages.

- The Editor first conducts the desk review of the manuscript to check whether there is an obvious reason to reject it, for example, if it does not fit well with the aims and scope of IMJ.
- Once the preliminary checks are done, the manuscript is passed on to the relevant Associate Editor to initiate the peer-review process which usually takes 4-6 weeks, but may take longer time in some cases. IMJ follows a typical double-blind review process, meaning that the author does not get to know who reviews the manuscript and similarly, the reviewer does not know who wrote it.
- Depending upon the reviewers' recommendations, the manuscript is accepted or rejected or, most likely, rewriting suggestions are given to the author by the Editor, who then modifies the manuscript as per the requirement and sends a revised manuscript.
- Once the Editor decides to accept a manuscript, then the author is requested to send an electronic version (MS Word format) of the final document. At this stage, authors will be requested to submit a duly signed contributor copyright assignment form.