



Research wings of 'ACT'



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# ManaCom

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## Guidelines For Contributors

“**ManaCom**” An International Research Journal of Management and Commerce with ISSN No. 2454 – 2733 is a quarterly Journal (March, June, Sept., Dec. Issue), aims at publishing the manuscripts of research papers, articles and management cases that make original contribution in various fields of commerce and management.

### **Editorial Policy, Review Process and Acceptance:**

Publication of all submitted manuscripts is subject to the blind review. Manuscripts will be judged primarily on their originality, substantive content including writing style, structure and length. Clarity and logical presentation are necessary. If necessary, the authors would be requested to make suitable modifications. Rejected articles will not be returned. The author, however, is solely responsible for all statements made in his or her work, including changes made by the Editor.

Contributor(s) will receive a confirmation mail on acceptance of their research paper, article and management cases before it is published.

### **Structure of the manuscript:**

1. The manuscript must be in MS Word format only.

2. There must be an abstract of about 150 – 200 words and it should be indicated with the title of the paper and author name(s), designation(s), official address(es), mobile number(s), phone number(s) and e-mail address(es).
3. Manuscript should normally be of around 10,000 words (to an extent of 10 - 20 A-4 size pages, typed one sided in double lines spacing and font size 12 as text in Times New Roman).
4. The manuscript should be submitted with the cover page bearing only the title of the paper and author name(s), designation(s), official address(es), mobile number(s), phone number(s) and e-mail address(es).
5. All footnotes should be indicated by serial numbers in the text and literature cited should be detailed under notes at the end of the chapter bearing corresponding numbers.
6. All references should be indicated at the end of the manuscript following the foot notes. Following are some of the examples for writing references:
  - Dean Johns. (2012). “A comparative analysis of Gujarati channels”. Paristi Multidisciplinary Journal. Vol.01, PP. 19- 22.
  - Brinda Dave, Urvi Patel. (2013). Applied Management thought, January, P. 114.
7. Tables/figures should be placed at the end of text, after footnotes, appendices and references. Tables should contain a source and units of measurement. Their location in the text should be indicated as follows:  
**Table 1.1**
8. Capitalization of headings/text should be kept to the minimum and should be consistent.

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