

INSTRUCTIONS TO AUTHORS

International Journal of Advances in Management and Economics (IJAME) is an international, double-blind peer-reviewed, open-access, Bi-monthly journal, published by Kiban Research publications. The Journal publishes original research work either as an Original article or as a Short communication. Review Articles on current topics are taken in the consideration for publication.

*Type-written manuscripts prepared using MS Word should be submitted by online submission system (submission) or email to submission@managementjournal.info

*(Article should be submitted through any one of the mode- email or online submission system).

Online submission system must be preferred

Manuscripts will be subjected to peer review process to determine their suitability for publication provided they fulfill the requirements of the journal as laid out in the instructions to authors. After the review, manuscripts will be returned for revision along with reviewer's and/or editor's comments. Prepare the manuscript in Times New Roman font using a font size of 11. There shall not be any decorative borders anywhere in the text including the title page.

All the tables and figures should be in the text at suitable place.

Submission of a manuscript to **International Journal of Advances in Management and Economics (IJAME)** for publication implies that the same work has not been either published or under consideration for publication in another Journal. Authors, in their cover note to the Editor, have to clearly mention whether the manuscript shall be considered as a Research Paper, Short Communication or Review Article and also confirm that the manuscript has not been submitted to any other Journal for publication.

Manuscript should be divided into Title page, **Abstract, Introduction, Materials and Methods, Results, Discussion or Results and Discussion, Conclusion, Acknowledgement, References.**

Title page- In separate lines, title page should contain the title of the manuscript, the name(s) and affiliation(s) of the author(s), and the mailing address, telephone and fax numbers, and e-mail address of the corresponding author. The title must be specific, concise and informative.

Title – **Management and Economics** --- (12 FONT SIZE, TIMES NEW ROMAN, NORMAL, BOLD) - IN UPPERCASE ONLY

Authors – SANADIP JAIN, SUBHASH K JAIN --- (12 FONT SIZE, TIMES NEW ROMAN, NORMAL, BOLD) - IN UPPERCASE ONLY

Keywords and abstract- Please include 3-10 keywords for indexing purposes; Full-length manuscript submission should contain an abstract of up to 250 words in a structured form, consisting of: Objective, Methods, Results, and Conclusion.

Headings – **INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, CONCLUSION**

Subheadings- **Preparation of extracts**

Introduction- It should summarize the rationale, provides a concise research background (not an exhaustive review) and states in single sentence the objective of the study. Please do not include any results or the conclusion of the study.

Materials and methods- All the ethical permission associated in the research work must be specified.

Results- It should reveal the findings of works.

Discussion- It should be with the interpretation of the results and their comparison with those of other studies. No need to repeat the results, review literature, textbook knowledge or cite references that do not have a close relationship with the present result.

Conclusion-Conclude the study linking back to the aim of the study.

Abbreviations- At the first appearance in the abstract and the text, abbreviations should be preceded by words for which they stand.

Tables- Tables must be concise and cited consecutively using Arabic numerals in the text (Table 1, Table 2...etc.). The title of the table should clearly indicate the nature of the contents and sufficient detail should be included in the footnote to facilitate interpretation without reference to the text. Use horizontal rules only.

Table Format – It should be designed using table tools of MS Word and exactly same as below

Table 1: -(11 font size, times new roman, normal, bold)

Heading	Heading 2
Data	
Data	

Figures- (photographs, drawings, diagrams and charts) should be clear, easily legible and cited consecutively using Arabic numerals in the text (Fig. 1, Fig. 2...etc.). Please supply figures 1.5 to 2 times the size at which they will be finally reproduced. For line work, submit black-ink drawings of professional quality. Micrographs or other glossy photographs must be of the highest quality. Use standard symbols: ○, ●, ×, □, ■, △, ▲. Freehand or typewritten lettering is unacceptable. If a figure comprises more than one glossy photograph, these should be marked A, B, C...etc. Figure legends should be marked clearly with their correspond letters. Legends should contain sufficient detail to permit figure interpretation without reference to the text. Scale markers should be indicated in the photographs. Color plates are also welcome. The choice of cover art illustration will be made by the Editor.

Figure format – Fig. 1: -(11 Font size, Times New Roman, Normal, Bold)

Manuscripts that fail to conform to the requirements of the Journal, as specified under 'Instructions to Authors', will be rejected outright.

Tables and figures should be cited in the text in numerical order. Table 2 should not be first cited before Table 1.

Units and Symbols - The use of the International System of Units (SI) is recommended.

References

References should be numbered consecutively in the order in which they are first mentioned in the text (not in alphabetic order). Identify references in text, tables, and legends by Arabic numerals in parenthesis/bracket like- [1]. References cited only in tables or figure legends should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure. Use the style of the examples below. Use complete name of the journal for non-indexed journals. Avoid using abstracts as references. Information from manuscripts submitted but not accepted should be cited in the text as “unpublished observations” with written permission from the source. Avoid citing a “personal communication” unless it provides essential information not available from a public source, in which case the name of the person and date of communication should be cited in parentheses in the text. For scientific articles, contributors should obtain written permission and confirmation of accuracy from the source of a personal communication.

The commonly cited types of references are shown here, for other types of references such as electronic media, newspaper items, etc. please refer to ICMJE Guidelines (<http://www.icmje.org>).

Journal Papers:

- 1 M Ozaki, Y. Adachi, Y. Iwahori, and N. Ishii, Application of fuzzy theory to writer recognition of Chinese characters, *International Journal of Modelling and Simulation*, 18(2), 1998, 112-116.

Note that the journal title, volume number and issue number are set in italics.

Books:

- 1 R.E. Moore, *Interval analysis* (Englewood Cliffs, NJ: Prentice-Hall, 1966).

Note that the title of the book is in lower case letters and italicized. There is no comma following the title. Place of publication and publisher are given.

Chapters in Books:

- 1 P.O. Bishop, Neurophysiology of binocular vision, in J. Houseman (Ed.), *Handbook of physiology*, 4 (New York: Springer-Verlag, 1970) 342-366.

Note that the place of publication, publisher, and year of publication are enclosed in brackets. Editor of book is listed before book title.

Theses:

- 1 D.S. Chan, *Theory and implementation of multidimensional discrete systems for signal processing*, doctoral diss., Massachusetts Institute of Technology, Cambridge, MA, 1978.

Note that thesis title is set in italics and the university that granted the degree is listed along with location information

Proceedings Papers:

- 1 W.J. Book, Modelling design and control of flexible manipulator arms: A tutorial review, *Proc. 29th IEEE Conf. on Decision and Control*, San Francisco, CA, 1990, 500-506.

Journal abbreviations source

Journal names should be abbreviated according to CAS Source Index (CASSI) Search Tool abbreviations: <http://cassi.cas.org/search.jsp>

Short Communication

The journal publishes exciting findings, preliminary data or studies that did not yield enough information to make a full paper as short communications. These have the same format requirements as full papers but are only up to 5 pages in length. Short Communications should not have subtitles such as Introduction, Materials and Methods, Results and Discussion - all these have to be merged into the running text. Short Communications preferably should have only 3-4 illustrations.

Case Study

It should be divided in Title page, Abstract (Non structured), Keywords, Introduction, Case Report, Discussion, Conclusion, Acknowledgement, References.

Review Articles

Should be about 18 pages long, contain up-to-date information, comprehensively cover relevant literature and preferably be written by scientists who have in-depth knowledge on the topic. All format requirements are same as those applicable to full papers. Review articles need not be divided into sections such as Materials and Methods and Results and Discussion, but should definitely have an Abstract and Introduction, if necessary.

Hypothesis

It should be divided in Title page, Abstract (non-structured), Keywords, Introduction, Hypothesis, Conclusion, Acknowledgement, Conflict of Interests, Overview, References. Overview should cover answers of following:

What is already known about the subject?

How does your proposed theory add to the current knowledge and what benefits does it have?

What is further study proposed for testing the hypothesis?

Conflict of Interest statement It must be declared by authors.