

MANUSCRIPT GUIDELINES

ORIGINALITY

- Paper submitted should be an original and unpublished work. Any paper submitted which is identical or substantially similar to research work already published or under review for another publication will not be considered.
- A covering letter clearly certifying that the manuscript is original and has neither been published anywhere or is at present being considered for any other publication should accompany the manuscript.

STRUCTURE OF THE MANUSCRIPT

The manuscript should be accompanied by the following:

- An abstract of 250 words with five key words.
- The recommended length of the research article should be between 6000-9000 words.
- All files should be submitted as a word document.

ARTICLE TITLE PAGE

Author Details

Details should be given on the **Article Title Page** including:

- Full name of each author.
- Affiliation of each author, including current designation and affiliation, complete postal address, phone number, fax number (if any) and e-mail address at time the research was completed.
- Where more than one author has contributed to the paper, details of who should be contacted for correspondence.
- E-mail address of the corresponding author.

PAPER CLASSIFICATION

Categorize your paper on the **Title Page**, under one of these classifications:

- Research paper
- Viewpoint
- Conceptual paper
- Case study
- Literature review
- General review.
- Doctoral Dissertations

HEADINGS

The heading should follow the APA style. There are 5 **heading levels** in APA. Regardless of the number of levels, always use the headings in order, beginning with level 1. The example of the format of each level is as follows:

Level	Format
1	Centered, Boldface, Uppercase and Lowercase Headings The paragraph begins below indented like a regular paragraph
2	Left-aligned, Boldface, Uppercase and Lowercase Heading The paragraph begins below indented like a regular paragraph
3	Indented, boldface, lowercase heading with a period. Begin body text after the period.
4	<i>Indented, boldface, italicized, lowercase heading with a period.</i> Begin body text after the period.
5	<i>Indented, italicized, lowercase heading with a period.</i> Begin body text after the period.

FONT AND FORMAT

- All manuscripts should be submitted in Word format, with 1.5 line spacing, 12-point font, font type Times New Roman and 1-inch margins on all sides.

FIGURES, TABLES AND EXHIBITS

- Each Figure, Table, or Exhibit should be given on a separate sheet. Figures, Tables and Exhibits are to be separately numbered, titled and attached at the end of the text serially. The position of the Figure, Table, or Exhibit should be indicated in the text on a separate line with the words "Table 1 about here".

TABLES

NUMBERS

- All tables should be sequentially numbered with Arabic numerals.
- If the manuscript includes an appendix with tables, identify them with capital letters and Arabic numerals (e.g. Table A1, Table B2).

TITLES

- The title of the table should be clear, concise and self-explanatory. For e.g., an appropriate title would be "Variables for Studying the Determinants of Employee Satisfaction" instead of "Variables of the Study"
- When appropriate, you may use the title to explain an abbreviation parenthetically. For e.g., *Comparison of Median Income of Adopted Children (AC) v. Foster Children (FC)*

FORMAT

- The entire table should be single spaced including title, headings and notes.

FIGURES AND GRAPHS

- Number all the figures consecutively with Arabic numerals.
- Mention all figures in the text.

FOOTNOTES AND ENDNOTES

- Use of footnotes and endnotes should be minimum.

REFERENCES

- References should be complete in all respects, with authors' surnames arranged alphabetically following conventional citation styles.
- Authors are requested to follow the APA style.

APA Reference Examples

Book with one author

- Owen, J. (2003). *Management Stripped Bare*. (1st ed.). India: Kogan Page
- In text citation: (Owen, 2003) or Owen (2003) explains.....

Book with two authors

- Johnston, M. W., & Marshall, G. W. (2009). *Sales Force Management* (9th ed.). New York: McGraw-Hill Companies.
- In text citation: (Johnston & Marshall, 2009) or Johnston and Marshall (2009) said...
- When paraphrasing in text, use and, not &.

Book with three to five authors

- Morgan, C. T., King, R. A., Weisz, J. R., & Schopler, J. (1993). *Introduction to Psychology* (7th ed.). New Delhi: Tata McGraw-Hill
- In text citation: (Morgan, King, Weisz & Schopler, 1993) then (Morgan et al., 1993) analyze.....

Book or report by a corporate author e.g. organization, association, government department

- UNDP India (2010). *Environmental Finance* (WWF India 2010)
- In text citation: (UNDP, 2010). Some group authors may be abbreviated in subsequent citations if they are readily recognizable.

Book chapter in edited book

- Lawrence, J. A., & Dodds, A. E. (2003). Goal-Directed Activities and Life-Span Development. In J. Valsiner & K. Connolly (Eds.), *Handbook of Developmental Psychology* (pp. 517-533). London, England: Sage Publications.
- In text citation: (Lawrence & Dodds, 2003) or Lawrence and Dodds (2003) found....

Conference paper online

- Charumathi, B., & Kota, H.B. (2011, May). What Determines the Corporate Usage of Foreign Exchange Derivatives? – Evidence from India. Paper presented in the Annual International Conference on Qualitative and Quantitative Economics Research, Singapore. Retrieved from <http://dl4.globalstf.org/?wpsc-product=what-determines-the-corporate-usage-of-foreign-exchange-derivatives-evidence-from-India>
- In text citation: (Charumathi & Kota, 2011) or According to Charumathi and Kota (2011)...

Course handout/Lecture notes

- Sharma, L. (2013). Lecture 3: ASB205-07A [PowerPoint slides]. Noida, India: Amity University
- In text citation: (Sharma, 2013)

Film

- Amin, S. (Director). (2007). *Chak De! India* [Motion Picture]. India: Yash Raj Films
- In text citation: (Amin, 2007)

Journal article – academic/scholarly (electronic version) with DOI

- Scott, K.L., Zagencyk, T. J., Schippers, M., Purvis, R. L., & Cruz, K. S. (2014). Co-worker Exclusion and Employee Outcomes: An Investigation of the Moderating Roles of Perceived Organizational and Social Support. *Journal of Management Studies*, 51(8),

1235-1363. DOI: 10.1111/joms.12099

- (Scott, Zagenczyk, Schippers, Purvis & Cruz, 2014), then subsequently if 3-5 authors (Scott et al., 2014) studied.....

Journal article – academic/scholarly (electronic version) with no DOI

- Harrison, B., & Papa, R. (2005). The Development of an Indigenous Knowledge Program in a New Zealand Maori-language Immersion School. *Anthropology and Education Quarterly*, 36(1), 57-72. Retrieved from ProQuest Education Journals database.

Researchers: Give the URL of the journal homepage. e.g., Retrieved from <http://ucpressjournals.com/journal.asp?j=aeq>

- **In text citation:** (Harrison & Papa, 2005) or Harrison and Papa (2005) recommend ...

Journal article - academic/scholarly (print version)

- Hossain, M. A. (2008). The Extent of Disclosure in Annual Reports of Banking Companies: The Case of India. *European Journal of Scientific Research*, 23(4), 659-680.
- In text citation: (Hossain, 2008) or Hossain (2008) studies.....
- Chalmers, K., & Godfrey, J. M. (2004). Reputation Costs: The Impetus for Voluntary Derivative Financial Instruments Reporting. *Accounting, Organizations & Society*, 29(2), 95-125.
- In text citation: (Chalmers & Godfrey, 2004) or Chalmers and Godfrey (2004) found.....

Journal article - academic/scholarly (Internet only – no print version)

- Hassan, M. S., & Saleh, N. M. (2007). Determinants of Financial Instruments Disclosure Quality Among Listed Firms in Malaysia. Retrieved from <http://ssrn.com/abstract=1157788> on 09.03.2014.
- In text citation: (Hassan & Saleh, 2007) or Hassan and Saleh (2007) analyze.....
- Snell, D., & Hodgetts, D. (n.d.). The Psychology of Heavy Metal Communities and White Supremacy. Te Kura Kete Aronui, 1. Retrieved from <http://www.waikato.ac.nz/wfass/tkka>
- *For html version only, cite the paragraph number in text*
- In-text citation: (Snell & Hodgetts, n.d.) or Snell and Hodgetts (n.d.) suggest “...” (para. 3)

Magazine article – popular/trade/general interest

- Sen, S. (2014, August 17). Why Facebook COO Continues her Love Affair with India. *Business Today*, 364(1), 19.
- *Full date is used for weekly magazines; month and year for monthly magazines*
- **In text citation:** (Sen, 2014) or Sen (2014) defends ...

Newspaper article – (Print version)

- Das, S. (2015, March 3). Bengaluru-based Molbio Develops India's First Swine Flu Diagnostic Kit . *The Economic Times*, p. 3.
- *Include p. or pp. before the page number – for newspapers only, not magazines*
- **In text citation:** (Das, 2015) finds.....

Newspaper article (Database like Newztext Plus) (also see Library referencing webpage for Internet version)

- Cumming, G. (2003, April 5). Cough that Shook the World. *The New Zealand Herald*. Retrieved from Newztext Plus database.
- **In text citation:** (Cumming, 2003) opines.....

Thesis – Institutional or personal webpage

- Dewstow, R. A. (2006). Using the Internet to Enhance Teaching at the University of Waikato (Master's thesis, University of Waikato, Hamilton, New Zealand). Retrieved from <http://researchcommons.waikato.ac.nz/handle/10289/2241>
- (Dewstow, 2006) or Dewstow (2006) identified ...

Webpages (When multiple webpages are referenced, reference the homepage)

- The Education System in India (2011). Retrieved from

- <https://www.gnu.org/education/edu-system-india.html>
- *Author (could be organisation), date (either date of publication or latest update), document title, date retrieved if contents are likely to change, URL (GNU Operating System, 2011)*

In text references

Direct quotation – use quotation marks around the quote and include page numbers

- Chalmers and Godfrey (2000) point out “a high level of non-compliance of derivative disclosure among Australian firms” (p. 165).
- Alternatively, “a high level of non-compliance of derivative disclosure is prevalent among Australian firms (Chalmers & Godfrey, 2000, p. 165)

Indirect quotation/paraphrasing – no quotation marks

- Australian firms show a high level of non-compliance of derivative disclosures (Chalmers & Godfrey, 2000)

Citations from a secondary source

- As Hall (1977) asserts, “culture also defines boundaries of different groups” (as cited in Samovar & Porter, 1997, p. 14).

SUBMISSION OF MANUSCRIPT

- The author(s) should submit a soft copy of the manuscript in MS Word to Editor-in-Chief, **Research Quotient** at journal@sangamuniversity.ac.in which will be duly acknowledged.
- **Submission deadlines:**

Full Paper Submission:	30 November, 2017
Review Comments:	05 December, 2017
Final Paper Submission:	15 December, 2017

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