

### **Manuscript Submission Guidelines**

1. First page should consist of title of the paper, name(s), of author (s) with all details and abstract not exceeding 300 words.
2. Second page should start with the title of the paper again, followed by the text. Name(s) of the author(s) should not be written in the manuscript.
3. The article should be typed in MS-WORD, 12 font size (headings 14 size) , Times New Roman font style, 1.5 spacing throughout (not only the text but also displayed quotations, notes, references and all other matter).The full paper should not be more than 4,000 words.
4. In captions for tables, figures, and column heading in tables, the first letter of the first word should be in upper case and all other words should be in lower case (except proper nouns).
5. Single quotes throughout. Spellings of words in quotations should not be changed.
6. 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.
7. Use of italics and diacriticals should be minimised but consistent.
8. Tables and figures should be indicated by number separately (see Table 1), not by placement. All the tables and charts should be presented in the text only.
9. A consolidated alphabetical list of all books, articles, essays and theses referred to (including any referred to in the tables, figures, graphs and maps) should be provided. It should be typed in single-spacing and will be printed at the end of the article.

The references should be written according to **APA** style.

The detailed style of referencing is as follows:

### **Book, one Author**

Addington, H. (1994). *Cultural cringe: A study of change*. London: Routledge.

### **Book, multiple authors**

Hall, C. M., Timothy, D. J., & Duval, D. T. (2007). *Safety and security in tourism: Relationships, management and marketing*. Mumbai (India): Jaico Publishing House.

### **Article or chapter in an edited book**

Zaccaro, S.J., & Klimoski, R. (2001). The nature of organizational leadership. In S. J. Zaccaro, & R. Klimoski (Eds), *The nature of organizational leadership: Understanding the performance imperatives confronting today's leaders* (pp. 3–41). San Francisco: Jossey Bass.

Use 'Ed'. (note the full stop) for one editor and 'Eds' no full stop for multiple editors.

### **Article in Journal**

Tracey, J.B., & Hinkin, T.R. (1998). Transformational leadership or effective managerial practices ? *Group and Organization Management*, 23(3), 220-236.

### **Article from online journal**

Thomas, K., & Bosch, B. (2005). An exploration of the impact of chronic fatigue syndrome and implications for psychological service provision. *E-Journal of Applied Psychology*, 1(1), 23-40. Retrieved from //ojs.lib.swin.edu.au/index.&nbsp;php/ejap/article/view/4/13

### **Conference proceedings**

Chandel, K.S. (2009). Ethics in commerce education. In *Proceedings of the Annual International Conference for the All India Management Association Conference* (pp.3-12). New Delhi.

### **Newspaper**

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

### **Unpublished Dissertations and Thesis**

Mehrotra, A. (2002). A comparative study of leadership styles of principals in relation to job satisfaction of teachers and organizational climate in government and private senior secondary schools in Delhi (Unpublished Doctoral Thesis). Jamia Millia Islamia, New Delhi.