

Instructions for Authors

MANUSCRIPT STYLE

Manuscripts should be submitted in MS-Word format and typed in Times New Roman 12-point font. The submitted MS-Word file must be named as 'title of the paper'. Authors' names or identity should not display in the file name or in 'Properties' of the file. They must be single spaced (including references, appendices, tables, and figures). As reviewers often prefer to write notes on the manuscript, authors should use one inch (2.54 centimeters) margins. Every page in the manuscript should contain a short running head and the page number. Manuscript must be formatted as Justified. Pages should measure 8.5 by 11 inches. Manuscript length should be limited to 12 pages inclusive of references, appendices, tables and figures.

MAJOR SECTIONS OF THE PAPER

TITLE PAGE

Title page must include the title of the paper (not more than 15 words), authors' name(s), affiliation, email id and phone number. Other than title page, authors' name(s), affiliation, email id and phone number should not appear anywhere else in the paper.

MAIN DOCUMENT

The principle divisions of the manuscript should appear in the following order: body of the article (Abstract, Keywords, Introduction, Literature Review, Research Methodology, Analysis, Findings, Conclusion etc.), references and appendices. Abstract (limit 250 words) should be included in the main document of the manuscript. There must be title of the paper at the top of this page. Footnotes, tables and figures must be numbered with short description and must be placed within manuscript. The body of the article begins immediately on page 1. The title of the paper should appear at the top of this first page. It should be centered, bold-faced, and in all capital letters. Number all pages, including those with references.

HEADINGS

Main headings should be used to designate the major sections of an article. Within the main body of the paper, the major headings typically include such things as INTRODUCTION, METHOD, RESULTS, and DISCUSSION. Supporting material, such as references and appendices are also treated as major headings. In all cases, major headings should be left-aligned, bold-faced and typed in all capital letters. Secondary headings should be typed with the left margin, in title case (small letters with major words beginning with capitals), and in bold.

TABLES AND FIGURES

Number tables and figures consecutively (one series for tables, one for figures) from the beginning to the end of the article. Indicate the position of each in the text.

CITATIONS

Giving proper credit to the sources of original ideas and previous work is an important aspect of good scholarship. Inappropriate or inaccurate citations do not do justice to the authors cited and can be misleading to readers. Citations must be in alphabetical order.

Example: Several studies (Ferris & Kacmar, 1992; Malhotra & Bazerman, 2008; Morrison, 1993a, 1993b) support this conclusion.

Also note that two or more works by the same author (or by an identical group of authors) published in the same year are distinguished by "a," "b," etc., added after the year. If a work has two authors, give both names every time the work is cited in the text. If a work has more than two authors, use "et al." after mentioning the name of first author.

Example : Emotional exhaustion is related to work attitudes (Cropanzano and Byrne, 2003).

.. exhaustion was also related to job performance (Adams et al., 2008). (For more than 2 authors)

REFERENCES

References must be in

APA style. Examples:

Goggin, W. C. (1974). How the multi-dimensional structure works at Dow

Corning. Harvard Business Review, 55(1): 54-65. Katz, D. and Kahn, R. L.

(1978). The social psychology of organizations (2nd ed.). New York: Wiley.

Duncan, R. G. (1971). Multiple decision-making structures in adapting to environmental uncertainty. Working paper no. 54-71, Northwestern University Graduate School of Management, Evanston, IL.

Wall, J. P. (1983). Work correlates of the career plateau. Paper presented at the annual meeting of the Academy of Management, Dallas, TX.

Smith, M. H. (1980). A multidimensional approach to individual differences in empathy. Unpublished doctoral dissertation, University of Texas, Austin.

APPENDICES

The appendices present lengthy but essential methodological details, such as explanations of the calculation of measures or items in a new survey instruments. Presentation should be concise but not abbreviated. Each appendix should be treated as a major heading. The title of each appendix should be typed in all capital letters, centered, and bold-faced. Multiple appendices are APPENDIX A, APPENDIX B, etc. A single appendix does not require a letter.

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