

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR INDIA
DEPARTMENT OF MANAGEMENT STUDIES

(March 08-09, 2019)

Guideline for paper/proposal preparation to 'Doctoral Conclave 2019'

(A) Manuscript (Paper) Preparation Requirements/Guidelines

(B) Research Proposal Requirements

(A) Manuscript (Paper) Preparation Requirements/Guidelines

Please prepare your manuscript before submission, using the following guidelines.

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| Format | Article files should be provided in Microsoft Word format. |
| Article length | Articles should be between 5,000 and 8,000 words in length. This includes all text including references and appendices. Please allow 280 words for each figure or table |
| Article title | A title of not more than eight words should be provided. |
| Author details | <p>All contributing authors' names should be added to the EasyChair submission, and their names arranged in the correct order.</p> <ul style="list-style-type: none"> • Correct e-mail addresses should be supplied for each author in their separate author accounts • The full name of each author must be present including or excluding any middle names or initials as required • The affiliation of each contributing author should be correct in their individual author account. The affiliation listed should be where the author was based at the time that the research for the paper was conducted • Authors must prepare a complete text <u>without</u> the title page, acknowledgements, or any running headers with author names, for the blind review. |
| Structured abstract | <p>Authors must supply a structured abstract in their submission, set out under 4-7 sub-headings:</p> <ul style="list-style-type: none"> • Purpose (mandatory) • Design/methodology/approach (mandatory) • Findings (mandatory) • Research limitations/implications (if applicable) • Practical implications (if applicable) • Social implications (if applicable) • Originality/value (mandatory) <p>Maximum is 200 words in total (including keywords and article classification, see below).</p> |
| Keywords | Authors should provide appropriate and short keywords . The maximum number of keywords is 6. |
| Structure of Manuscript | <p>Introduction, followed by literature review, Research gaps, Objectives, Hypothesis, methodology, interpretation of results, conclusion and policy or managerial implications.</p> <p>Headings must be concise, with a clear indication of the distinction between the hierarchy of headings.</p> <p>The preferred format is for first level headings to be presented in bold format and subsequent sub-headings to be presented in medium italics.</p> |

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| | All sections must be consecutively numbered (e.g. 1, 2, 3, ... etc). For sub section, use 1.1....., 1.2....., 1.3..... etc. |
| Paper Type | <p>Authors must categorize their paper in the category which most closely describes their paper should be selected from the list below.</p> <p>Research paper. This category covers papers which report on any type of research undertaken by the author(s). The research may involve the construction or testing of a model or framework, action research, testing of data, market research or surveys, empirical, scientific or clinical research.</p> <p>Viewpoint. Any paper, where content is dependent on the author's opinion and interpretation, should be included in this category; this also includes journalistic pieces.</p> <p>Technical paper. Describes and evaluates technical products, processes or services.</p> <p>Conceptual paper. These papers will not be based on research but will develop hypotheses. The papers are likely to be discursive and will cover philosophical discussions and comparative studies of others' work and thinking.</p> <p>Case study. Case studies describe actual interventions or experiences within organizations. They may well be subjective and will not generally report on research. A description of a legal case or a hypothetical case study used as a teaching exercise would also fit into this category.</p> <p>Literature review. It is expected that all types of paper cite any relevant literature so this category should only be used if the main purpose of the paper is to annotate and/or critique the literature in a particular subject area. It may be a selective bibliography providing advice on information sources or it may be comprehensive in that the paper's aim is to cover the main contributors to the development of a topic and explore their different views.</p> <p>General review. This category covers those papers which provide an overview or historical examination of some concept, technique or phenomenon. The papers are likely to be more descriptive or instructional ("how to" papers) than discursive.</p> |
| Notes/endnotes | Notes or endnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article. |
| Figures | <p>All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be submitted in electronic form.</p> <p>All figures should be of high quality, legible and numbered consecutively with arabic numerals. Graphics may be supplied in colour to facilitate their appearance on the online database.</p> <p>Figures created in MS Word, MS PowerPoint, MS Excel, Illustrator should be supplied in their native formats. Electronic figures created in other applications should be copied from the origination software and pasted into a blank MS Word document .</p> |
| Tables | <p>Tables should be typed and included in the main body of the article. The position of each table should be clearly labelled in the body text of article with corresponding labels being clearly shown in the article.</p> <p>Ensure that any superscripts or asterisks are shown next to the relevant items and have corresponding explanations displayed as footnotes to the</p> |

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| | table, figure or plate. |
| References | <p>References to other publications must be in Harvard style and carefully checked for completeness, accuracy and consistency. This is very important in an electronic environment because it enables your readers to exploit the Reference Linking facility on the database and link back to the works you have cited through CrossRef.</p> <p>You should cite publications in the text: (Adams, 2006) using the first named author's name or (Adams and Brown, 2006) citing both names of two, or (Adams <i>et al.</i>, 2006), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied:</p> |
| <i>For books</i> | <p>Surname, Initials (year), <i>Title of Book</i>, Publisher, Place of publication.</p> <p>e.g. Harrow, R. (2005), <i>No Place to Hide</i>, Simon & Schuster, New York, NY.</p> |
| <i>For book chapters</i> | <p>Surname, Initials (year), "Chapter title", editor's Surname, Initials, <i>Title of Book</i>, Publisher, Place of publication, pages.</p> <p>e.g. Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.), <i>Creating the Discipline of Knowledge Management</i>, Elsevier, New York, NY, pp. 15-20.</p> |
| <i>For journals</i> | <p>Surname, Initials (year), "Title of article", <i>Journal Name</i>, volume issue, pages.</p> <p>e.g. Capizzi, M.T. and Ferguson, R. (2005), "Loyalty trends for the twenty-first century", <i>Journal of Consumer Marketing</i>, Vol. 22 No. 2, pp. 72-80.</p> |
| <i>For published conference proceedings</i> | <p>Surname, Initials (year of publication), "Title of paper", in Surname, Initials (Ed.), <i>Title of published proceeding which may include place and date(s) held</i>, Publisher, Place of publication, Page numbers.</p> <p>e.g. Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), "Connecting destinations with an ontology-based e-tourism planner", in <i>Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007</i>, Springer-Verlag, Vienna, pp. 12-32.</p> |
| <i>For unpublished conference proceedings</i> | <p>Surname, Initials (year), "Title of paper", paper presented at Name of Conference, date of conference, place of conference, available at: URL if freely available on the internet (accessed date).</p> <p>e.g. Aumueller, D. (2005), "Semantic authoring and retrieval within a wiki", paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion, Crete, available at: http://dbs.uni-leipzig.de/file/aumueller05wksar.pdf (accessed 20 February 2007).</p> |
| <i>For working papers</i> | <p>Surname, Initials (year), "Title of article", working paper [number if available], Institution or organization, Place of organization, date.</p> <p>e.g. Moizer, P. (2003), "How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments", working paper, Leeds University Business School, University of Leeds, Leeds, 28 March.</p> |
| <i>For encyclopedia</i> | <i>Title of Encyclopedia</i> (year) "Title of entry", volume, edition, Title of |

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| <p><i>entries (with no author or editor)</i></p> | <p>Encyclopedia, Publisher, Place of publication, pages.</p> <p>e.g. <i>Encyclopaedia Britannica</i> (1926) "Psychology of culture contact", Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp. 765-71.</p> <p>(For authored entries please refer to book chapter guidelines above)</p> |
| <p><i>For newspaper articles (authored)</i></p> | <p>Surname, Initials (year), "Article title", <i>Newspaper</i>, date, pages.</p> <p>e.g. Smith, A. (2008), "Money for old rope", <i>Daily News</i>, 21 January, pp. 1, 3-4.</p> |
| <p><i>For newspaper articles (non-authored)</i></p> | <p><i>Newspaper</i> (year), "Article title", date, pages.</p> <p>e.g. <i>Daily News</i> (2008), "Small change", 2 February, p. 7.</p> |
| <p><i>For archival or other unpublished sources</i></p> | <p>Surname, Initials, (year), "Title of document", Unpublished Manuscript, collection name, inventory record, name of archive, location of archive.</p> <p>e.g. Litman, S. (1902), "Mechanism & Technique of Commerce", Unpublished Manuscript, Simon Litman Papers, Record series 9/5/29 Box 3, University of Illinois Archives, Urbana-Champaign, IL.</p> |
| <p><i>For electronic sources</i></p> | <p>If available online, the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed.</p> <p>e.g. Castle, B. (2005), "Introduction to web services for remote portlets", available at: http://www-128.ibm.com/developerworks/library/ws-wsrp/ (accessed 12 November 2007).</p> <p>Standalone URLs, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (roman numeral within square brackets within text followed by the full URL address at the end of the paper).</p> |

(B) Research Proposal Requirements

Please prepare your proposal before submission, using the following guidelines.

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| Format | Article files should be provided in Microsoft Word format. |
| Proposal length | Articles should be between 2,000 and 3,000 words in length. This includes all text including references and appendices. Please allow 280 words for each figure or table |
| Proposal title | A title of not more than 12 words should be provided. |
| Author details | Contributing authors' names should be added to the EasyChair submission, and their names arranged in the correct order. <ul style="list-style-type: none"> • Correct e-mail addresses should be supplied. • The full name of author must be present in their author account in the exact format. • The affiliation of contributing author should be correct. |
| Structured abstract | Authors must supply a structured abstract in their proposal submission, set out under 4-7 sub-headings: <ul style="list-style-type: none"> • Purpose (mandatory) • Design/methodology/approach (mandatory) • Findings (mandatory) • Research limitations/implications (if applicable) • Practical implications (if applicable) • Social implications (if applicable) • Originality/value (mandatory) <p>Maximum is 200 words in total (including keywords and article classification, see below).</p> |
| Structure of Research Proposal | Introduction, followed by literature review, Research Questions, Research gaps, Objectives, Hypothesis, Proposed Methodology, Expected contribution to the literature. <p>All sections must be consecutively numbered (e.g. 1, 2, 3, ... etc). For sub section, use 1.1....., 1.2....., 1.3..... etc.</p> |
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| | <p>position of each table should be clearly labelled in the body text of proposal with corresponding labels being clearly shown in the article.</p> <p>Ensure that any superscripts or asterisks are shown next to the relevant items and have corresponding explanations displayed as footnotes to the table, figure or plate.</p> |
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