

GUIDELINES FOR AUTHORS

The guidelines for contributors is listed below :

- 1. Manuscripts** should normally be of up to 30 pages (8 ½ X 11 inch pages, typed double space and 12-point font). Microsoft Word for windows is the preferred software for submission. Manuscripts must be submitted in duplicate with the cover page bearing only the title of the paper and authors' names, designations, official addresses and phone/fax numbers.
- 2. Abstract.** Submit an abstract of about 200-250 words.
- 3. Tables and Figures.** Their location in the text should be indicated as follows :
Table –1 about here
- 4. End notes.** All notes should be APA style and be indicated by serial numbers in the text and literature cited should be detailed under Notes at the end of the paper bearing corresponding numbers, before the references.
- 5. References.** Place the references at the end of the manuscript following the endnotes. Arrange the reference list in alphabetical order of author's surnames, and chronologically for each author where more than one work by that author is cited. The author's surname is placed first, followed by initials, then the year of publication is given followed by the title and details of the publication. The name of the publication (usually a book or journal) appears in itaics. References should follow APA style. Following examples will illustrate the style used in the journal.

To reference	Use the general format		For example
Books and Chapter in books	Book (first edition)	Surname, Initials, and Surname, Initials. (date) <i>Title</i> , Place of publication, Publisher	Saunders, M.N.K & Cooper, S.A. (1993). <i>Understanding Business Statistics</i> , London, DP Publications Ltd.
	Book (other than first edition)	Surname, Initials. and Surname, Initials. (date) <i>Title</i> (?edn), Place of publication, Publisher	Morris, C. (1999). <i>Quantitative Approaches to Business Studies</i> (5 th edn), London, Financial Times Pitman Publishing.
	Book (no obvious author)	Corporate name or Publication name. (date) <i>Title</i> , Place of publication, Publisher	Mintel Marketing Intelligence (1998). <i>Designerwear: Mintel Marketing Intelligence Report</i> , London, Mintel International Group Ltd.
	Chapter in a book	Surname, Initials. and Surname, Initials. (date) <i>Title</i> , Place of Publication, Publisher, Chapter ?	Robson, C. (1993). <i>Real World Research</i> , Oxford Blackwell, Chapter 3.
	Chapter in an edited book	Surname, Initials. (date) 'Chapter title', in Surname, Initials. and Surname, Initials. (eds). <i>Title</i> , Place of Publication, Publisher, page numbers.	Craig, P.B. (1991) 'Designing and using mail questionnaires' in Smith, N.C. and Dainty, P. (eds), <i>The Management Research Handbook</i> , London, Routledge, pp. 181-9.

Journal articles	Journal article	Surname, Initials. and Surname, Initials. (date) 'Title of article', <i>Journal name</i> , volume number, part number, pages.	Storey, J., Cressey, P., Morris, T. & Wilkinson, A. (1997). Changing employment practices in UK banking: case studies, <i>Personnel Review</i> , 28:1, 24-42.
	Journal article (no obvious author)	Corporate name or Publication name (date) 'Title of article', <i>Journal name</i> , volume number, part number, pages.	Local Government Chronicle (1993). Westminster poised for return to AMA fold, <i>Local Government Chronicle</i> , 5 November, p.5.
Government publications	Parliamentary papers including acts and bills	Country of origin (date) <i>Title</i> , Place of publication, Publisher.	Great Britain (1994) <i>Criminal Justice and Public Order Act 1994</i> , London, HMSO
	Others (with authors)	As for books	As for books
	Others (no obvious authors)	Department name or Committee name (date) <i>Title</i> , Place of publication, Publisher.	Department of Trade and Industry (1992). <i>The Single Market: Europe Open for Professions, UK Implementation</i> , London, HMSO.
Newspapers, including CD-ROM databases:	Newspaper articles	Surname, Initials. and Surname, Initials., (date) 'Title of article', <i>Newspaper name</i> , day, month, pages.	Roberts, D. (1998). BAe sells property wing for £301m, <i>The Daily Telegraph</i> , London, 10 October, p. 31.
	Newspaper article (no obvious author)	Newspaper name (date) 'Title of article', <i>newspaper name</i> , day, month, pages.	Guardian (1992). Fraud trial at Britannia Theme Park, <i>The Guardian</i> , Manchester, 5 February, p.4.
	Newspaper article (from CD-ROM database)	Newspaper name or Surname, Initials. (date) 'Title of article', <i>Newspaper name</i> , (CD-ROM) day, month, pages.	Financial Times (1998). Recruitment: lessons in leadership: moral issues are increasingly pertinent to the military and top corporate ranks, <i>Financial Times</i> , (CD-ROM), London, 11 March, p. 32.
Other CD-ROM publications		Title of CD-ROM or Surname, Initials, (date) (CD-ROM), Place of publication, Publisher.	Encarta 98 Encyclopedia (1997). (CD-ROM) Redmond, WA, Microsoft Corporation.
Unpublished conference papers		Surname, Initials, and Surname, Initials, (date) 'Title of paper', <i>paper presented at the Conference name</i> , days, month, location of conference.	Saunders, M.N.K. & Thornhill, A. (1998). The development and application of a diagnostic tool to help manage survivors of change over time, <i>paper presented at the Fifth Annual International Conference on Advances in Management</i> 8-11 July, Lincoln.
Letters, personal emails and electronic conferences/bulletin boards	Letter	Surname, Initials, and Surname, Initials, (date) <i>unpublished letter: subject matter</i> .	MacClelland, S. (1998). <i>Unpublished letter: Reviewer's feedback</i> .
	Personal email	Surname, Initials, (date) <i>subject matter</i> (email to the author) (online).	MacClelland, S. (1998). <i>Reviewer's feedback</i> (email to the author) (online)
	Electronic conference/Bulletin Boards	Surname, Initials. (date) <i>subject matter, name of electronic conference/bulletin board</i> (online)	Jones, K. (1999). 101 reasons why we need the pound, <i>Britain and European Monetary Union</i> (online).

Internet items excluding emails	Journal published on the Internet	<URL: http://www.remainder of full Internet electronic conference/bulletin board>	<URL: http://stingray.ivation.co.uk/groups/emu/frindex.htm >
		Surname, Initials. and Surname, Initials. (date) 'Title of article', <i>journal name</i> , volume number part number (online) (cited day month year). Available from <URL: http://www.remainder of full Internet address>.	Jenkins, M. and Bailey, L. (1995). The role of learning centre staff in supporting student learning, <i>Journal of Learning and Teaching</i> 1:1, Spring (online) (cited 29 March 1996). Available from <URL: http://www.chelt.ac.uk/cwis/pubs/jolt/issue1.1/page2.htm >.
	Internet site	Site title (date) 'Title of page within site where applicable' (online) (cited day month year). Available from <URL: http://www.remainder of full Internet address>.	Institute of Personnel and Development (online) (cited 14 October 1988). Available from <URL: http://www.ipd.co.uk >.

6. Follow American spellings throughout (program, not programme).
7. Universal "z" in "ize" "ization" words.
8. **Use of numerals:** One to nine in words, ten and above in figures, unless the reference is to percentages (5 percent), distance (5 km) or age (5 years old). Use 1900s and 19th century.
9. No stops after abbreviations (UK, MBA). Use stops after initials (J.P.Smith).
10. Use double quotes throughout. The use of single quotes to be restricted for use within double quotes, e.g., "In the words of Szell, the 'the economic question' is today" Quotations in excess of 45 words should be separated from the text with a line space above and below and indented on the left. Quotes should be cited accurately from the original source, should not be edited, and should give the page numbers of the original publication.
11. Italicization and use of diacriticals is left to the contributors, but must be consistent. When not using diacriticals, English spelling should be followed.
12. Capitalization should be kept to the minimum and should be consistent.
13. If papers are accepted for publication, contributors are requested to send floppy disks containing the full text of the paper including notes, references, tables, charts and maps.