

IPE Journal of Management

GUIDELINES TO AUTHORS

General Framework

- Abstract should contain in brief – focus, methodology, findings and conclusion with 5 to 6 key words.
- The author(s) present position, other affiliations, complete mailing address(es) (both postal and e-mail), mobile numbers should be provided.
- Any special circumstance concerning the article such as its earlier presentation at a meeting, seminar, workshop or conference should be mentioned.
- The article should be professionally proof-read in terms of clarity, grammar, spellings, punctuation and consistency of references to minimize editorial changes.
- Submit the articles in an e-mail attachment to ijm@ipeindia.org
- Papers will be acknowledged via e-mail upon receipt.
- IPE reserves the right to reject any article as it may deem unsuitable for publication, without assigning reasons.
- Articles can be processed speedily if they conform to the style and format listed hereunder.
- Editors have the right to edit the text to improve its clarity and make it conform to the journal style.
- Author(s) will receive one complimentary copy of the journal.

Format

- Limit the levels of heading within an article to two or at the most three.
- Every sub-heading should be bold and other matter should be typed in double space.

Quotations and Acronyms

- All quotations should be checked carefully for accuracy and should be unaltered except for ellipses and bracketed insertions.
- Acronyms should be spelt out on first occurrence. Capitalization should be unaltered except for ellipses and bracketed insertions.
- However, where two forms are widely in use such as liberalise / liberalize, consistency should be maintained in terms of usage throughout the article.
- The word per cent, not the symbol % should be used in the text.

- Figures below 10 should be spelt out in words, eleven and above in figures, unless the reference is to percentages 3 percent, distance 6 kms or age 9 years old.

Tables and Figures

- Table and figures should have captions and numbers.
- Tables, charts, illustrations, quotations should be numbered, cited and referenced properly.

Notes and References

- All notes and references should be at the end of the paper – first ‘Notes’ and then ‘References’.
- Notes should be serially numbered in the text using superscript and the corresponding notes should be listed out separately at the end of the article.
- Please ensure the every reference list and vice versa.
- References listed at the end should be arranged alphabetically by the names of the authors.

For example:

Reference		Format Outline
Book	Book with Single Author	Surname, Initials (year), Title, Place of Publication: Publisher
Book	Book with more than two Authors	Surname, Initials & Surname Initials, (year) Title, Place of Publication: Publisher
Book	Chapter in an credited Book	Surname, Initials (year) Chapter, Title in Surname, Initials (Eds) Title, Place of Publication: Publisher
Books	Books (with no Author)	Corporate / Govt. / Dept. Name (year) Title, Place of Publication: Publisher
Journal Articles	Author	Surname, Initials (year) Title of the Paper, Journal Name, Volume Number, Issue Number
Economic & Business Dailies	Author	Surname, Initials (year) Title of the Paper, Newspaper's Name, Month, Day
Business Magazines	Author	Surname, initials (year), Title of the Paper, Business Magazine's name, Volume Number, Issue Number

All the manuscripts have to be sent to The Editor, IPE Journal of Management, Osmania University Campus, Hyderabad-500007. The manuscript can also be submitted by email at ijm@ipeindia.org.