

GUIDELINES FOR AUTHORS

MANUSCRIPT SUBMISSION

1. The Manuscripts should be in MS-Word format and must be 1.5 lines spaced, with 1-inch margins with "Times New Roman, Font Size 12, and Black".
2. It is mandatory to mention a valid email address with content submitted online. The papers after submissions will undergo a mandatory Desk Review. The papers that clear the Desk Review will be issued an article id. We will acknowledge the receipt of your manuscript by email and an article id will be issued to the corresponding author. The author(s) should keep in mind that it would be mandatory to cite this id while sending a query about the manuscript submitted online. Wherever available, please include author ORCID ids. Two or more referees will review the shortlisted contributions by following the double blind review system - that is, with the author's name and credentials deleted, so that the reviewers don't know who is authoring the work.
3. In the first page of the paper (cover page), please provide full names (first, middle and last names), designation, name of department and full addresses (institute's address along with designation and correspondence address) along with email address of the author(s). The author's name or affiliations should not appear anywhere else in the body of the manuscript, because our peer-review process is blinded.
4. The actual manuscript should commence from the second page containing the title followed by the abstract, keywords, and the main content. The author's name should not be mentioned anywhere except in the first page (cover page).
5. The Manuscripts should not be more than 6000 words. The manuscript should mention the time period in which the research was conducted.
6. The abstracts should be clear and provide an excellent summary of each article's content. The Abstract should be written in past tense and should not be more than 250 words. The abstract should only include text. Avoid the use of abbreviations and references in the abstract. The Abstract should be followed by relevant keywords (minimum five).



7. Every manuscript should be labelled as being :
 - i. A Research Paper
 - ii. A Review
 - iii. A Case Study
 - iv. A Book Review
8. Tables should be numbered consecutively as Table 1, Table 2, and so on (and not as Table 1.1, Table 1.2, and so on). The title of the table should be placed above the table. The source should be indicated at the bottom. Please provide table(s) as real table(s) with rows, columns and cells. Each piece of information should reside in its own cell.
9. Figures should be numbered consecutively (as Figure 1, Figure 2, and so on and not as Figure 1.1, Figure 1.2, and so on). Wherever necessary, the source should be indicated at the bottom. The figures should also be given relevant titles.
10. All tables, charts, graphs, diagrams should be black and not in color. The images should be of high resolution and in black and white only. Number and complexity of such exhibits should be as low as possible. All charts and graphs should be drawn legibly and figures should be indicated in millions and billions.
11. References should be included at the end of the manuscript. All the references should be cited in the body of the text. References and citations should be complete in all respects and arranged in alphabetical order.
12. Displayed formulae and mathematical equations should be numbered serially. Equations should be typewritten.
13. Footnotes, italics, and quotation marks should be kept to the minimum.
14. The primary heading should be in capitalized form (Uppercase), and boldface. The sub-headings should be in title- case capitalization (first letter of each word in capital) and in bold.
15. Manuscripts not accepted for publication will not be sent back to contributors. Contributors whose papers are accepted or rejected will be informed by email only. Hence, it is mandatory to mention a valid email address with the submitted content.
16. **We will not accept hard copies of the manuscripts/papers.** The paper has to be submitted in MS-Word format only and only at research@iusikkim.edu.in. There is no charge for submitting papers for blind review and publication.
17. Authors should be careful while submitting papers for reviewal. Please do not make multiple submissions of one manuscript at the same time.



18. Authors needing assistance should contact the Managing Editors at research@iusikkim.edu.in.

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REVIEW PROCESS

1. After a manuscript is received and if it clears the Desk Review, it is sent to the subject matter expert for blind review.
2. The review process might take 1-2 months.
3. Manuscripts are judged on the basis of the following criteria :
 - a. Overall contribution of the paper to the field of study ;
 - b. Significance and relevance of the topic to the scope of our Journals ;
 - c. Originality of the content ;
 - d. Adequacy of the Literature Review ;
 - e. Conceptual rigor ;
 - f. Logical and technical soundness ;
 - g. Organization of the content ;
 - h. Writing quality ;
 - i. Managerial/Theoretical/ Policy Implications of the Research ;
 - j. Limitations of the Study and Scope for Further Research ;
 - k. References ;
 - l. Compliance of the manuscript with Journal Guidelines for Authors.

Authors are encouraged to send papers on contemporary topics that helps widen the scope and reach of our Journals.

4. The Editor-in-Chief reserve the right to accept or refuse an article for publication, without assigning any reasons.
5. After the review process is completed, the authors will be informed about the decision of the reviewers by email.



AFTER A PAPER IS ACCEPTED FOR PUBLICATION

1. If a paper is accepted for publication, the authors will be informed by email about the acceptance.
2. An electronic version of the manuscript in MS- Word would be required once the paper is accepted for publication.
3. Copyright of published articles will rest with *IUS Research Journal for Multidisciplinary Studies, Research & Development Cell, ICFAI University, Sikkim.*
4. The final draft is subject to editorial amendments to suit the journal's requirements.
5. Each author will receive soft copy of the Journal issue that carries his/her published paper.

STYLE AND PUNCTUATION MUST BE IN ACCORDANCE WITH THE FOLLOWING

- ❖ Uniform Font: Times New Roman, Font Size: 12; Black
- ❖ Tables Font: Times New Roman, Font Size 12;Black
- ❖ The table title should be at the Top of the table. Example: Table 1. Service Quality Dimensions
- ❖ Figure(s) Font: Times New Roman, Font Size 12
- ❖ The Figure title should be at the Top of the Figure. Example: Figure 1. The GAP Model
- ❖ Main Heading should be written as : RESULTS AND DISCUSSION
- ❖ Sub Heading should be written as : Interpretation
- ❖ In tables, raw codes should not appear. E.g. Adv_1, Govt_3. The factors should be proper statements labelled as per the paper and need to be written rather than being presented in the form of SPSS codes.
- ❖ All Table and Figure numbers should be included in the Discussion part of the text (avoid phrases - the below table, the above table; instead, mention the appropriate Figure/ Table number). Please do not number the Figure/ Tables as Figure/Table 1.1, Figure/Table 1.2. Number the Tables/ Figures consecutively as Table 1/Figure 1, Table 2/Figure 2 and so on.



GUIDELINES FOR CASE STUDIES/TEACHING NOTES

Teaching notes for a teaching case:

These are not published, but must accompany the case in a separate file. The teaching notes should follow the structure noted as under:

- ❖ Title of the case.
- ❖ Teaching objectives.
- ❖ Potential audience: Please specify course, programme, any pre-condition of previous study/ exposure.
- ❖ Number of teaching sessions needed.
- ❖ Author's analysis of each question raised: This should be detailed so as to guide the instructor who may not be familiar with the organization and the environment as studied by the authors.
- ❖ Suggested further reading: Please provide full references of books/journal articles, as suggested readings are not covered under References. Suggested reading should cover books/journal articles from India.

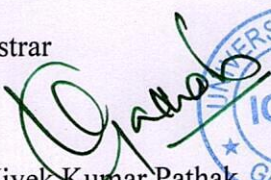
REFERENCING

References and citations should be complete in all respects in order to enable readers to look up the source materials and most importantly, to demonstrate that your paper is well - researched and gives credit to the author(s) of the source materials.

References should be included at the end of the paper. All the references should be referred to in the text and arranged in alphabetical order. Authors are requested to include only a list of cited References and not a Bibliography. Reference to a citation in the text should be made by means of the author's name followed by the year of publication in parenthesis. The references must follow the style guide of the American Psychological Association (APA) recent edition. Keep uniformity in the references.

Sd/-

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