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| **Manuscript Preparation Guidelines for International Journal of Academic Research in Management** |

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| **Authors** |  |  |
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| **Abstract** |  | |
| *This template represents the basic guidelines and desired layout final manuscript of International Journal of Academic Research in Management. Abstract should not contain any equations, references, or footnotes. This article plays the role of a template as well as the guidelines for prospective authors who will have to prepare the final manuscript accepted for publication by International Journal of Academic Research in Management.* | | |
| **Key Words** |  | |
| *About four key words or phrases in alphabetical order, separated by commas.* | | |

# **Introduction**

Highlight a section that you want to designate with a certain style, and then select the appropriate name on the style menu. The style will adjust your fonts and line spacing. Do not change the font sizes or line spacing to squeeze more text into a limited number of pages. Use italics for emphasis; do not underline.

# **Page Layout**

An easy way to comply with the paper formatting requirements is to use this document as a template and simply type your text into it. Your paper must use a page size corresponding to A4 which is 210mm (8.27") wide and 297mm (11.69") long.

# **Page Style**

All paragraphs must be indented. All paragraphs must be justified, i.e. both left-justified and right-justified.

1. **Text Font of Entire Document**

The main content of document should be in Centaur font. Other font types may be used if needed for special purposes. Recommended font sizes are shown in Table 1.

1. **Title and Author Details**

Title must be in 18 pt Helvetica font. Author name must be in 10 pt Helvetica font. Author affiliation and email address must be in 9 pt Helvetica font and Italic. The abstract must be 10 pt Helvetica font and Italic.

Table I: Font Sizes for Papers

|  |  |  |  |
| --- | --- | --- | --- |
| Font size | Appearance | | |
| Regular | Bold | Italic |
| 10 | Table caption (in Small Caps),  Figure caption,  Reference item,  Cell in a table |  | Reference item (partial)  Abstract body |
| 9 | Author name |  | Author affiliation |
| 12 |  | Level-1 heading |  |
| 11 | Content | Heading 2 | Heading 3 |
| 18 | Title |  |  |

All title must be in single-column format and must be centred. Every word in a title must be capitalized except for short minor words such as “a”, “an”, “and”, “as”, “at”, “by”, “for”, “from”, “if”, “in”, “into”, “on”, “or”, “of”, “the”, “to”, “with”.

1. **Section Headings**

No more than 3 levels of headings should be used. All headings must be in 11pt font. Every word in a heading must be capitalized except for short minor words as listed in Section III-B.

1. *Level-1 Heading:* A level-1 heading must be in Small Caps, centered and numbered using uppercase Roman numerals. For example, see heading “III. Page Style” of this document. The two level-1 headings which must not be numbered are “Acknowledgment” and “References”.
2. *Level-2 Heading:* A level-2 heading must be in Italic, left-justified and numbered using an uppercase alphabetic letter followed by a period. For example, see heading “C. Section Headings” above.
3. *Level-3 Heading:* A level-3 heading must be indented, in Italic and numbered with an Arabic numeral followed by a right parenthesis. The level-3 heading must end with a colon. The body of the level-3 section immediately follows the level-3 heading in the same paragraph. For example, this paragraph begins with a level-3 heading.
4. **Figures and Tables**

Figures and tables must be centered. Graphics may be full color. All colors will be retained on the CDROM. Graphics must not use stipple fill patterns because they may not be reproduced properly. Please use only SOLID FILL colors which contrast well both on computer screen and on a hardcopy, as shown in Figure 1.

Figure I: A Sample Image Which Contrast Well.

Please check that the resolution of the image is adequate to reveal the important detail in the figure. Please ensure that:

* The colors used in each figure contrast well,
* The image used in each figure is clear,
* All text labels in each figure are legible.

1. **Equations**

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). Equations should be placed at the center of the line and provided consecutively with equation numbers in parentheses flushed to the right margin, as in (1). You must use Microsoft Equation Editor or Mathtype. Press the tab key and write the equation number in parentheses.

(1)

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Italicize symbols (T might refer to temperature, but T is the unit tesla). Refer to “(1),” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is…”.

1. **Abbreviations and Acronyms**

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations that incorporate periods should not have spaces: write “C.N.N.” not “C. N. N.” Do not use abbreviations in the title unless they are unavoidable.

# **Conclusion**

Even though a conclusion may review the main results or contributions of the paper, do not duplicate the abstract or the introduction. For a conclusion, you might elaborate on the importance of the work or suggest the potential applications and extensions.

# **Appendix**

Appendixes, if needed, appear before the acknowledgment and they should be numbered by A, B, C... This heading is not assigned a number.

# **Acknowledgment**

The authors wish to thank A, B, C. This work was supported in part by a grant from XYZ.

# **References**

The heading of the References section must not be numbered. All reference items must be in 10-point Centaur, single-spaced, at the end of your paper. Please use Regular and Italic styles to distinguish different fields as shown in the References section. Authors must follow the APA 6th Publication Manual to write references and numbering style. Number the reference items consecutively in square brackets like [1].

The sentence punctuation follows the brackets [2]. Multiple references [2], [3] are each numbered with separate brackets [1]–[3]. When citing a section in a book, please give the relevant page numbers [2]. In sentences, refer simply to the reference number, as in [3]. Do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] shows ...” Please do not use automatic endnotes in Word, rather, type the reference list at the end of the paper using the “References” style. Examples of reference items of different categories shown in the References section include:

* Example of a book in [1]
* Example of an article or chapter in an edited book [2]
* Example of a journal article in [3]
* Example of a conference paper in [4]
* Example of a thesis in [5]
* Example of a papers that have not been published in [6]
* Example of a papers that have been submitted for publication in [7]
* Example of a papers that have been accepted for publication in [8]
* Example of a dictionary entry in [9]

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# **Authors’ Biography**

The photographs, names, the vitae, the affiliation and the research interests of the authors should be given at the end of the paper. The photo must be 2.5 cm x 2.5 cm. The text (10 pt) wrapping style must be around the frame.

First Author’s name and surname and the other authors may include biographies at the end of regular papers. The first paragraph may contain a place and/or date of birth (list place, then date). Next, the author’s educational background is listed: type of degree in what field, which institution, city, state or country, and year degree was earned. The author’s major field of study should be lower-cased.

The second paragraph uses the pronoun of the person (he or she) and not the author’s last name. Information concerning previous publications may be included. Current and previous research interests end the paragraph.

The third paragraph begins with the author’s title and last name. List any memberships in professional societies. The photograph is placed at the top left of the biography. Personal hobbies will be deleted from the biography.