

## **GUIDELINES FOR CONTRIBUTORS**

VILAKSHAN - XIMB Journal of Management is a bi-annual journal. The papers published in the journal go through blind peer-review. It publishes original research-based articles, perspectives, cases on topics of current concern and book reviews in all areas of Management. A general guideline for contributors is given below.

1. Manuscripts should be of approximately 10,000 words (20 to 40 A-4 size pages, typed in double space). Manuscripts should be submitted along with a soft copy or by e-mail with the cover page bearing only the title of the paper and author's names, exact designation, official address, email and phone/fax numbers.
2. Manuscripts should be typed entirely using Times New Roman font.
3. Article Title: This should be centered, bold, with font-size: 13
4. Author's Names: This should be centered, normal, with font-size: 12
5. Author's Affiliations & Email: This should be centered, normal, with font-size: 11
6. Abstract: Each article should accompany an abstract. The term Abstract shall be typed with font-size 12 bold. The content of the Abstract should be between 150 and 250 words and in italic, with font-size: 10
7. Keywords: This should be typed in bold and italics, with font-size: 11, or if the first letter will be in capital.
8. Level-1 Headings: The headings should be centered, bold, with font-size: 12
9. Level-2 Headings (sub headings): These should start from margins and be typed in combinations of uppercase and lowercase, bold, with font-size: 11
10. Level-3 Headings (sub-sub headings): These should start from margins and be typed in bold, with font-size: 10
11. Body Text: The body-text should be normal, with font-size: 11 with 0.5 space between lines.
12. Tables and Figures: Table and Figure headings should be in bold, with font-size: 11.
13. Footnotes: This should be in italics, with font-size: 11
14. References: The references should be typed in normal, with font-size: 10. The reference list must mention those sources actually cited in the text or notes and to the extent other sources possible which are essential for understanding the topic. Author's name should be the same as in the original source.

- a) In the text, the references should appear as follows: Dayal (2002) has shown.... or Recent studies (Rannarayan 2002; Murthy, 2001) indicate...
- b) Journal references should be listed as follows: Khandwalla, P. N.,(2001). "Creative Restructuring," Vikalpa, 26(4), 3-18.
- c) Books should be referred to as follows : Sugandhi, R. K.,(2002). Business to Business Marketing, New Age International, New Delhi.
- d) References from Internet should be referred to as follows: Hesterbrink, C., E-Business and ERP : Bringing two paradigms together, October 1999; P r i c e w a t e r h o u s e C o o p e r s . , www.pwc.com. For more than one publication by the same author, list them in chronological order, with the older item first. For more than one publication in one year by the same author, use small (lower case) letters to distinguish them (e.g., 1980a, 1980b).

15. Numerals should be used one to twelve in words, thirteen and above in figures, unless the reference is to percentages (5 percent), distance (5 km), or age (10 years old). Use 1990s and 19th century.

16. No stop should be used in abbreviations (UK, MBA), but should be used after initials (B. Mohanty).

17. Double quotes should be used throughout. The use of single quotes is to be restricted for use within double quotes, e.g., "In the words of Szell, 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.

18. Capitalisation should be kept to the minimum and should be consistent.

19. An author will receive free of cost 10 off prints and a copy of the issue in which his/her paper appears and in addition, one copy each of the three subsequent issues.

20. Manuscripts not considered for publication will not be sent back. Those submitting papers should also certify that the paper has not been published or submitted for publication elsewhere and that it represents author's own work.

21. Every contribution for publication is provided with a code number. The author is required to indicate the code number during all enquiries.

22. Manuscripts and all correspondence should be addressed to : Editor, Vilakshan, Xavier Institute of Management, Xavier Square, Bhubaneswar -751013, India, Ph.: 91 - 674 - 6647893, 6647777 (Pilot No.) Fax : 91- 674- 2300995, E-mail :brajaraj@ximb.ac.in