

## AUTHOR GUIDELINES

The guidelines for contributors are listed below:

1. Manuscripts should normally be of up to 5000 - 6000 words (A-4 size pages, typed double space and 11-point font). Microsoft Word for windows is the preferred software for submission. Manuscripts must be submitted through e-mail (journal@chitkarauniversity.edu.in) the cover page bearing only the title of the paper and authors' names designations, official addresses, emails, specifying the name of the corresponding author as well.
2. Abstract. The abstract should precede the paper. It should have the following sections:  
Objective/Purpose of the paper (2-3 lines)  
Approach/Methodology Adopted for the work (2-3 lines)  
Major Findings (4-5 lines)  
Key conclusions (2-3 lines)  
Key contribution of the paper (1-2lines)  
Key words (4-5)
3. The word limit for the abstract is about 100-150 words.
4. Tables and Figures. The tables and figures should be submitted in MS-Word/Excel format separately. Their location in the text should be indicated as follows:  
  
Table -1 about here
5. End notes. All notes should 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.
6. References. Place the references at the end of the manuscript following the endnotes. Arrange the reference list in alphabetical order of author's surnames. The following format should be used for references:

To reference	Use the general format	For Example
Books and Chapter in books	Book	Surname, Initials, and Surname, Initials. (date) <i>Title</i> , Place of publication, Publisher
	Book (no obvious author)	Corporate name or Publication name. (date) <i>Title</i> , Place of publication, Publisher
	Chapter in a book	Surname, Initials, and Surname, Initials, (date) <i>Title</i> , Place of Publication, Publisher, Chapter ?
	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.
Journal articles	Journal article	Surname, Initials. And Surname, Initials. (date) 'Title of article', <i>Journal name</i> , volume number, part number, pages.
	Journal article (No obvious author)	Corporate Name or Publication Name. (date) 'Title of the article', <i>Journal name</i> , volume number, part number, pages.
Government publications	Parliamentary papers including acts and bills	Country of origin (date) <i>Title</i> , Place of publication, Publisher.
	Others (No obvious author)	Department name or Committee name (date) <i>Title</i> , Place of publication, Publisher.
Newspapers, including CD-ROM databases	Newspaper articles	Surname, Initials. And Surname, Initials. (date) 'Title of article', Newspaper name, date, month, pages.
	Newspaper articles (no obvious author)	Newspaper name (date) 'Title of article', newspaper name, day, month, pages.
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.	
Internet items	Journal published on the Internet	<URL:http://www.remainder of full Internet electronic conference/bulletin board>
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	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>.

7. Universal "s" in "ise" "isation" words.
8. Use of numerals: 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).

9. No stops after abbreviations (UK, MBA). Use stops after initials (V.P. Singh).
10. Use single quotes throughout. However in case of use of double quotes for example, "In the words of Szell, the 'the economic question' is today ....." the quotation can be encased within single quote in the double quotes. 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. Capitalization should be kept to the minimum and should be consistent.
12. An author will receive a complimentary copy of the issue in which his/her paper appears and soft copy of the PDF files of the reprints.
13. Book reviews must provide the following details, and in this order: Name of author/title of book reviewed/place of publication/publisher/year of publication/number of pages, in Roman and Arabic figures to include preliminary pages/and price, with binding specifications such as paperback or hardback. For example:

Bhushan, Sudhanshu and, Vinnie Jauhari (year) From Chaos to Serenity, New Delhi: Samskriti ix+306pp. 750 hardbound.

14. If papers are accepted for publications, contributors are requested to fill the copyright form and send to us by fax or through email along with signature. Otherwise the paper will not be considered for the publication.
15. Manuscripts which do not conform to these guidelines will not be considered for publication.
16. 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.
17. Manuscripts and all editorial correspondence should be addressed to:

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*Email: [journal@chitkarauniversity.edu.in](mailto:journal@chitkarauniversity.edu.in)*