

## MANUSCRIPT GUIDELINES

### ORIGINALITY

- Paper submitted should be an original and unpublished work. Any paper submitted which is identical or substantially similar to research work already published or under review for another publication will not be considered.
- A covering letter clearly certifying that the manuscript is original and has neither been published anywhere nor is being considered for any other publication, should accompany the manuscript.

### STRUCTURE OF THE MANUSCRIPT

The manuscript should be accompanied by the following:

- An abstract of 300 words with five key words and JEL classification.
- The recommended length of the research paper should be between 6000-9000 words.
- Use single quotes throughout. Spellings of words in quotations should not be changed.
- Use 'nineteenth century' for '1980s'. Spell out numbers from one to nine, 10 and above to remain in figures. However, for exact measurements use only figures (3 km, 9 per cent *not* %). Use thousands and millions (e.g., not lakhs and crores).
- Use of italics and diacriticals should be minimized, but used consistently. Avoid excessive use of italics for emphasis, but use italics for book titles, journal names and foreign words.
- All files should be submitted as a word document.

### ARTICLE TITLE PAGE

#### ❖ Author Details

Details should be given on the **Article Title Page** including:

- Full name of each author.
- Affiliation of each author, including current designation and affiliation, complete postal address, phone number, fax number (if any) and e-mail address.
- Where more than one author has contributed to the paper, details of who should be contacted for correspondence.
- E-mail address of the corresponding author.
- Brief professional biography of each author (not more than 100 words).



- Kindly do not mention the author(s) name, affiliation and any other information inside the manuscript. The affiliated institutions are to be listed directly below the names of the authors. Multiple affiliations should be marked with superscript Arabic numbers, and they should each start on a new line.

## PAPER CLASSIFICATION

Categorize your paper on the **Title Page**, under one of these classifications:

- Research paper
- Viewpoint
- Conceptual paper
- Case study
- Literature review
- General review
- Doctoral Dissertations

## HEADINGS

The heading should follow the APA style. There are 5 **heading levels** in APA. Regardless of the number of levels, always use the headings in order, beginning with level 1. The example of the format of each level is as follows:

Level	Format
1	<b>Centered, Boldface, Uppercase and Lowercase Headings</b> The paragraph begins below indented like a regular paragraph
2	<b>Left-aligned, Boldface, Uppercase and Lowercase Heading</b> The paragraph begins below indented like a regular paragraph
3	<b>Indented, boldface, lowercase heading with a period.</b> Begin body text after the period.
4	<b><i>Indented, boldface, italicized, lowercase heading with a period.</i></b> Begin body text after the period.
5	<i>Indented, italicized, lowercase heading with a period.</i> Begin body text after the period.

- If the first word can stand alone, the second word should be capitalized. Here are some examples of headings: “A Comparison of UK and India’s Advertising Self-Regulation Systems”, “The Use and Non-use of e-Print Archives for the Dissemination of Scientific Information”, “A User-Friendly and Extendable Data Distribution System” and “Multi-ethnic Study of Atherosclerosis”.



## FONT AND FORMAT

- All manuscripts should be submitted in Word format, with 1.5 line spacing, 12-point font, font type Times New Roman and 1-inch margins on all sides.

## FIGURES, TABLES AND EXHIBITS

- Each Figure, Table or Exhibit should be given on a separate sheet. Figures, Tables and Exhibits are to be separately numbered, titled and attached at the end of the text serially. The position of the Figure, Table or Exhibit should be indicated in the text on a separate line with the words "Table 1 about here".

## TABLES

### ✓ NUMBERS

- All tables should be sequentially numbered with Arabic numerals.
- If the manuscript includes an appendix with tables, identify them with capital letters and Arabic numerals (e.g. Table A1, Table B2).

### ✓ TITLES

- The title of the table should be clear, concise and self-explanatory. For example, an appropriate title would be "Variables for Studying the Determinants of Employee Satisfaction" instead of "Variables of the Study".
- When appropriate, you may use the title to explain an abbreviation parenthetically. For e.g., *Comparison of Median Income of Adopted Children (AC) v. Foster Children (FC)*.
- Place directly above the table itself and below the table number.

### ✓ HEADINGS

- Keep the headings clear and brief.
- Every column in the table should have a column heading.

### ✓ REPORTING DATA

- All values should be indicated in million or billion.
- Numerals should be expressed to a consistent number of decimal places.
- All the abbreviations and special symbols should be explained.
- If the table or its data are from another source, the source should be properly cited.



## ✓ **FORMAT**

- Tables should be given on a separate sheet.
- The entire table should be single spaced including title, headings and notes.
- The table should be referred in the text. The text should explain what the reader should look for when using the table or figure.
- The tables can be either coloured or black and white.
- Abbreviations, terminology, probability level values must be consistent across tables and figures in the same article.
- Likewise, formats, titles and headings must be consistent. Do not repeat the same data in different tables.

## **FIGURES AND GRAPHS**

- Tables and graphs should be submitted in their original Word/Excel format. PowerPoint slides and screen grabs should be avoided where possible.
- Number all the figures consecutively with Arabic numerals.
- Mention all figures in the text.
- Avoid overuse of special effects like 3D effects, shading and layered text.
- One-column figures must be between 2 and 3.25 inches wide (5 to 8.45 cm).
- Two-column figures must be between 4.25 and 6.875 inches wide (10.6 to 17.5 cm).
- The height of figures should not exceed the top and bottom margins.
- The text in a figure should be in Times New Roman.
- The font size must be between eight and twelve point.
- Use circles and squares to distinguish curves on a line graph (with the same font size as the other labels).
- For figures, include the figure number and a title with a legend (if needed) and caption. These elements appear below the visual display. For the figure number, type *Figure X*. Then type the title of the figure in sentence case. Place the legend, explaining the symbols in the figure, within the figure. A caption, explaining the figure, appears underneath the figure. **For example** *Figure 1. Corporate Social Responsibility Index. This figure illustrates the corporate social responsibility scores of IT firms in India.*
- Captions serve as a brief but complete explanation and as a title. **For example**, “*Figure 4. Population*” is insufficient, whereas “*Figure 4. Population of Tribal Races, Indian Subcontinent (1980)*” is better.
- Graphs should always include a legend that explains the symbols, abbreviations and terminology used in the figure.
- These terms must be consistent with those used in the text and in other figures.
- The lettering in the legend should be of the same type and size as that used in the figure.



## FOOTNOTES AND ENDNOTES

- Use of footnotes and endnotes should be minimum.

## REFERENCES

- References should be complete in all respects, with authors' surnames arranged alphabetically following conventional citation styles.
- **Authors are requested to follow the APA 6<sup>th</sup> style.**

### APA Reference Examples

#### **Book with one author**

- Owen, J. (2003). *Management Stripped Bare*. New Delhi; India: Kogan Page
- In text citation: (Owen, 2003) or Owen (2003) explains.....

#### **Book with two authors**

- Johnston, M. W., & Marshall, G. W. (2009). *Sales Force Management*. New York, NY : McGraw-Hill Companies.
- In text citation: (Johnston & Marshall, 2009) or Johnston and Marshall (2009) said...
- When paraphrasing in text, use and, not &.

#### **Book with three to five authors**

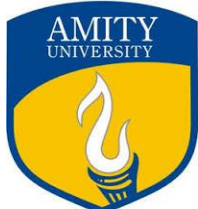
- Morgan, C. T., King, R. A., Weisz, J. R., & Schopler, J. (1993). *Introduction to Psychology*. New Delhi, India : Tata McGraw-Hill.
- In text citation: (Morgan, King, Weisz & Schopler, 1993) then (Morgan et al., 1993) analyze.....

#### **Book or report by a corporate author** e.g. organisation, association, government department

- UNDP India (2010). *Environmental Finance* (WWF India 2010).
- In text citation: (UNDP, 2010). Some group authors may be abbreviated in subsequent citations if they are readily recognizable.

#### **Book chapter in edited book**

- Lawrence, J. A., & Dodds, A. E. (2003). Goal-Directed Activities and Life-Span Development. In J. Valsiner & K. Connolly (Eds.), *Handbook of Developmental Psychology* (pp. 517-533). London, England: Sage Publications.



- In text citation: (Lawrence & Dodds, 2003) or Lawrence and Dodds (2003) found....

### Conference paper online

- Charumathi, B., & Kota, H.B. (2011, May). *What Determines the Corporate Usage of Foreign Exchange Derivatives? – Evidence from India*. Paper presented in the Annual International Conference on Qualitative and Quantitative Economics Research, Singapore. Retrieved from <http://dl4.globalstf.org/?wpsc-product=what-determines-the-corporate-usage-of-foreign-exchange-derivatives-evidence-from-India>.
- In text citation: (Charumathi & Kota, 2011) or According to Charumathi and Kota (2011)...

### Course handout/Lecture notes

- Sharma, L. (2013). Lecture 3: ASB205-07A [PowerPoint slides]. Noida, India: Amity University
- **In text citation:** (Sharma, 2013)

### Film

- Amin, S. (Director). (2007). *Chak De! India* [Motion Picture]. India: Yash Raj Films
- In text citation: (Amin, 2007)

### Journal article – academic/scholarly (electronic version) with DOI

- Scott, K.L., Zagenczyk, T. J., Schippers, M., Purvis, R. L., & Cruz, K. S. (2014). Co-worker Exclusion and Employee Outcomes: An Investigation of the Moderating Roles of Perceived Organizational and Social Support. *Journal of Management Studies*, 51(8), 1235-1363. doi: 10.1111/joms.12099
- (Scott, Zagenczyk, Schippers, Purvis & Cruz, 2014), then subsequently if 3-5 authors (Scott et al., 2014) studied.....

### Journal article – academic/scholarly (electronic version) with no DOI

- Harrison, B., & Papa, R. (2005). The Development of an Indigenous Knowledge Program in a New Zealand Maori-language Immersion School. *Anthropology and Education Quarterly*, 36(1), 57-72. Retrieved from ProQuest Education Journals database.  
*Give the URL of the journal homepage. e.g., Retrieved from <http://ucpressjournals.com/journal.asp?j=aeq>*



- **In text citation:** (Harrison & Papa, 2005) or Harrison and Papa (2005) recommend ...

### Journal article - academic/scholarly (print version)

- Hossain, M. A. (2008). The Extent of Disclosure in Annual Reports of Banking Companies: The Case of India. *European Journal of Scientific Research*, 23(4), 659-680.
- In text citation: (Hossain, 2008) or Hossain (2008) studies.....
- Chalmers, K., & Godfrey, J. M. (2004). Reputation Costs: The Impetus for Voluntary Derivative Financial Instruments Reporting. *Accounting, Organizations & Society*, 29(2), 95-125.
- In text citation: (Chalmers & Godfrey, 2004) or Chalmers and Godfrey (2004) found.....

### Journal article - academic/scholarly (Internet only – no print version)

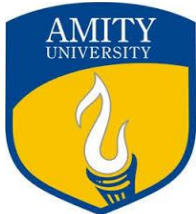
- Hassan, M. S., & Saleh, N. M. (2007). Determinants of Financial Instruments Disclosure Quality Among Listed Firms in Malaysia. Retrieved from <http://ssrn.com/abstract=1157788> on 09.03.2014.
- In text citation: (Hassan & Saleh, 2007) or Hassan and Saleh (2007) analyze.....
- Snell, D., & Hodgetts, D. (n.d.). The Psychology of Heavy Metal Communities and White Supremacy. *Te Kura Kete Aronui*, 1. Retrieved from <http://www.waikato.ac.nz/wfass/tkka>  
*For html version only, cite the paragraph number in text*
- In-text citation: (Snell & Hodgetts, n.d.) or Snell and Hodgetts (n.d.) suggest "...” (para. 3)

### Magazine article – popular/trade/general interest

- Sen, S. (2014, August 17). Why Facebook COO Continues her Love Affair with India. *Business Today*, 364(1), 19.  
*Full date is used for weekly magazines; month and year for monthly magazines*
- **In text citation:** (Sen, 2014) or Sen (2014) defends ...

### Newspaper article – (Print version)

- Das, S. (2015, March 3). Bengaluru-based Molbio Develops India's First Swine Flu Diagnostic Kit . *The Economic Times*, p. 3.



- Include *p.* or *pp.* before the page number – for newspapers only, not magazines
- **In text citation:** (Das, 2015) finds.....

### **Newspaper article (Database like Newztext Plus) (also see Library referencing webpage for Internet version)**

- Cumming, G. (2003, April 5). Cough that Shook the World. The New Zealand Herald. Retrieved from Newztext Plus database.
- **In text citation:** (Cumming, 2003) opines.....

### **Newspaper article with no author**

- Budget 2015 Evokes Mixed Response from Global Rating Agencies. (2015, March 1). The Economic Times, p. 1.  
*Article title comes first.*
- **In the text,** abbreviate title and use double quotation marks

### **Personal Communication** (letters, telephone conversations, emails, interviews)

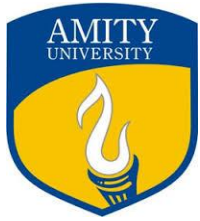
- No reference list entry as the information is not recoverable
- (H. Singh, personal communication, March 19, 2014)

### **Thesis** – Institutional or personal webpage

- Dewstow, R. A. (2006). *Using the Internet to Enhance Teaching at the University of Waikato* (Master's thesis, University of Waikato, Hamilton, New Zealand). Retrieved from <http://researchcommons.waikato.ac.nz/handle/10289/2241>
- (Dewstow, 2006) or Dewstow (2006) identified ...

### **Webpages** (When multiple webpages are referenced, reference the homepage)

- The Education System in India (2011). Retrieved from <https://www.gnu.org/education/edu-system-india.html>
- *Author (could be organisation), date (either date of publication or latest update), document title, date retrieved if contents are likely to change, URL (GNU Operating System, 2011)*



## In text references

**Direct quotation** – use quotation marks around the quote and include page numbers

- Chalmers and Godfrey (2000) point out “a high level of non-compliance of derivative disclosure among Australian firms” (p. 165).
- Alternatively, “a high level of non-compliance of derivative disclosure is prevalent among Australian firms (Chalmers & Godfrey, 2000, p. 165)

**Indirect quotation/paraphrasing** – no quotation marks

- Australian firms show a high level of non-compliance of derivative disclosures (Chalmers & Godfrey, 2000)

## Citations from a secondary source

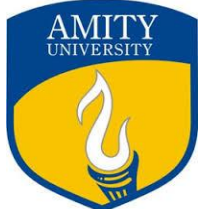
- As Hall (1977) asserts, “culture also defines boundaries of different groups” (as cited in Samovar & Porter, 1997, p. 14).

## SUBMISSION OF MANUSCRIPT

- Manuscripts should not have been published previously or be under review with another journal.
- The author(s) should submit a soft copy of the manuscript in MS Word to Editor-in-Chief, **Amity Journal of Training and Development (AJTD)** at **ajtd@amity.edu** which will be duly acknowledged.
- Paper submissions can be made at any time.
- **Submission deadlines: September 15 for December issue and March 15 for June issue.**

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### **The reviewers' recommendations determine whether an article will be**

- Accepted
- Accepted subject to minor changes
- Accepted subject to resubmission with significant changes
- Rejected.

For articles which require changes, the same reviewers will be used to ensure that the quality of the revised article is acceptable.

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