

# GUIDELINES FOR CONTRIBUTORS

## SUBMISSION GUIDELINES

The author must provide:

- name,
- job title,
- Organisation/institution of affiliation name,
- a brief biographical description,
- a photograph in JPEG format.

In case of more than one author, the corresponding authors' full details including email, fax, phone and address for communication need to be provided.

In addition:

- The paper needs to contain a title, an abstract, keywords, a main body and references,
- All references should be cited,
- APA format should be followed for reference, citation and tables,
- Font style: Arial in 10 pt size,
- Figures and tables should follow the references. Make sure that every table or figure is referred in the text. The table or figure will be placed after the first mention in the text,
- Illustrations if provided, should be clear and in JPEG format,
- All articles should be error free to the maximum extent possible and any technical matter must be as clear as possible.

## SUBMISSION PROCEDURE

Researchers and practitioners are invited to submit an abstract of maximum 200 words on or before the stipulated deadline, along with a one page proposal, including Title of the paper, author name, job title, organization/institution and biographical note.

Authors of accepted proposals will be notified about the status of their proposals before the stipulated deadline.

All submitted articles in full text are expected to be submitted before the stipulated deadline, along with an acknowledgement stating that it is an original contribution.

## REVIEW PROCEDURE

All submissions will undergo an abstract review and a double blind review on the full papers.

The abstracts would be reviewed initially and the acceptance and rejection of the abstracts would be notified to the corresponding authors. Once the authors submit the full papers in accordance to the suggestions in the abstract review report, the papers would be forwarded for final review. The final selection of the papers would be based on the report of the review panel members.