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GENERAL GUIDELINES FOR AUTHORS

1. COVERING LETTER FOR SUBMISSION:

Date: _____

To

The Chief Editor

International Journal of Innovative Research in Management Studies (IJIRMS).

Subject: Submission of Manuscript in the title on _____

Dear Sir / Madam,

Please find my submission of manuscript entitled “_____” for possible publication in one of your journals.

I hereby affirm that the contents of this manuscript are original. Furthermore, it has neither been published elsewhere in any language fully or partly, nor is it under review for publication elsewhere.

I affirm that all the co-authors of this manuscript have seen the submitted version of the manuscript and have agreed to their inclusion of names as co-authors.

Also, if my / our manuscript is accepted, I agree to comply with the formalities as given on the website of the journal. The Journal has discretion to publish our contribution in any of its journals.

Name of Corresponding Author:

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NOTES:

- a) The manuscript should be typed in **12 point - Times New Roman Fonts English with a one and half space and single column with 1 Margin on a Standard A4 size Paper**. The Page numbers should be at the center of every page. All headings & sub headings must be in bold letters.
- b) The whole manuscript has to be in **ONE MS WORD FILE** only, which will start from the covering letter, inside the manuscript.
- c) **Abstract alone will not be considered for review** and the author is required to submit the **complete manuscript** in the first instance.
- d) **The journal gives acknowledgement w.r.t. the receipt of every email within twenty four hours** and in case of non-receipt of acknowledgment from the journal, w.r.t. the submission of manuscript, within two days of submission, the corresponding author is required to demand for the same by sending a separate mail to the journal.
- e) The author (s) name or details should not appear anywhere on the body of the manuscript, except the covering letter and the cover page of the manuscript, in the manner as mentioned in the guidelines.

2. MANUSCRIPT TITLE:

The title of the paper should be **bold typed, centered and fully capitalized**.

3. AUTHOR NAME (S) & AFFILIATIONS:

Author (s) **Name, Designation, Affiliation(s), Address, Mobile/Landline Number(s), and Email address** should be given underneath the title.

4. ABSTRACT:

The abstract should not be more than 200-300 words. The abstract must be informative and explain the background, aims, methods, results & conclusion in a **Single Paragraph**.

6. KEYWORDS:

Abstract must be followed by a list of keywords, subject to the maximum of **five**. These should be arranged in alphabetic order separated by commas and full stop at the end. All words of the keywords, including the first one should be in small letters, except special words e.g. name of the Countries, abbreviations.

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Manuscript must be in **English Language** and prepared on a standard A4 size paper. It should be free from any errors i.e. grammatical, spelling or punctuation. It must be thoroughly edited at your end.

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THE MAIN TEXT SHOULD FOLLOW THE FOLLOWING FORMAT:

INTRODUCTION

REVIEW OF LITERATURE

SIGNIFICANT / IMPORTANCE OF THE STUDY

NEED FOR THE STUDY / STATEMENT OF THE PROBLEM

OBJECTIVES OF THE STUDY

SCOPE OF THE STUDY

LIMITATIONS OF THE STUDY

RESEARCH METHODOLOGY

HYPOTHESIS

DATA ANALYSIS AND INTERPRETATIONS (RESULTS AND DISCUSSION)

FINDINGS OF THE STUDY

SUGGESTIONS / RECOMMENDATIONS OF THE STUDY

CONCLUSIONS

BIBLIOGRAPHY / REFERENCES

**THE MAIN PAPER (MANUSCRIPTS) SHOULD NOT EXCEED MORE THAN 3,000
TO 5,000 WORDS (INCLUDING GRAPHS AND CHARTS).**

12. FIGURES & TABLES:

These should be simple, crystal clear, centered, separately numbered & self-explained, and **titles must be above the table/figure. Sources of data** should be mentioned below the table/figure. It should be ensured that the tables/figures are referred to from the main text.

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The list of all references should be alphabetically arranged. The author (s) should mention only the actually utilized references in the preparation of manuscript.
