

AUTHOR'S GUIDELINES

Note to authors

IMPORTANT: Author's responsibilities

As the author of the submitted work, it is your responsibility to ensure that the manuscript presents a technically as well as grammatically correct copy. A well-prepared manuscript will help to speed up the peer review process as less time will be spent by reviewers annotating technical inefficiencies of the paper and more time evaluating the intellectual content.

Authors are required to prepare their manuscripts according to the format given in Guidelines for Contributors.

MBA journals serve the right to reject a manuscript otherwise. For general format and style, consult the sample paper already on the website. Manuscripts submitted not in accordance to the journal format will be significantly delayed during the production stage.

All manuscripts should be submitted in single column using the online submission tool at ***www.mbajournals.in***.

All manuscripts should be written in good English. This is the responsibility of the authors, not the editors. Papers below the standard for the Journal will be returned to the authors for rewriting and can be rejected for this reason alone. Such problems may be avoided and publication expedited if the authors use "**grammar and spell check**" software to correct basic errors.

Mathematical formulae and equations have to be presented professionally according to standard format. Detailed information on the preparation of mathematical formulae and equations is given in Word guidelines. Word's built-in "Equation Editor" or the full Math Type product should be used for authors who use Microsoft Word to prepare manuscripts (if possible).

Manuscripts submitted are first screened by the editors; only those on subject matters within the scope of the Journal are sent to expert referees for evaluation. This two-tier screening process helps to ensure an appropriate focus as well as high scientific/authentic quality of the Journal.

(Optional)

Authors are invited to submit the names, addresses and e-mail addresses of up to five potential reviewers. Decision on whether or not the suggested referees are used lies solely with the editors.

The guidelines below indicate the actions of the copy editing service when a completed article is ready to enter the production process, but it is essential that you submit text that is as correct as it possibly can be. Upon acceptance of paper, World Scientific copyeditors will:

- Check that the paper is complete, i.e. no missing items.
- Check that the general style and format of the paper (including the references) has conformed to the Journal guidelines.
- Check that all figures/artwork are of publishable quality, otherwise authors will be asked to provide replacements.
- Manuscript containing References should be in numbered format and should appear sequentially in the text.
- Also adhere to the Referencing pattern given at the header of the homepage of our Journal.
- Check layout (such as wrong floating of figures or tables).

However, the following is not within the scope of responsibility of editors at MBA journals :

- Check errors in grammar or syntax other than the very basic ones.
- Check spelling errors of scientific words/terms.
- Check wrong cross-references among formulae and text.
- Check mistakes in formulae and equations.

The Publication team of MBA journals will be responsible for processing of the raw manuscript (submitted by the Author) to the camera ready copy (fully typesetted manuscript) as quickly and

accurately as possible. We believe that copy editing to journal style is an important stage and that it adds value to your article. However, please note that careful proof reading is solely your responsibility for completeness and accuracy.

Please assume that the paper is suitable for publication as it stands after 5 days from the first proofreading notification if no further feedback from the author. The article will be published in the same stage as requested to proofread if no response from the Author.