











# **Author Guidelines**



-  ***Submission of the Paper/Article***
-  ***Editorial Policy***
-  ***Type of Contributions***
-  ***Research Articles***
-  ***Review Articles***
-  ***Popular Articles***
-  ***Editorials***
-  ***Review Process/Refereeing of Articles***
-  ***Proofs***
-  ***Author Access to the Journal Articles***
-  ***Do's and Don'ts for the Authors***
-  ***Certifications, Copyrights, Reproductions & Permissions***
-  ***Transfer of Copyright***
-  ***Ethical Issues***
-  ***Authorship***



**Research**



**Handling Cases of Misconduct**



**Plagiarism and Copyright Violations**



**Important Information**



**Visual Guidelines for the Author**

## **Submission of the Articles**

Online submission and review of manuscripts is mandatory for all types of papers. Please read and follow the instructions for authors given below. When your manuscript has been prepared in accordance with these instructions and you are ready to submit online:



Go to website <http://www.mbaijournals.in>



Locate the journal in which you would like to submit your manuscript.



Register in the journal and, then log on to the journal by entering the **user id** and **password**.



On successful submission, an e-mail acknowledgement will be received to your email id you have provided.



Subsequent correspondence should be routed via the Managing Editor, on the email id given in the about section of the journal.

## **Editorial Policy**

**MBA Journals** are international web based Journals focused towards the publication of current research and review work carried out globally. All contributions to the journal are rigorously refereed and are selected on the basis of quality and originality of the work. The journal publishes the most significant new researches and review works in all areas pertaining to its scope.

During submission, authors will be required to agree to the [Author's Declaration](#) confirming that:

- ✚ The articles should fall under the scope of respective Journal.
- ✚ The idea and thought contents should be novel that has potential to significantly add/support the research already published.
- ✚ The articles should maintain a requisite standard of a scientific & technical journal in general and of the Journal in particular.
- ✚ Guidelines of Journal in this regard should be adhered to; the article should not embody obsolete idea or information.
- ✚ It needs to carry significance in terms of application or, otherwise to management community in particular and the society in general.
- ✚ It should demonstrate appropriateness of approach or experimental design, adequacy of experimental techniques (including statistics where appropriate, need for statistical assessment).
- ✚ It should represent soundness of conclusions and interpretation, and interpretations and conclusions warranted by the data.
- ✚ The results deduced should be relevant to the problem posed/credible.
- ✚ Over and above, in case of doubt to determine the matching of embodied.

Contents in a manuscript with the defined scope of Journal, one may apply the following yard-stick.

- ❖ If, the manuscript deals in focus and scope of journal.
- ❖ If the manuscript covers the applications and/ or usages of materials/ equipment's/ products or services.
- ❖ Whether the field and scope / focus are same as of journal and is widely and deeply engrossed in the manuscript.

❖ Contributors (authors) may note that in all cases, the Journal' decision (Editorial board/Publication Management Team) on the relevance of a manuscript's contents with the scope of the journal is taken as final.

## **Type of Contributions**

The type of articles that Journal look forward to receive is mainly an out-come of original research and the review articles that summarizes the state-of-the-art scenario of a specific research field pertaining to the focus and scope of MBA Journals. Other contributions include, research communications, and editorial.

### **Research Articles**

These articles report research work or original research findings that have not been published and are not under consideration for publication elsewhere.

The length of article should not normally exceed 5000 words. An abstract of less than 250 words is preferred.

### **Review Articles**

These contributions are usually commissioned by the Journal However, high quality unsolicited review articles are also considered. These articles review and discuss developments in a given domain. These are expected to be well focused and organized, and refrain from adopting a general 'textbook' style.

The length of the review article should not exceed 6000 words. An abstract of less than 250 words is preferred. The number of references should be limited to about 100 in number.

### **Popular Articles**

Looking to the interests of general-clientele/business readers and the implied need for sensitizing students/public at large, the Journal has revised its scope, to include popular articles also. The length of articles is limited to 5000 words. An abstract of less than 250 words is preferred.

### **Editorials**

Editorials are mainly contributed by the members of the Publication Management Team/ the Editorial board of the Journal However, unsolicited editorials on hot topics are also considered, for quality control these are subject to be screened/ edited by the Journal Editorial board and/ or Publication management team. The length of the editorial text should be limited to 1500 words.

## **Review Process/Refereeing of Articles**

Journal adheres to a stringent review/screening process for considering a manuscript for publication. If the manuscript withstands an initial pre-screening test based on the aforesaid guidelines, it is forwarded to a detailed main-screening by competent

Reviewers/Editors and Referees. Here a manuscript is further grilled by another subject expert separately. If consensus in the prescreening and main screening is not arrived-at, on acceptance or rejection of, an opinion from third expert is sought for.

## **Proofs**

Journal makes available (through internet) the final camera ready copy (revised version, if any) of manuscript to the principal author/author responsible for correspondence, for final proof reading/check. No changes in the accepted thought-contents are allowed at this stage. The Authors should note that the ultimate responsibility for ensuring the accuracy, inclusion of up-to-date suggested revisions rests upon them.

## **Author Access to the Journal Articles**

- ✚ Journal allows free access to its corresponding author for the period of three months in which the author can view and download all the published articles in that particular Journal.
- ✚ Hard copy compilation of all the Journals is also available at the end of the year to all the authors at nominal prices.

## **Do's and Don'ts for the Authors**

- ✚ Authors/contributors have to refrain from using a language style that does not match with the professional ethics of the scientific/technical journal.
- ✚ Authors/contributors should not consider the Journal as a medium for marketing/ publicity of any product or service of their interests.
- ✚ Authors/contributors must not manipulate, falsify or misrepresent data or the findings.
- ✚ Authors/contributors must be honest in making claims for the results and conclusions of their research.
- ✚ Authors to their utmost efforts avoid errors in research and exercise due caution in presenting work for publication.
- ✚ Source material of experiments and research results should be recorded and preserved in a manner that permits verification maintaining an audit trail by other scientists. In certain cases exceptions may be appropriate to preserve privacy or patent protection.
- ✚ Authors should acknowledge the work of others, that has been used or that has provided support/inspiration in their research and cite publications that have influenced the direction and course of their study.

- ✚ Information gathered in private correspondence or conversation should only be used with the explicit permission of the individuals involved.
- ✚ Information collected while providing confidential services, such as refereeing research articles etc. should not be used without the permission of the original author.

## **Certifications, Copyrights, Reproductions & Permissions**

Submission of a manuscript to the Journal by an author/contributor would imply that the authors have carefully gone through the guidelines, terms and conditions of the Journal in general and instructions to authors in particular.

It also implies that the manuscript submitted has neither been previously published nor is under consideration for publication elsewhere; over and above, if it is accepted, it will not be published elsewhere.

The authors bear full responsibility to check and ensure that, if the manuscript submitted contains any material that is subject to copyright or ownership rights. The employment of previously published figures/illustrations/images etc. in the manuscript submitted to the Journal implies that, the author has already obtained needful written permission from the copyright/ownership holder. Illustrations and other materials having source from other publications must be properly credited.

Submission of manuscript also implies that all authors have gone through the manuscript, and have contributed to the thought contents embodied in the manuscript.

## **Transfer of Copyright**

- ✚ To facilitate the transfer of Copyright, a Declaration and Copyright Transfer Form is provided in this document.
- ✚ From authors, duly completed and signed aforesaid form, needs to reach to the Journal Publication Management Team, within 48 hours (through a scanned image/ fax transmission/ email) of the receipt of finally accepted (revised, if any) manuscript for proof -reading. Original copy (in hard copy) of the same should follow.
- ✚ If we do not receive duly completed aforesaid form timely, your manuscript will be kept on hold for inclusion in the targeted issue of the Journal.

- ✚ The paper has neither been previously published nor is under consideration for publication anywhere; over and above, if it is accepted for publication in the Journal it will not be published elsewhere

## **Ethical Issues**

This should be read in conjunction with the policies, guidelines and instructions set-out for the authors, editors, reviewers and referees. This policy applies to the Journal in particular and other relevant publications of the MBA Journals, and, any other titles published with a partner organization in general.

### **Authorship**

While determining the authorship, the prime principle is to look for the person(s) who is the creator of thought/embodied idea (conception, design, execution, or analysis and interpretation of data). Authors should ensure that all those who have made significant contributions are given the opportunity to be graded as authors. Authors should be practically involved in drafting the article, its revision and appraisal.

Other individuals who have also contributed to the study should be duly acknowledged.

Manuscripts should include a full list of the current institutional affiliations of all authors, both academic and corporate. The order in the authorship has to be a joint decision of all the participating authors. Some co-authors will be accountable for the entire article, for instance those who provide critical data, write the manuscript, or provide leadership to the junior fellows. Other co-authors may be responsible for some specific contributions to a paper.

It is unethical to publish articles describing essentially the same studies or results in more than one primary research journal. Submitting the same article in more than one journal in parallel is unethical and unacceptable.

Submission of manuscript to the Journal for its consideration of publication implies that the manuscript is free from any kind of conflicts/irregularities including those discussed above.

Manuscripts depicting studies in which animals trials have been conducted must document that the study was approved by an ethical review board before it was done.

### **Handling Cases of Misconduct**

- ✚ No journal is competent to police such cases. We believe that employers have the prime responsibility for ensuring their researchers conduct and the ethical training.
- ✚ Journal like other journals, do not have the resources or legal legitimacy to investigate scientific misconduct.

- ✚ However, Publication Management Team of the Journal may seek advice/ information from a concerned referee or editorial board member, in case it is comes/brought to its notice, evidence that trust has been significantly compromised by an authors or referees actions.
- ✚ We may attempt to redress the matter by appropriate corrections in the Journal and if deemed fit may communicate (as per Journal norms) to the employers or funding agencies.

## **Plagiarism and Copyright Violations**

Plagiarism is defined as the wrongful appropriation, close imitation, or purloining and publication, of another author's language, thoughts, ideas, or expressions, and the representation of them as one's own original work.

The journal uses software such as:

- ❖ Viper
- ❖ Plagiarism Checker
- ❖ Copyscape



Such software ensures that plagiarism-free content only is accepted for publication.

Authors should ensure that information provided by them is plagiarism-free, with appropriate citations and references wherever another author's information is used. It should also be noted that providing citations does not justify the mass copying of information to which others own copyright.

## **Important Information**

The embodied thought contents and the opinions expressed in Journal are those of the authors/contributors, and, do not necessarily reflect the views of the members of the Editorial board or the Publication Management Team of the Journal or the Institution to which the authors are affiliated.

Journal has full right to accept or reject a manuscript for consideration of publication in it. The decision taken by the Editorial board/Publication Management Team of Journal is final in all respects, and no further communication/clarification/solicitation from authors is expected/entertained.



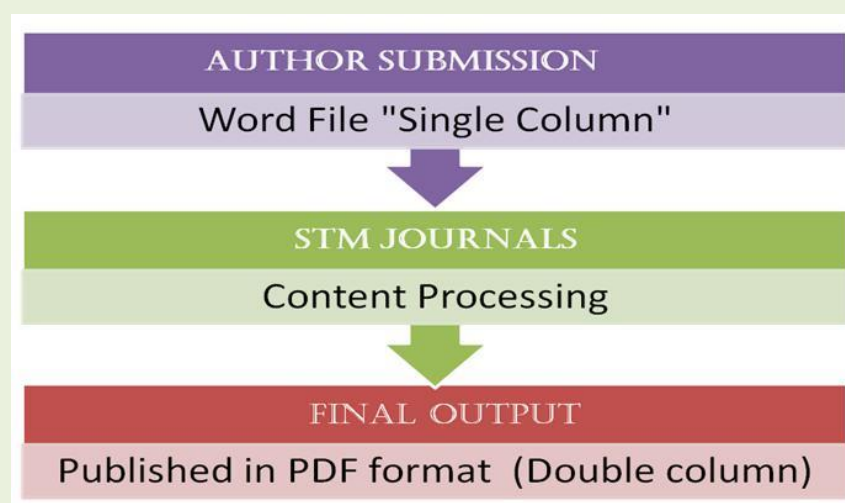
Journal attempts to clear the manuscripts submitted to it within 1–3 months' timeline, but cannot guarantee on further delays. It may cause owing to a number of reasons including the subject specialty of thought contents embodied in it/preference of the editors/reviewers/referees, on selection and onward processing of manuscripts.

An author may request for withdrawal of his/her manuscript, within a week period (w.e.f. the date of our acknowledgement email of the receipt of a manuscript at our end). It is not appropriate for an author to ask for the withdrawal of a manuscript after the aforesaid period/ it is put in the review process of the Journal.

In cases where the journal facilitates provisioning of information on status of manuscripts, delays (if any) in the review/refereeing or publication of manuscripts, Journal is not obliged to reply or communicate to the authors on these subjects.

Journal is not liable for any loss or consequences that might occur owing to use of the information/subject-matter embodied in the 'Journal'.

## **How to write an Article for MBA Journals**



### **Document Format**

The length of a submitted paper should be commensurate with the importance, or appropriate to the complexity, of the work. The manuscript has to be submitted in the single column and should have the following layout or divisions:

- ❖ Short Title
- ❖ Article Title
- ❖ Abstract
- ❖ Keywords

- ❖ Section-Headings
- ❖ References
- ❖ (Schemes, Figures, and Tables also form an integral part of the manuscript.)

## Front Matter of Paper

This section contains the **Title of the Article**, **Short title\***, **Author(s) names and Affiliations** or address(s) of associated institutions where the work was carried-out. All these are mandatory for the manuscript to be accepted for publication.

**\*Short title:** A short is an abbreviated version of the article title. A running head or a short title is a short title (50 characters or fewer, including spaces) that appears at the top of every page of your paper. In published articles it also identifies the article for the reader at a glance.

## Abstract

This section highlights the main points of the article, outlines the results and conclusions and elucidates the significance of the results (Note that no references should be cited in the abstract).

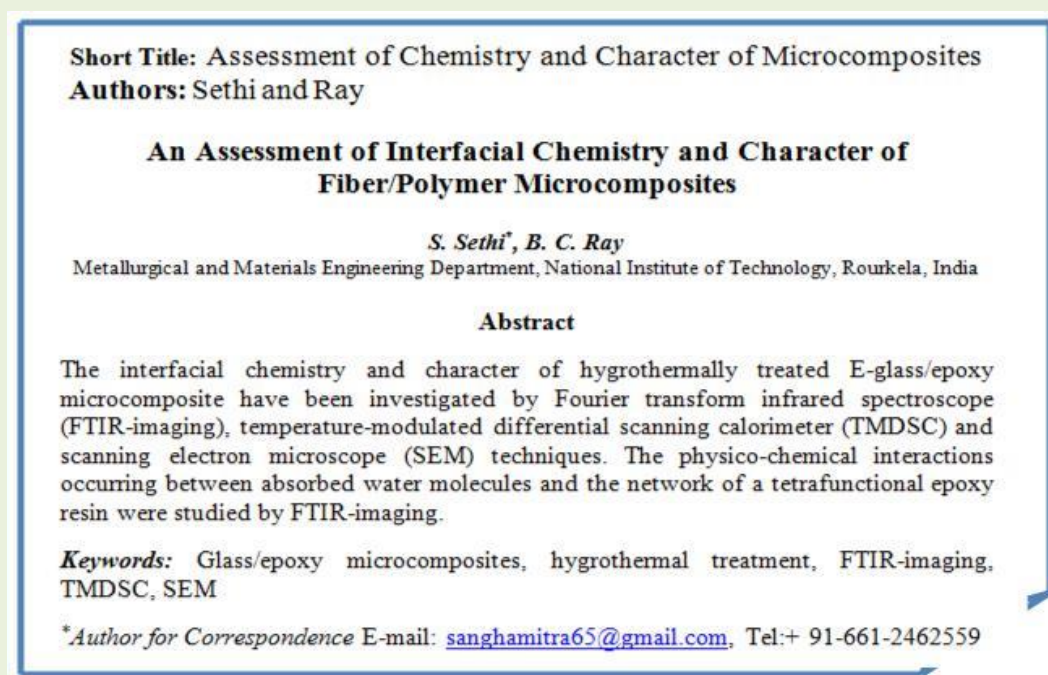
## Keywords

There should be minimum of three and maximum of five keywords.

## Author for Correspondence

Set as: **\*Author for Correspondence** should contain **E-mail addresses and Telephone Number** of the corresponding author (Both e-mail and Tel. No. is mandatory).

A screenshot of the Front matter of the paper is given below:



## Section Headings

There can be four levels of headings

### LEVEL 1

- ✚ Style – Times new roman (bold). All caps.
- ✚ Headings are not to be numbered.
- ✚ No Space between sub heading and paragraph.

### LEVEL 2

- ✚ Heading in title case, Style – Times new roman (bold).
- ✚ No Space between sub heading and paragraph.

### LEVEL 3

- ✚ Heading in title case, Bold and Italics.
- ✚ No space between sub heading and paragraph.

### LEVEL 4

- ✚ The heading will be unnumbered and Bold and Italics.
- ✚ Heading will be clubbed with the paragraph separated by a colon.

## INTRODUCTION

This section has to elaborate on the background to the study/ research, and its aims. It should conclude with a brief note on what has been achieved.

## MATERIALS AND METHODS

In the materials and methods section, the past is more natural because you are describing work that is already complete at the time of writing. Thus, it is simply a description of your actions.

## RESULTS AND DISCUSSION

This section should be placed separately. It must represent sufficient experimental data to enable the experiments to be repeated. Authors must notify the main findings of the research, providing a clear explanation of their significance and relevance.

## CONCLUSION/S

This section should contain a short conclusion text.

## ACKNOWLEDGEMENT/S

This section should contain a precise and short acknowledgement text.

### ❖ Figures, Tables and Schemes

There should be no spelling errors\typo in the artwork in the Figures.

All the Figures and Tables are to be numbered and should be suitably cited in the text at their appropriate description, e.g., Figure 1 and Tables 1 and 3.

## REFERENCES

This section contains abbreviated alphanumeric expressions embedded in the body of an intellectual work that denote an entry in the bibliographic references section of the work. The purpose of these is to acknowledge the relevance of the works of others to the topic of discussion at the spot where the citation appears.

### ❖ Reference Citation

The references in the paper should be cited according to the Vancouver/Numbered style. Reference citation should be always in square brackets and before the punctuation. The references should be arranged in proper numeral sequence

According to majority of nursing personnel, asthma and bronchitis are associated with air pollution. "Asthma and allergy are caused by air pollution" has been mentioned by 99% and 90% of the study subjects in recent years [1,2]. Many respondents also named lung cancer, TB, and eye problems that are linked to air pollution [3]. However, awareness was poor as far as the spectrum of problems caused by pollution, among nursing staff in the year 2000 as compared to 2011. In the year 2011, the subjects have also associated pneumonia and skin problems with air pollution. Except lung

body organs in the past [5-8]. The knowledge regarding the spectrum of diseases caused by pollution has increased. Awareness regarding asthma and allergy being caused by polluted air seems to have taken precedence over other health problems. It is already proven that environmental pollution is linked with many diseases affecting almost all organs and age groups [9, 11]. "There is virtually no major chronic disease to which environmental factors do not contribute, either directly or indirectly" [10]. At the same time, this knowledge and better indoor air quality control in hospitals by

## ❖ Reference List

In this section, references should be sequenced in the order these appear in the text in the form of reference list. The number of references should preferably be limited to 50 (with the exception of review articles). The authors can also refer to the referencing pattern at our MBA Journals site for reference compilation.

### Journal Article

Author(s) – Family name and initials. Title of article. Title of journal (Abbreviated and italic) Publication year; Volume (Issue): Pages.

1. Skalsky K, Yahav D, Bishara J. Treatment of human brucellosis: Systematic review and meta-analysis of randomized controlled trials. *BMJ*. 2008; 336(7646): 701–4p. **(Journal publication less than 3 authors)**.
2. Hanna JN, McBride WJ, Brookes DL, et al. Hendra virus infection in a veterinarian. *Med J Aust*. 2006; 185(10): 562–4p. **(Journal publication having more than three authors)**.
3. O’Leary C. Vitamin C does little to prevent winter cold. *The West Australian*. Forthcoming 2005 can include date, volume and issue number if provided **(Journal article – in press)**.
4. Fletcher D, Wag staff CRD. Organizational psychology in elite sport: its emergence, application and future. *Psychol Sport Exerc*. 2009; 10(4):427–34p. doi:10.1016/j.psychsport.2009.03.009. **(Electronic article – with DOI number)**.

### Book

Author(s) – Family name and initials, multiple authors separated by a comma. *Title of Book*. Edition of book if later than 1st ed. Place of Publication: Publisher Name; Year of Publication.

1. Hofmeyr GJ, Neilson JP, Alfirevic Z, et al. A Cochrane pocketbook: Pregnancy and childbirth. Chichester, West Sussex, England: John Wiley & Sons Ltd; 2008. **(Reference to a Book)**.
2. Rowlands TE, Haine LS. Acute limb ischaemia. In: Donnelly R, London NJM, editors. ABC of arterial and venous disease. 2nd Edn. West Sussex: Blackwell Publishing; 2009. **(Reference to a Chapter in an Edited Book)**.
3. Bartlett A. Breastwork: Rethinking breastfeeding [monograph online]. Sydney, NSW: University of New South Wales Press; 2005 [cited 2009 Nov 10]. Available from: Net Library **(Electronic Book)**.



## **Conference Papers**

Author(s) of paper – Family name and initials. Title of paper. In: Editor(s) Family name and initials, editor(s). *Title of Conference*; Date of conference; place of conference. Place of publication: Publisher's name; Year of publication, page numbers.

1. Kimura J. Shibasaki H (Eds). Recent advances in clinical neurophysiology. *Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology*; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996. (**Conference Proceedings**)
2. Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC. Degoulet P. Piemme TE, Reinhoff O, (Eds.) MEDINFO 92. *Proceedings of the 7th World Congress on Medical Informatics*; 1992 Sep 6-10; Geneva, Switzerland. Amsterdam: North Holland; 1992. 1561–5p.(**Published Conference Paper**).
3. Bowden FJ, Fairley CK. Endemic STDs in the Northern Territory: Estimations of effective rates of partner exchange. Paper presented at: *The Scientific Meeting of the Royal Australian College of Physicians. Darwin, Australia*. 1996 June 24-25.(**Unpublished Conference Paper**).

## **Newspaper and Magazine Articles**

Author(s) – family name and initials. Article title. Newspaper title (edition of paper e.g. Weekend edition). Date of publication – year month (3 letter abbreviation) day: Sect. Location e.g. A: 12 or Business 5 (5 is the page number) column number is applicable e.g. col. 1).

1. Robertson J. Not married to the art. *The Courier Mail* (Weekend Edition). 2010 Mar 6-7:Sect. ETC: 15 (**Newspaper Article**).
2. Marano HE. Making of a perfectionist. *Psychol Today*. 2008 Mar-Apr; 41:80-86 (**Magazine Article**).
3. Bajak F. Why Chile dodged Haiti-style ruin. *Toronto Star* (Canada) [serial online]. 2010 Feb 28 [cited 2010 Mar 14]; Sect. News:A14 Available from: Australia/New Zealand Reference Centre (**Electronic Newspaper or Magazine Article**).
4. Drivers told: “Don’t use Clem7 tunnel”. *The Courier Mail* [Internet]. 2010 Mar 16 [cited 2010 Mar 16]; Available from: <http://www.couriermail.com.au/news/car-with-flat-tyre-the-first-to-cause-problems-in-clem7-tunnel/story-e6freon6-1225841179464> (**Electronic Newspaper Article on the Internet**).