

BULMIM's Journal of Management and Research
Manuscript Guidelines

1. All files should be submitted as a MS Word Document (Doc, Docx file).
2. Font style should be Times New Roman; font size of 12, one inch margin on all sides and double line spacing to be maintained throughout. No header should be there in the entire manuscript. Only a footer (centrally aligned) with page number should be there.
3. Manuscript should be between 4000-6000 words in length as follows:

A **Title Page** should be submitted which should include:

Article Title

Author Details

Full name of each author

Affiliation of each author

- Where more than one author has contributed to the article, details of who should be contacted for correspondence.
- Brief professional biography of 40-60 words of each author.

Acknowledgements

Structured Abstract - not more than 250 words (including keywords and article classification)

- Purpose (mandatory)
- Design/methodology/approach (mandatory)
- Findings (mandatory)
- Research limitations/implications (if applicable)
- Practical implications (if applicable)
- Social/managerial implications (if applicable)
- Originality/value (mandatory)

Keywords - Please provide up to 5 keywords on the **Title Page**, which encapsulate the principal topics of the paper.

Article Classification

Research Paper

Technical Paper

Article

Case Study (with teaching notes preferred)

4. Notes or Endnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.
5. All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be submitted in a separate sheet. All Figures should be legible and numbered with Arabic numerals.
6. Tables should be typed and included in a separate file to the main body of the manuscript. The position of each table should be clearly labeled in the body text of manuscript with corresponding labels being clearly shown in the separate file.
7. References to other publications must be in Harvard style and carefully checked for completeness, accuracy and consistency. .
8. Publications in the text should be cited as: (Author, year) using the first named author's name or (Author 1, author 2, Year) citing names of two, or (Author et al., year), when there are three or more authors. At the end of the text a reference list in alphabetical order should be supplied: