HSB RESEARCH REVIEW

Guidelines for Manuscript Contributors

HSB RESEARCH REVIEW invites original research-based papers, articles and management cases on topics of contemporary aspects in all areas of management and social science issues affecting business environment. While sending contributions the following guidelines must be carefully followed. **Contributions that do not stick to the guidelines will not be considered.**

1.   Manuscripts submitted to the journal will be initially screened by the editors. Those considered inappropriate will be returned promptly to the sender. Manuscripts that pass the initial screening will follow a double blind refereeing process. They will be passed to a regional or country editorial board member who will consider its value in relation to regional concerns, where required. They will also be reviewed by an expert in the discipline area concerned. Neither the editors nor the journal will accept responsibility for errors, omissions, loss or damage to manuscripts. Upon acceptance of a paper, the author(s) will be requested to provide an electronic copy of the paper, compatible with Microsoft Word.

2.   The selection of papers for publication will be based on their relevance, clarity, topicality and originality; the extent to which they advance knowledge, understanding and application; and their likely contribution towards inspiring further development and research. The Journal tries to maintain a balance between purely research oriented papers and those derived mainly from the experiences of practitioners involved in different areas of management.

3.   The manuscript should be submitted and author's details should be mentioned in the beginning. The author should not be identified anywhere else in the article. The authors details should include full name, affiliation, e-mail address etc. Manuscripts should not exceed 7,500 words (about 15 A-4 size pages, typed one and half space only). The number of tables and figures should not normally exceed five in all. Author/s' name should not appear on any other page. Submit an abstract of about 200 words. The articles should be in clear, coherent and concise English language. Author/s should upload manuscript in MS-Word, Times New Roman font 12 , through google link: https://forms.gle/wYCHgYeC1mQ9qLu16. Author/s should also certify that the manuscript has not been published or submitted for publication elsewhere. The authors would be given a code which they have to mention in future e-correspondence.

4.   The contributions received will be acknowledged immediately by e-mail. All correspondence with contributors will only be through e-mail hsbreview@gmail.com . The manuscript should be uploaded through the link given above only. The manuscripts submitted via email will not be entertained.

5.   Manuscripts not considered or not accepted for publication will not be sent back. Contributors whose contributions are accepted or rejected will be informed by e-mail only.

6.   Tables and Figures should be in the text. Please use minimum possible number of tables and graphs. Tables should be numbered and referred to in the text as Table 1, Table 2, etc. Tables should not duplicate results in graphs. The minimum amount of descriptive text should be used on graphs and drawings (label curves, points, etc. with single letter symbols). Graph axes should be labelled with

variables written out in full, along the length of the axes, with the unit in parenthesis. The tables and figures should be clearly visible, readable and monochromatic in nature. Avoid inserting pictures of tables and figures in the manuscript.

7.	The book review should normally not exceed 1,000 words. All notes should be indicated by serial number in the text, and literature cited should be detailed under notes at the end of the paper bearing corresponding numbers, before the references. Follow British spellings throughout (programme, not program).

8.	No stops after abbreviations (USA, ILO). Use stops after initials (A.K. Sen).

9.	Use double quotes throughout. The use of single quotes to be restricted for use within double quotes, e.g., "As Carter says the issue of 'providing best possible quality to the consumer and lowest possible cost'needs critical focus…" Quotations in excess of 45 words should be separated from the text with a line space above and below and indented on the left. Quotes should be cited accurately from the original source, should not be edited, and should give the page numbers of the original publications.

10.	Italicization and use of diacriticals is left to the contributors, but must be consistent, when not using diacriticals, English spelling should be followed. Capitalization should be kept to the minimum and should be consistent.

11.	Place the references at the end of the manuscript following the endnotes. The list should mention only those sources which have been actually cited in the text or notes. References should be complete in all respects and alphabetically arranged. Author/s' name should be the same as in the original source. You should cite publications in the text: (Adams, 2006) using the first named author's name or (Adams and Brown, 2006) citing both names of two, or (Adams et al.,2006), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied according to latest APA style :

a)	For books: Surname, Initials (year), Title of Book, Publisher, Place of publication. e.g. Harrow, R. (2005), No Place to Hide, Simon & Schuster, New York, NY.

b)	For book chapters: Surname, Initials (year), Chapter title, Editor's Surname, Initials, Title of Book, Publisher, Place of publication, pages. e.g. Calabrese, F.A. (2005), The early pathways: theory to practice – a continuum, in Stankosky, M. (Ed.), Creating the Discipline of Knowledge Management, Elsevier, New York, NY, 15-20.

c)	For journals: Surname, Initials (year), Title of article, Journal Name, volume, number, pages. e.g. Capizzi, M.T. and Ferguson, R. (2005), Loyalty trends for the twenty-first century, Journal of Consumer Marketing, 22 (2), 72-80.

d)	For published conference proceedings: Surname, Initials (year of publication), Title of paper, in Surname, Initials (Ed.), Title of published proceeding which may include place and date(s) held, Publisher, Place of publication, Page numbers. e.g. Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), Connecting destinations with an ontology-based e-tourism planner, in Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007, Springer-Verlag, Vienna, 12-32.

e) For unpublished conference proceedings: Surname, Initials (year), Title of paper, paper presented at Name of Conference, date of conference, place of conference, available at: URL if freely available on the internet (accessed date). e.g. Aumueller, D. (2005), Semantic authoring and retrieval within a wiki, paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion, Crete, available at: http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf (accessed 20 February 2007).

f) For working papers: Surname, Initials (year), Title of article, working paper [number if available], Institution or organization, Place of organization, date. e.g. Moizer, P. (2003), How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments, working paper, Leeds University Business School, University of Leeds, Leeds, 28 March.

g) For encyclopedia entries (with no author or editor): Title of Encyclopedia (year), Title of entry, volume, edition, Title of Encyclopedia, Publisher, Place of publication, pages. e.g. Encyclopaedia Britannica (1926), Psychology of culture contact, Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, 765-71.

h) For newspaper articles (authored): Surname, Initials (year), Article title, Newspaper, date, pages. e.g. Smith, A. (2008), Money for old rope, Daily News, 21 January, 1, 3-4.

i) For newspaper articles (non-authored): Newspaper (year), Article title, date, pages. e.g. Daily News (2008), Small change, 2 February, 7.

j) For electronic sources: if available online the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed. e.g. Castle, B. (2005), Introduction to web services for remote portlets, available at: http://www-128.ibm.com/developerworks/library/ws-wsrp/ (accessed 12 November 2020).

In case of more than one publication by the same author, list them in chronological order, with the older item appearing first. For more than one publication in one year by the same author, use small (lower case) letters to distinguish them (e.g. 1980a, 1980b), do not number the references.

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