

SUBMISSION GUIDELINES

• General Guidelines for Authors

Prepare your manuscript in accordance with the following instructions.

<p>FONTS</p> <p>Font Type: Times New Roman Font Size (Text) : 12 Font Size (Tables and Figures) : 12</p>	<p>PARAGRAPH</p> <p>Alignment: Left Outline Level: Body Text <u>Indentation:</u> Left: 0 Right: 0 <u>Spacing:</u> Before: 0 After: 0 Line Spacing: Double</p>
<p>PAGE SETUP</p> <p><u>Margins:</u> Top: 2.5 cm Bottom: 2.5 cm Left: 1.5 cm Right: 1.5 cm Gutter:0 <u>Paper Size :</u> Letter</p>	<p>STRUCTURE OF PAPER</p> <p>Introduction Literature Review Research Methodology Analysis and Discussion Conclusion</p> <p>Limitations of the Study Scope for Further Research</p>
<p>WORD COUNT</p> <p><u>Article/ Research Paper:</u> 6000 words maximum <u>Research Letter/ Book Review/ Conceptual</u> <u>Notes:</u> 1000 words maximum <u>Executive Summary/ Synopsis of PhD</u> <u>Thesis:</u> 1500 words maximum</p>	<p>PAPER LENGTH</p> <p><u>Article/ Research Paper:</u> 15 pages maximum <u>Research Letter/ Book Review/</u> <u>Conceptual Notes:</u> 3 pages maximum <u>Executive Summary/ Synopsis of PhD</u> <u>Thesis:</u> 5 pages maximum</p>

- **Guidelines for Articles / Research Papers**

1. Author Guidelines

- **Typescript preparation**

1. The original typescript should be submitted electronically in A4 size format, with a word count of 4000-6000 (excluding figures), following the other submission.
2. Typescript should have double line spacing at the time of submission.
3. A final paper which would exceed 6000 words or occupy more than 15 pages of the Journal may be returned for abridgement.
4. The text of the paper should include title, abstract, text, references and notes, tables, figure captions, figures, but not the names of authors, their biographical notes nor any acknowledgements. Please make sure that author's names are not included in the document/file properties.
5. For email submissions, you will need a separate file containing the title of the paper, plus the names, affiliation and complete addresses, e-mail and fax number of authors, and an abstract, keywords, brief biographical notes about authors and any acknowledgements; and Resume of the contributor.
6. All papers must be written in English. If English is not your first language, please ask an English-speaking colleague to proofread your paper.

- **International context**

1. It should not be assumed that the reader is familiar with specific national institutions or corporations. Authors are encouraged to approach their chosen topic with an international perspective.
2. Countries and groupings of countries should be referred to by their full title (for example, 'China', 'Europe' and 'America' are all ambiguous).
3. Special attention should be paid to identifying units of currency by nationality.
4. Acronyms should be translated in full into English.

- **Title, abstract, keywords, addresses, biographical notes**

Please assist us by following these guidelines:

1. Title : as short as possible
2. Authors Details and Address : Author Name and Position, department, name of institution, full postal address and email address for each author
3. Abstract: approximately 100 words, maximum 150
4. Keywords: approximately 10-15 words or phrases. Keywords are important for online searching.
5. Biographical notes : approximately 100 words per author, maximum 150.
6. Affiliation : If any.

- **References and notes**

1. SPEAK journal uses the Harvard (name and date) short reference system for citations in the text with a detailed alphabetical list at the end of the paper. For example 'Hamel (2000) suggests ...' or 'Nonaka and Takeuchi (1995) found that ...' or 'A study of economic change (Nelson and Winter, 1982) has shown that ...'
2. Footnotes should be avoided, but any short, succinct notes making a specific point, may be placed in number order following the alphabetical list of references.
3. References should be made only to works that are published, accepted for publication (not merely 'submitted'), or available through libraries or institutions. Any other source should be qualified by a note regarding availability.

4. Full reference should include all authors' names and initials, date of publication, title of paper, title of publication (*italics*), volume and issue number (of a journal), publisher and form (books, conference proceedings), page numbers.

- **Figures**

All illustrations, whether diagrams or photographs, are referred to as Figures. If any figures appear in colour, please note that in the printed version they will be in black and white. Figures should be black and white, not colour, and numbered sequentially. Please prepare all figures, especially line diagrams, to the highest possible standards.

- **Translated works**

1. Difficulty often arises in translating acronyms, so it is best to spell out an acronym in English (for example, IIRP - French personal income tax).
2. Similarly, labels and suffixes need careful attention where the letters refer to words which have been translated.
3. The names of mathematical functions may change in translation - check against an English or American mathematical reference text.

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3. Cover Letter

This is required for all submissions. Online submissions will need to include the names of 3 experts as detailed below. Any further information in support of online submissions can be entered as a note for the editor or uploaded as a supplementary file.

April 1, 2011

Dear Editor
International Journal of Management and Social Sciences (IJMSS)

Enclosed is a paper, entitled "Management and Social Science Research in the Society." Please accept it as a candidate for publication in the IJMSS. Below are our responses to your submission requirements.

1. Title and the central theme of the article.

Paper title: "Management and Social Science Research in the Society." This study reviews the concepts management and social science research in the society. It proposes a model based on collaborative management and social sciences practices. The contribution will serve the academic as well as corporate community.

2. Which subject/theme of the Journal the material fits

Management and Social Science Research

3. Why the material is important in its field and why the material should be published in IJMSS?

The necessity of collaborative management and social sciences in the society is the need of an hour for successful development in short and long run. We strongly believe the contribution of this study warrants its publication in the IJMSS.

4. Names, addresses, and email addresses of three experts in the subject of your paper who are personally unknown to you*, are not members of the editorial board of the journal, are not from your institution and at least two of whom must be from a different country from you.

Prof. Dr. William Gates

Chair Professor of Information Technology

321 Johnson Hall

Premier University Lancaster, NY 00012-6666, USA

phone: +1-888-888-8888 - fax: +1-888-888-8886

e-mail: wgates@lancaster.edu

Expertise: published a related paper ("TCP/IP and OSI: Four Strategies for Interconnection") in CACM, 38(3), pp. 188-198.

Relationship: I met Dr. Gate only once at a conference in 1999. I do not know him personally.

Assoc Prof. Dr. John Adams

Director of Network Research Center

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Australia 56789

phone: +61-8-8888-8888 - fax: +61-8-8888-8886

e-mail: jadams@au.edu.au

Expertise: published a related paper ("Creating Mobile Agents") in IEEE TOSE, 18(8), pp. 88-98.

Relationship: None. I have never met Dr. Adams.

Assoc Prof. Dr. Chia-Ho Chen

Chair of MIS Department

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e-mail: chchen@ou.edu.tw

Expertise: published a related paper ("Network Management for E-Commerce") in IJ Electronic Business, 1(4), pp. 18-28.

Relationship: Former professor, dissertation chairman.

Finally, this paper is our original unpublished work and it has not been submitted to any other journal for reviews.

Sincerely,

XYZ

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Date : _____

5. Checklist

Submission Preparation Checklist (All items required)

- The submission has not been previously published in English nor is it before another journal for consideration; or an explanation has been provided in Comments to the Editor.
- The text meets the formatting requirements outlined in the **Submission Guidelines** section.
- The submission file is in Word document file format. In some cases.
- You have identified **three experts** (names, full addresses and expertise) in the subject of your paper. These experts should be personally unknown to the authors and at least two of them should be from a different country from the author(s). [Optional]
- You have completely filled the required **Author Agreement** (Copyright) document (get this document in **PDF** format).
- Check that you have prepared **Three** files :
 - File 1. Title Page- The title of the paper, plus the names, affiliation and complete addresses, e-mail and fax number of authors, and an abstract, keywords, brief biographical notes about authors and any acknowledgements (**Annexure -1**)
 - File 2. The text of the paper, including text, abstract, references and notes, tables, figure captions, figures, but **without** the names of authors, their biographical notes or any acknowledgements
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—Abstract —

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Key Words: *Keyword1, Keyword2, Keyword3, Keyword4, Keyword5, Keyword6.*

—Bibliographical Notes —

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