

# BIC Journal of Management

## Author Guidelines

### 1.1 Manuscript Preparation

#### 1.1.1 Title Page

The title page should include:

- A concise and informative title
- The name(s) of the author(s)
- The affiliation(s) and address(es) of the author(s)
- The e-mail address, telephone and fax numbers of the corresponding author.
- An abstract of 150 to 300 words. The abstract should not contain any undefined abbreviations or unspecified references.
- A list of 4 to 6 keywords which can be used for indexing purposes.

#### 1.1.2 Text Formatting

- Manuscripts should be prepared using Microsoft Word
- Use a normal, plain font (e.g., 10-point Times New Roman) for text.
- Use numbered headings for dividing manuscript in to sections and sub-sections
- Use the table function, not spread sheets, to make tables.
- Use the equation editor or MathType for equations.
- Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).
- All tables are to be numbered using Arabic numerals
- Tables should always be cited in text in consecutive numerical order
- For each table, please supply a table caption (title) explaining the components of the table
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body

#### 1.1.3 Tables

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

# BIC Journal of Management

## 1.1.4 Artwork, Figures and Illustrations

It is highly recommended that you submit all of your artwork – photographs, line drawings, etc. as a part of your manuscript.

- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).
- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

## 1.2 Manuscript Length

There is no restriction on the length of submitted manuscripts. However, preferred maximum length of a submission is 10,000 words and authors should note that publication of lengthy papers, typically greater than forty pages, is often significantly delayed, as the length of the paper acts as a disincentive to the reviewer to undertake the review process.

## 1.3 References

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Do not use footnotes or endnotes as a substitute for a reference list.