

Guidelines for Contributors

The Society for Human Transformation and Research invites original unpublished research-based papers, articles, communications and management cases on topics of current concern in the area of management and related social sciences. A general guideline for contributors is listed below:

1. **Manuscripts** should be sent along with the authorization letter in favour of the Editor-in-Chief that it may be published after necessary editing and the copyright shall remain with the Society. Manuscript should also accompany a brief Resume of the author on separate sheet.
2. **Manuscripts** should normally be of around 10,000 words (To an extent of 20 to 40 A-4 size pages, typed double space). Manuscripts should be submitted in triplicate with the cover page bearing only the title of the paper and author(s)'s name(s), designation(s), official address(es), phone/fax number(s) and e-mail address(es).
3. **Abstracts** All the manuscripts should include an abstract of about 100 to 200 words and Key Words (maximum 5). No abstracts are required for review essays or case studies.
4. **Footnotes** All footnotes should be indicated by serial numbers in the text and literature cited should be detailed under 'Notes' at the end of the chapter bearing corresponding numbers.
5. **Tables and Figures** Tables should approximate the appearance of printed tables and preferably submitted in a floppy disk. Tables/figures should be placed at the end of text, after footnotes, appendices and references. Tables should contain a source and units of measurement. Their location in the text should be indicated as follows:

Table 1.1 about here

6. **References** Place the references at the end of the manuscript following the footnotes. The list should mention only those sources actually cited in the text or notes. Authors name should be same as in the original source. For more than one publication by the same author, list them in chronological order, with the older item 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). Following are some examples:
Books -Chakraborty, S.K. (1987), *Managerial Effectiveness and Quality of Worklife: Indian Insights*, New Delhi, Tata McGraw-Hill Publishing Co. Ltd.
Ph.D. Thesis -Singh, Ajay Kumar (1995), *Accounting for Human Resources: Acquisition, Development and Retention*, Ph.D. thesis, University of Delhi, Delhi.
Journal - Chakraborty, S.K. (1983), "The Giving Model and Corporate Excellence: A Field Report" *Decision*, Vol.20, No.2 (Oct.), pp.219-224.
- Manikutty, S. (1997), "Telecom Services in Urban and Corporate Segments: A Consumer Perspective" *Vikalpa*, Vol.22, No.3 (Sept.), pp.15-28.
Website - Complete Address, i.e., URL, along with date of accessing the website. www.shtr.org/dbr.html, July 2002.
7. No stops after abbreviations (UK, USA, MBBS, MBA, etc.). Use stops after initials (Dr. V.P. Muda)
8. Use double quotes throughout. The use of single quotes to be restricted for use within double quotes e.g. "In the words of Churchill, any one can suggest you when you are right; friends are there to support you when you are wrong" Quotations in excess of 50 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 publication.
9. Capitalization should be kept to the minimum and should be used consistently.
10. An author will receive 10 off-prints and a complimentary copy of the issue in which his/her paper has appeared.
11. Book reviews must provide the following details, and in this order: Name of author/title of book reviewed/place of publication/publisher/year of publication/number of pages, in Roman and Arabic figures to include preliminary pages, and price, with binding specifications such as paperback or hardbound. For example:
Colin Coulson, *The Future of the Organization: Achieving Excellence through Business Transformation*, 1997, p.257+xxviii, Rs. 1,000/- (HB).

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