

GUIDELINES FOR AUTHORS

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Vidyasagar University Journal of Commerce, the *indexed, blind & peer- reviewed* annual journal of the Department of Commerce, Vidyasagar University invites original, exploratory, conceptual and/or empirical contributions /articles on a broad spectrum of topics/issues in the areas of Commerce, Economics and Management. While sending the articles, the following guidelines must be strictly followed:

1. Manuscripts should be restricted to a maximum of 5000 words typed with a line spacing of 1.5 on one side of standard A-4 size paper with one inch margins on all sides. The manuscript must be submitted with all the pages duly numbered.

2 The soft copy of the manuscript has to be submitted in MS Word format to: *vujcomvu@gmail.com* with a copy to *bkalpa.0to1@gmail.com* and *abhijitsinha_091279@rediffmail.com*

3. The manuscript should follow the following order of presentation:

- The first page of the article should contain the title of the article, name of the author(s), designation and affiliation, mailing address, e-mail address and contact numbers. In case of multiple authors, the cover page should also indicate the author to whom correspondence should be sent.
- The second page should include an abstract restricted to 150 words and keywords (up to four) preferably with JEL classification.
- The text of the article must begin from page 3.

The following style should be followed regarding the article content –

- **Title of the article:** Upper case, Font 14, Bold, Times New Roman, Middle Justified.
- **Abstract:** Font 11, Italic Text, Times New Roman.
- **Section heading:** In a separate paragraph, Title case, Font 13, Bold, Times New Roman, Left Justified.

- **Sub-section heading:** Title case, Font 12, Bold, Times New Roman, Left Justified.
- **Main article:** Font 12, Times New Roman, Normal Text, Justified.

- Each table or figure should have a number and heading which should appear in the main body of the text. The source of the same must also be specified below it.
- The references and appendices should be clearly numbered.
- Too many headings/ sub-headings/ footnotes must be avoided.

4. The reference should follow the APA style as illustrated below–

(i) For Journals

Single author

Gulledge, T. (2002). B2B emarket places and small and medium-sized enterprises. *Computers and Industry*. 49(1). 47-58.

Two authors

Berg, A., & Pattillo, C. (1999). Predicting currency crises: The indicators approach and an alternative. *Journal of International Money and Finance*. 18. 561-586.

Multiple authors

Liu, S. L., Lai, K. K., & Wang, S.Y. (2001). Multiple criteria models for evaluation of competitive bids. *IMA Journal of Mathematics Applied in Business and Industry*. 11(3). 151-160.

(ii) For Websites

Carramazza, F., Ricci, L., & Salgado, R. (2000). Trade and Financial Contagion in Currency Crises. *IMF WP 00/55*, March. Accessed through www.imf.org

(iii) For Discussion Papers

Edison, H. (2000). Do indicators of financial crises work? An evaluation of an Early Warning System. *Board of Governors of the FRS International Finance*. Discussion Paper 675.

(iv) For Working Papers

Eichengreen, B., Rose, A. K., & Wyplosz, C. (1996). Contagious currency crises. *NBER Working Paper* 5681.

(v) For Books

Rackham, N. (1988). *Spin selling*. New York: McGraw-Hill.

(vi) Unpublished Thesis

Malik, Anjala (2008). Measurement and analysis of International currency crises: Lessons for India. Unpublished Ph.D. Thesis, University of Delhi.

(vii) Published Reports

Department of Enterprise, Trade and Employment, Ireland (2009). *Using public procurement to stimulate innovation and SME access to public contracts*. Report of the Procurement Innovation Group, April.

(viii) Edited books

Tadelis, S., & Bajari, P. (2006). Incentives and award procedures: Competitive tendering vs. negotiations in procurement. In N. Dimitri, G. Piga, & G. Spagnolo (Eds.), *Handbook of Procurement*, Cambridge University Press, pp-562.

If the referencing style in the submitted article does not match with the abovementioned style, the article shall be sent back to the contributor for necessary editing.

5. Any article submitted for consideration for publication shall undergo a blind review process. The decision of the Editorial Board with regard to acceptance or non-acceptance of an article shall be final.

6. A complimentary copy of the particular issue of the journal will be sent to the author(s).

7. For book reviews, the details of the publisher, year of publication and number of pages should be written along with the name(s) of author(s) and reviewers.