

Guidelines for submission of Research Paper in

“Journal of Managerial Sciences (JMS)”

1. Research Papers, submitted through the official email of the Journal, shall be entertained for review and further publication process.
2. Official Email Id for Journal of managerial Sciences is: jms@qurtuba.edu.pk
3. The submitted articles are screened and reviewed at the Desk of Assistant Editor and or by the Internal Review Committee, for the prescribed scope, contribution to literature and novelty of the research conducted.
4. If an article does not meet the minimum criteria, the Assistant Editor shall inform the author accordingly, through email within two months of its submission. The decision of the Internal Review Committee/Assistant Editor shall be considered as final.
5. Qurtuba University has no business with any kind of transaction pertaining to either publication /registration fee or any other fee for local or foreign conferences. Also, the University does not invite research papers for publication in local or foreign journals, other than for its own journals.
Further, Any Acceptance letter with digital signature and also scanned copy, shall be considered fake. The University will not entertain any claim for such fake acceptance letter(s), because such claims are considered in violation of the Standard Operating Procedures of the University.
6. Publication fee, through demand draft of PKR 3000/- (Non-Refundable) in favor of “Qurtuba University of Science & Information Technology “shall be deposited at the time of submission of the article. University shall not be responsible for any type of fee deposited by any individual /organization, for publication/conference etc. to any other source(s)/individual(s)/employee(s).
7. The applicant shall send the scan copy of his/her application document, raised for the demand draft.
8. After successful Desk Review, the research paper will be sent for blind peer review.
9. In case of minor observation(s), changes from the reviewer/ blind peer review, the author shall have to rectify the same and make changes in the article accordingly.
10. In case of major observation(s), changes from the blind peer review, the paper shall not be considered for publication.
11. When the Review Committee approves the article, then the author will be advised to deposit publication fee of PKR 16,000/-, which would be paid through a Demand Draft in favor of Qurtuba University of Science & Information Technology.
12. The maximum number of authors in a single paper shall be three. Authorship and order of authorship cannot be changed after the Desk Review.
13. Every article is processed for similarity index, using Turnitin®. An article, having similarity index of more than 19% in total, and/or more than 4% with a single source, will not be considered for publication.
14. In case of grammatical mistakes, the author(s) may be asked to get the paper proofread by a professional. (proofreading certificate has to be attached).

15. The author of two papers shall not be allowed for publication in a single issue, regardless of the fact whether the author is the principal or a co-author.
16. Papers for publication from the renowned authors of technologically advanced countries, shall be entertained on priority basis.
17. The articles submitted for an issue (with allotted ID number), if not included in the current issue, shall be published in the next issue, subject to the consent of the author for resubmitting it as a fresh case.
18. Hard copy of the Acceptance Letter, duly signed by the Editor, shall be considered as the right claim. The digitally signed hard copy shall not be considered.
19. The following time frame should be strictly followed for paper submission subject to the announcement for each issue of Qurtuba University Journals.

Issue	Frequency	Cutoff Date
1 st	January-March	1 st to 15 th January
2 nd	April-June	1 st to 15 th April
3 rd	July-September	1 st to 15 th July
4 th	October- December	1 st to 15 th October

20. Manuscript style guidelines: Manuscript must be free of all self-references to the author.
 - Short sentences, short paragraphs, and simple, clear phraseology, with direct tenses are recommended virtues.
 - The submitted manuscript should be single spaced and fully justified.
 - Margins of the page, should be 2 inches from all sides, except bottom i.e. 1.5inch.
 - Font should be in “Times New Roman” 11 points.
 - Words from languages, other than English, should be properly italicized.
 - Quotations should be in double quotation marks.
 - Long quotations of three or more lines should be double- indented and single spaced, with quotation marks.
 - Numbers of 12 and higher should be in figures.
 - Dates should be in the form e.g. September 5, 1990; 1994-1998; or, the 1990s.
 - All headings should be in bold capitals; all ranged left. They should not be numbered.

21. **Copyright and clearing permissions:** Authors are responsible for obtaining permission from copyright holders for reproducing, through any medium of communication those illustrations, tables, figures or lengthy quotations previously published elsewhere. Add

your acknowledgements to the typescript, preferably in the form of an Acknowledgements section at the end of the paper. Credit the source and copyright of photographs or figures in the accompanying captions.

22. Notes and references: Notes should contain bibliographical information only. These should be set out in a single-spaced list at the end of the article, not at the foot of the typescript pages. Your bibliographical notes, which will be printed as a list of endnotes after the article, should include at least the following information (Chicago Manual Style) for the Dialogue and APA for JMS:

- For books or other free-standing publications: author, full title of, work (*italic*), place of publication, name of publisher, date of publication (in parenthesis) & the page(s) referred to.
- For periodical articles: full name of author, title of article (in quotation marks), title of periodical (*italic*), year of publication, page numbers of article.