



Guidelines for Author(s)

- (a) The manuscripts should normally not exceed 20 (A 4 Size) pages, margin 1 inch in all sides including figures and tables, typed in 1.5 space in 12 - point – preferably- in Times New Roman font
- (b) Research paper / article should be submitted in the form of MS Word file through e-mail.
- (c) The cover page of the article should contain:
 - (i) Title of the article (in bold)
 - (ii) Name(s) of authors
 - (iii) Professional affiliation
 - (iv) Address of correspondence and Email Kindly note the authors name should not be mentioned in any other page.
- (d) The second page should contain
 - (i) title of the article (Time New Romans 16, in bold)
 - (ii) an abstract of the paper in about 200-250 words (Times Roman 10-point type & single spacing).
 - (iii) keywords should be provided which encapsulate the principal topics of the paper.(3-5 key words)
- (e) The manuscripts may contain footnotes /end note. References should be placed at the end of the paper and arranged alphabetically.
- (f) References must be given in alphabetical order and typed on a separate page, single-spaced, at the end of the paper in APA style.
- (g) All Figures (charts, diagrams and line drawings) and Plates (photographic images) should be submitted in electronic form. They should be of clear quality, in black and white and numbered consecutively
- (h) Tables should be typed and included as part of the manuscript. They should not be submitted as graphic elements.
- (i) Mathematical expressions, figures and charts should be presented in a way that will be easily printable. Tables and diagrams should be numbered consecutively and included in the text. Source must be mentioned below the table.
- (j) Please check your manuscript for clarity, grammar, spellings, punctuation, and consistency of references to minimize editorial changes.
- (j) The editorial team has the right to modify or edit the work in order to match the standard and style requirement of the journal.
- (k) The following format should be used for referring books, articles in journals, electronic documents etc:

Journal article:	Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. <i>Title of Journal</i> , xx(X), xxx-xxx.
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NOTE: The journal title and the volume number are in italics. The issue number in parenthesis is in regular type.

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The Editors reserve the right to reject/ return to the author(s) any manuscript that in their opinion is not suitable for publication in BHU Management Review, without expressly stipulating the reasons for doing so. In case of major/minor revisions, the possible suggestions will be provided to author(s) for resubmission and review of paper. Under no circumstances will the identity of the reviewer(s) and referee(s) be disclosed to the author(s) or to any other third party not involved in the editorial process.

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Research Papers/Articles received will immediately be put before the editorial committee for initial review. **The submitted paper will be checked for Plagiarism and similarity of more than 15 percent will led to decision for rework for the submitted paper.** The selected papers will be sent to two reviewers for their opinion with a request to pass on the same in four week's time or less. An effort is made to publish a paper duly recommended by a reviewer within a period of two to six months. Correspondence and proofs for correction will be sent to the first author unless otherwise specified. The article will be published after receipt of the corrected proofs from the authors.

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