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## TECNIA JOURNAL OF MANAGEMENT STUDIES

### Policies, Ethics and Guidelines

**T**ecnia Journal of Management Studies is a bi-annual, double blind peer-reviewed Journal published by Tecnia Institute of Advanced Studies. The journal focuses on publishing scholarly articles from the area of management sciences.

TJMS provides a platform to the Academicians, Research Scholars, Corporate Executives and Management Students to sharpen their knowledge in their respective areas of specialization in Management Studies. Through peer-review process, the professional development of scholars, practitioners, and doctoral students are enhanced.

TJMS seeks original manuscripts that identify, extend, unify, test or apply scientific and multi-disciplinary knowledge concerning management field.

The following types of papers are considered for publication:

- Original research works in the field of management.
- Surveys, opinions, abstracts and essays related to the research based Management issues.
- Few Book review papers may also be considered for publication, if the author has done considerable professional work in that area.
- Case studies related to management

domain. More specifically, TJMS publishes

papers that :

- Address the interface between theoretical insight and practical application.
- Enhance the teaching of management, especially through the use of experiential pedagogies.
- Represent the early stages of theorizing about management and organizing in unique and perceptive ways.
- Serve as a resource for our readers' professional development.

Policies and ethics

Policies for authors

The publication of an article in a peer-reviewed journal is an important building block in the development of a coherent and respected network of knowledge. It is a direct reflection of the quality of work of the author and the institutions that support them. Peer-reviewed articles support and embody the scientific method. It is therefore important to agree upon standards of projected ethical behavior.

Following is the Information for authors about how to publish ethically:-

Ethics topics to consider when publishing:

- Authorship of the paper: Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study.
  - Originality and plagiarism: The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted.
  - Data access and retention: Authors may be asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data.
  - Multiple, redundant or concurrent publication: An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. TJMS does not view the following uses of a work as prior publication: publication in the form of an abstract; publication as an academic thesis; publication as an electronic preprint.
  - Acknowledgement of sources Proper acknowledgment.
  - Disclosure and conflicts of interest: All submissions must include disclosure of all relationships that could be viewed as presenting a potential conflict of interest.
  - Fundamental errors in published works: When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper.
  - Reporting standards: Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance.
  - Hazards and human or animal subjects: Statements of compliance are required if the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, or if it involves the use of animal or human subjects.
  - Use of patient images or case details: Studies on patients or volunteers require ethics committee
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approval and informed consent, which should be documented in the paper.

#### Research Paper Submission...

All manuscripts must be submitted by email to the editor at journals@tecnica.in. The attached file should be named according to the title of your article and mention the journal name while submitting for review.

Before submitting your manuscripts please make sure that you have gone through the Guidelines for Author section. Also ensure that your article confirms to the terms and conditions specified. After receiving your research article, we will send the acknowledgement email with a manuscript number within 1-2 days. And for any future correspondence with us, please mention your manuscript number.

#### Review Process ...

The objective of review process is to ensure that high quality and original scientific studies are published. The research paper/articles submitted by the authors' undergo following processes before publication.

- After receiving the manuscript, an acknowledgement is sent to the author. All manuscripts submitted for publication are initially viewed by minimum two members of the editorial board. The author(s) are fully responsible for the originality of the articles contributed.
- After initial screening process, the manuscripts are sent to two referees for double blind review. The referees are chosen according to their expertise in the field. They evaluate the manuscript based on the reviewers guideline and recommend for publication/rejection. For articles that are not accepted for publication, authors are informed accordingly.
- After favorable opinion from referees, the editorial board will take the final decision for publication of the article in particular volume of the journal, dependent upon the pendency in hand. At this stage, an acceptance letter is sent to the author, confirming the tentative time frame for the publication of the article. Along with the confirmation, a performance "confirmation of the originality and exclusiveness of the submission" is sent to the author. This performance duly filled in and signed by the author is to be sent back to the institute within one week of its receipt.
- An effort is made to complete the above listed review process within time span of three months of the receipt of the article, subject to absolute adherence to the Institute guidelines and completeness in all respects.

Conditions apply : The editorial board of the journal reserves the right to make suitable amendments in the final draft of the articles to suit the journal's standard

and other requirements.

#### Guidelines for Authors...

Authors can submit the manuscript provided it contains original work and not published either in any print or online journal or book. Also it must not be under consideration for publication elsewhere. Authors are expected to meet the following guidelines :

**Copyright :** The copyright for articles published in journal are retained by the authors with first publications right granted to the journal. The journal or editors are not responsible for any successive use of the author(s) work. It is the author's responsibility to take any infringement action, if so desired by the author.

**General Instructions :** The manuscripts should be error free to the maximum extent possible. Along with the manuscript, author(s) should provide declaration that the article is the original work of the author(s) and that it has not been published or submitted for publication anywhere else. Authors are requested to submit the manuscript (hardcopy) along with a softcopy (CD-ROM) using MS Word processing package. The soft copy of the manuscript may also be sent through e-mail\* with attachment. The selection of papers for publication will be based on their originality, relevance and clarity, the extent to which they advance knowledge, understanding and application and their likely contribution towards inspiring further research and development.

The articles will be sent to the evaluation board for approval and only the selected articles will be published. Authors may be asked to revise and resubmit the manuscript based on the referees' comments. Unaccepted papers will not be sent back. Copyright of all accepted papers will vest with the journal.

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Based on American Psychological Association (APA) Style Manual:

1. Manuscripts must be typed on one side of the page in 12-point font on A-4 size paper in doublespace, with the margins of 1.5 inches on all sides to facilitate editing and styling. All text, including abstract, quotations, notes and references should be typed in double-space.
2. The page number must be on all pages of the paper, including the title page. Use Arabic numerals and position the page number one inch from the right hand edge of the paper, in the space between the top edge of the paper and the first line of text.

3. The title of the paper must be typed in upper and lower case letters, and is centered between the left and right margins and positioned in the upper half of the page. If the title is two or more lines in length, double-space between the lines.
  4. The manuscript must include a reference list at the end, which list the articles, books, etc. cite in the paper. The reference list must be double-spaced, and in alphabetical order.
  5. The manuscript should be sent along with a cover page containing article title, author's name, designation, official address, contact address, phones, fax numbers, and e-mail address. Details of the author's name and other information should not appear elsewhere in the manuscript.
  6. The cover letter should indicate the title, the names, addresses, phone, fax numbers and e-mail addresses of two or three relevant reviewers for your paper. These may or may not be considered by the Editorial Advisory Board.
  7. Manuscripts should be in English language(British version) only. There should not be any grammatical and sentence composition errors. Articles should not ordinarily exceed 5000 words exclusive of charts, tables and other graphics. Present each figure and table on a separate sheet of paper, gathering them together at the end of the article. Use short and crisp titles and headings in tables and figures. Include a mention of each figure or table in the text itself in the margin where the figure or table should go.
  8. Abstract (between 150-200 words) outlining the purpose, scope and conclusions of the paper. No abstracts are required for review essays or case studies.
  9. Quotes should be cited accurately from the original source, should not be edited and should give the page numbers of the original publication.
  10. Notes should be numbered serially and presented at the end of the article.
  11. No stop after abbreviations (ISO, USA, BBS, MBA etc.) Use stop after initials (B.P. Singh).
  12. Only those book reviews will be accepted that pertain to Business Management or allied disciplines. The book review must contain the title of the book, author's name, publisher's name, year of publication, price, ISBN etc. The review should not normally exceed 2000 words.
- 13(A). Rules for citing the books on the reference list.
- a) Use the author's surname and initial(s) only. Do not use first names, degrees, and the like.
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  - c) Follow the author's name with the year of publication. Year of publication will be in parentheses.
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- References : Books (Citation)
- Zeithaml, V.A., Parasuraman, A. & Berry, L.L. (1990). Delivering Quality Service: Balancing Customer Perceptions and Expectations: p.18. New York: The Free Press.
- Edited Book
- Harrington, D.M. (1990). The Ecology of Human Creativity: A psychological perspective. In Runco, M.A., & Albert, R.S., (Eds). Theories of creativity (pp. 143-169). Newbury Park, CA: Sage.
- Book by a Corporate Author
- Committee of Public Finance. (1979). Public finance. New York: Pitman.
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- a) Use the author's surname and initial(s) only. Do not use first names, degrees, and the like.
  - b) Cite all authors in the Reference list in the order they are listed with the source.
  - c) Following the author information, give the date of publication in parentheses.
  - d) For weekly and daily periodical/ magazines such as newspapers and popular magazines, cite the year, month and day.  
For monthly article/magazine, cite the year and the month.  
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  - e) The title of the article follows. Only the first letter of the first word of the title or subtitle or any proper name appearing in the title should be in upper case.

- f) The title of the journal (in *italic*) comes next, followed by the volume number, and if appropriate, the issue number. If the journal uses continuous pagination, i.e., it runs page numbers throughout a year or volume; no reference to an issue number is needed. In that case, the title of the journal is italicized, as well as the volume number.
- g) If the journal is re-paged issue by issue, i.e., each issue has a page number 1, then the issue number must follow the volume number. The issue number is in parentheses but is not italicized.

#### References :Articles (Citation)

##### Weekly Magazine/Article :

Singh, N. and Srinivasan T.N. (2005, May 21-27). Foreign Capital, Deficits and Growth. *Economic and Political Weekly*, XL, (21), 2196-2197.

##### Monthly Magazine/Article :

Gupta, K. (2005, May). Durables: On a Fast Track. *Pitch* 11(8), 42-50.

##### Professional Journal (continuous pagination)

Taylor, M.A. & Callahan, J.L. (2005). Bringing creativity into being: Underlying assumptions that influence methods of studying organizational creativity. *Advances in Developing Human Resources*, 7, 247-270.

##### (Re-paged issue)

Prasad, T. (2005). Mandi: A Field Sales Campaign for Teaching Personal Selling Skills through Experiential Approach. *IIMB Management Review Advances in Developing Human Resources*, 17(1), 87-94.

#### 13(C). Other References (Citation)

##### Newspaper Article

Maira, A. (2005, February 25). Putting humanity into capitalism. *The Economic Times*. P.16.

##### Computer Software

Soldan, T.J. & Spain J.D. (1984). Population growth [Computer software]. City, state (2 letters): Conduit.

##### Electronic Database

U.S. Department of Labor (1991). What work requires of schools. Retrieved August 15, 24, from <http://wdr.doleta.gov/SCANS/whatwork/whatwork.pdf>

##### Paper Presentation

McCollum, E.E. & Callahan, L.L. (22, November). The narrative assessment interview: The use of a psychoanalytic tool to evaluate a leadership development program. Paper presented at the American Evaluation Association Conference, Washington, DC.

##### Ph.D Thesis

Kumar, Ajay. (2005) "Human Resource Development Practices and their impact on Organizational Effectiveness (A Study of Selected Industrial Organizations)", Ph.D. Thesis, University of Delhi, Delhi.

##### Call for Papers ...

TJMS invites scholars, researchers, professionals and academicians to publish their research papers in the journal. The author(s) can submit their manuscript covering any of the following areas of business and management.

All the manuscript should be submitted in soft-copies to [journal.tecniaindia@gmail.com](mailto:journal.tecniaindia@gmail.com).

Author(s) must ensure that the manuscript is a original work and is not submitted for publication elsewhere.

Please see author guidelines.

- The research paper submitted by the authors' will undergo a review process to ensure publication of high quality work. Please see the review process.
- A sample research paper is available on the journal site. This can be used as a template by the author(s) for developing manuscript.

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