

## ***Guidelines for Authors***

*Knowledge Hub is a bi-annual peer-reviewed journal of G L Bajaj Group of Institutions, Mathura, India.*

**Knowledge Hub** welcomes unpublished original theoretical or empirical research papers, perspectives, case studies from both academicians and practitioners in the field of management, technology, basic sciences, education and library science.

### **On Contents**

- Research includes research articles that focus on the analysis and resolution of managerial and academic issues based on empirical research or case study.
- Perspective presents emerging issues, ideas and expressions that call for action or cognitive exercises by managers, academicians, policy makers and administrators.
- Ground Reality shares practitioner's experiences for wider application in the area of management and technology.
- Case study presents management cases and analyses of these cases by management experts.
- Interview expresses dialogue with some pre-eminent personalities in the field of management, technology, basic sciences and education.

### **On Manuscript**

While submitting articles, please adhere to the following guidelines-

The author should send a soft copy of strictly black and white manuscript, using Microsoft Word. The text should be double-spaced, justified and printed in 12 points "Times New Roman" font on 8.5inch x 11inch (A4 size) paper. The soft copy of paper should be sent in compact disc or e-mail the same to [knowledgehubmgmt@gmail.com](mailto:knowledgehubmgmt@gmail.com). There is no need to send any hard copy.

- The cover page of the research paper should provide the title of the paper, author's name(s), designation, address(es), phone/fax number(s) and e-mail address(es) including a biography of author(s) within 60-80 words.
- The author's name should not appear anywhere on the body of manuscript except the cover page of paper for facilitating the blind review process.
- All heading should be in 14 points "Times New Roman", bold face. A blank line should be placed below each heading before starting a paragraph. Numbering the headings/sub headings is not required. Sub heading should be in 12 points "Times New Roman", bold face and italic.
- All foot notes should be indicated by serial numbers in the text with all requisite details on separate sheet bearing corresponding numbers.
- Tabular or graphical representations should be on separate sheet with relevant caption/title. Whenever necessary, the source may also be indicated at the bottom.
- Citation in the text should simply give the name of the author and the year of publication quoted, for example Kotler (1980), A few studies have been done in the area (Sen 1999; Gupta 2001).

### **On References**

References should be arranged in alphabetical order according to the last name of the author and should appear as follows:

#### **Books should be referred to as follows**

Chakraborty, S.K. 1999. *Managerial effectiveness and quality of work life: Indian insights*. 2<sup>nd</sup> edition. New Delhi: Tata McGraw Hill Publication Co. Ltd., 168.

**For chapters in books should be referred to as**

Shackle, G.L.S.1979. Imagination, formalism and choice.In M. J. Rizzo (Eds.) *Time, uncertainty and disequilibrium: Exploration of Australian themes*. Toronto: Lexington Books.

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**Web resources should be mentioned as follows**

Give the author’s name, if known and year of publication; or give the periodical/newspaper’s name or the organization’s name as author. This should be followed by the full title of the document, the http, or the other address; and the date of document was posted or accessed.

Godwin, J. 2001. Partings and Performance. *Forbes*. November 27, 2000. <http://www.forbes.com.html>. Accessed on April 07, 2001.

**On review process**

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