

Manuscript Guidelines For BAASANA Proceedings & International Journal of Business and Applied Sciences (IJBAS)

Information for Contributors

1. Articles should be informative, research based, and written in a style, which communicates clearly with readers from academic and non-academic backgrounds.
2. Articles submitted for peer review must be typed in 1.5 line spacing with 11 point font (Times New Roman Font is recommended) for easy readability for peer reviewers. Manuscripts should be written with Microsoft Word and submitted electronically.
3. The minimum length of abstract is 500 words and the paper 5000 words respectively. The maximum length is 10,000 words inclusive of end notes (no foot notes), but excluding tables, figures and the End notes. Please contact the Managing Editor if your paper exceeds the above limit.
4. Papers for publication in the proceedings or IJBAS should be accompanied by an abstract not exceeding 250 words (use single space and italic). Up to six Key Words (reflecting the major themes of the paper) should follow the abstract.
5. (a) Titles should be brief (no more than 12 words). Heading should be brief, boldfaced and sub-heading/section heading indented 5 paces should also be brief. Quotations exceeding 50 words should be indented further into the text. If dates are cited, use it in the form of 18 August 2012.

(b) The title page of the paper with authors' information should be separated from the main paper. The main body of the paper should begin with the title (use font size 20 for Title and)
6. All tables and figures should have short, descriptive titles. Notes for tables and its source should be placed below the tables. Figures and tables should be black and white. Use of color should be avoided (unless it is absolutely necessary). Further explanations to key points may be used and indicated by superscript numbers in the text and annotated on a single page at the end of the text in the form of endnotes.
7. Proceedings uses the Harvard style referencing. For example, references cited in the text: Bloggs (2008, p.10) states that
9. Use "et al." when citing a work by more than two authors, eg. Bloggs et al. (1993). The letters "a, b, c" etc should be used to distinguish citations of different works by the same author in the same year, eg. Bloggs (1995a, 1995b).

10. All references cited in the text should be listed alphabetically and presented in full after the endnotes, beginning with the author's last name. Italicise title of the publication. For example:

* Bloggs, J., (2012). Globalising approaches to management education, *International Journal of Business and Applied Sciences*, December.
11. Submitted papers will be peer reviewed by at least two readers. Suggestions for improvements or changes will be sent to the corresponding author within 21 days of receipt of the paper. Upon acceptance of papers for publication in the proceedings/ IJBAS, the author(s) will be requested to submit via email a 2”x2” personal photo (s).
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13. Complimentary copies of article will be available at www.baasana.org. Hard copies of IJBAS will be available at cost

Submission

International Journal of Business and Applied Sciences (IJBAS)

Email your paper to: Dr. M. Ruhul Amin, at baasana2@gmail.com with a copy to Dr. Yam Linbu, Editor -in-Chief of IJBAS at limbuy@mail.monclair.edu

Author Information

Include on the title page author's name, academic or professional title, institutional affiliation, postal address and e-mail address. Also include a brief author's bio of not more than 100 words, postal address and a contact email.

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