



# DHARANA – BHAVAN'S INTERNATIONAL JOURNAL OF BUSINESS

## SUBMISSION GUIDELINES

Dharana welcomes original articles on research into theory and practice of Business and Management. Publication will depend on relevance and clarity. Articles of speculative nature and of wide ramification will also be considered. An article should not be more than 5000 words. The article should have proper reference to key articles in the chosen topic area of the author(s)

### REFEREEING

Research contributions received will be subjected to review by two or more referees on a 'double blind system, whereby the name(s) of contributor(s) will be kept concealed from that of the referees and vice versa. Acceptance of an article is dependent on meeting the standards set by the journal Revision whenever necessary should be done by the author(s) before publication.

### PAPER PROCESSING FEES

Only manuscripts with sufficient quality that meets the aims and scope of *Dharana* will be reviewed. There is no fee charged for submission or publication of the manuscript.

### PREPARATION OF MANUSCRIPT

1. Manuscript must be written in English only.
2. Jargons must be used only when necessary.
3. Abstract of the manuscript must not exceed 150 words, and must include contents briefing the objectives, methodology, major findings, and research contributions, along with minimum five keywords.
4. The maximum length of a manuscript must be 5000 words only excluding all tables, figures, mathematical formulae, and references.
5. The entire manuscript must be written in **Times New Roman** font only, with font sizes of 14 for headings (in uppercase), and 12 for sub-headings (in uppercase).
6. All headings and sub-headings are to be numbered appropriately.  
For example - 1. INTRODUCTION, 1.1 BACKGROUND OF THE STUDY, 1.2 RESEARCH QUESTIONS (if any).
7. The manuscript must be given 1.5 line spacing with one inch page margin on all sides.
8. All abbreviations within the manuscript must defined for the first time when they appear after which, only the abbreviations are to be used for any subsequent appearances.
9. Authors are required to spell-check their manuscripts completely before submission.
10. All table and charts/exhibits in the manuscript must be numbered appropriately, and the same must be cited with appropriate sources.
11. Copyrights infringement, plagiarism, and unauthorised use of information, images, etc. shall be considered for serious action.

12. Authors must enclose a declaration regarding the originality of work (provided by the publisher).

## STRUCTURE OF THE ARTICLE

The manuscript must include the following layout mandatorily:

1. **Research article**
  - a. Part 1 – Introduction that explains the background, and other details which are very essential for the proposed title.
  - b. Part 2 – Literature review
  - c. Part 3 – Research methodology specifying the following: Research design, population & sample size, and sampling design (in case of primary data source), area covered, objectives, hypotheses (if any), statistical tools used.
  - d. Part 4 – Data analysis.
  - e. Part 5 – Discussion & conclusion, limitations of the research study, and directions for the future research.
2. **Review article**
3. **White paper**
4. **Thought provoking paper**
5. **Student paper**
6. **Book review**

A separate page including the title, author(s) name(s), affiliations, institution(s), contact, email address and abstract of the manuscript. Along with the title page, manuscript must be submitted separately that starts with Part 1 (must not include author names).

## PLAGIARISM

Authors are required to submit the research work after subjecting it to a plagiarism test using Turnitin software only. Threshold limit for similarity index is 20%.

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- i. **For one or two authors:** “Digital library is popularly viewed as an electronic version of public library” (Wiederhold, 1995) (or) Wiederhold (2016) suggests ‘Digital library.....’ **Referencing:** Wiederhold, G. (1995). Digital libraries, value, and. Productivity. *Communications of the ACM*, 38(4), 34-42. <https://doi/pdf/10.1145/205323.205347>
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All references must cited within the manuscript and a consolidated list of all cited books, research articles, theses, and any other documents (including e-documents) must be provided at the end of the article.  
Referencing must be listed in the alphabetical order of last name of the first author of each work. If the work of the same author is cited twice, then the work with the latest year must be listed first in the reference list.
- iii. **For book references:** Author last name, first initial. (Year). *Book title*. Publisher. DOI.

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Author last name, first initial. (Date). *Title of contribution* [Paper presentation].  
Conference name, location. DOI or URL. (If unpublished).

## **ARRANGEMENT OF ARTICLES**

The article should be arranged in the following order:

- i. Title, Author(s), Affiliations, Postal and e-mail addresses.
- ii. Abstract.
- iii. Sequential arrangement of the text with proper headings.
- iv. Acknowledgement(s), if any.
- v. References (including webliography).
- vi. Avoid usage of bullets throughout the manuscript.

Title, Name(s) of Author(s) should be centered. Rest of the text, along with section headings, subsection headings and formula(s) should be left justified. Headings should be sequentially numbered using the Decimal Numbering scheme. Minimum five Keywords in italics. The first page of the manuscript should contain:

- i. Title
- ii. Name(s) of the author(s) and institutional affiliation(s).
- iii. Abstract (not exceeding 150 words)

## **ACKNOWLEDGEMENT(S)**

Only authors who have made substantiate contribution in developing the manuscript must be given the authorship. Any other person whose assistance or extensive support can be acknowledged in the manuscript. If any, of resource person(s) and/or of grants received may be mentioned as a foot note. Footnotes may be used, wherever necessary, and there should be 1.5 line spacing.

**Formula(s)** or equations should be consecutively numbered.

**Derivation details of Formula(s)** may be provided with complete details.

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## **SUBMISSION OF MANUSCRIPTS**

All manuscripts must be submitted to the journal through online mode only on the journal portal. The manuscripts must submitted to *dharana@mpbim.com*