Author Guidelines: Submitting a Paper to International Journal of Commerce and Management Studies (style for the title)

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| **First Author#1, Second Author\*2, Third Author#3**  **#1University Department, University Name, Company**  **Address including Country Name**  ***Email address***  **\*2University Department, University Name, Company**  **Address including Country Name**  ***Email address***  **#3University Department, University Name, Company**  **Address including Country Name**  ***Email address*** |

Abstract

The abstract should cover the content of the paper. Try to write the abstract in between 150 words. Do not keep references or displayed equations in the abstract. It is imperative that the margins and style described below are adhered to carefully. This will allow us to maintain uniformity in the final printed copies of the Journal. Those Papers those not followed given guidelines will not be published, although its content has been accepted for publication. The Paper form is a mandatory condition for its publication, also for its content.

Keywords: *Author Guide, Article, Camera-Ready Format, Paper Specifications, Paper Submission. (keywords are separated by commas)*

1. Introduction

The text must be in English. Authors whose English language is not their own are certainly requested to have their manuscripts checked (or co-authored) by an English native speaker, for linguistic correctness before submission and in its final version, if changes had been made to the initial version. The submitted typeset scripts of each contribution must be in their final form and of good appearance because they will be printed directly. The document you are reading is written in the format that should be used in your paper.

This document is set in 10-point Times New Roman. If absolutely necessary, we suggest the use of condensed line spacing, rather than smaller point sizes. Some technical formatting software print mathematical formulas in italic type, with subscripts and superscripts in a slightly smaller font size. This is considerable.

2. Headings and Footnotes

Main headings are to be column, centered in a bold font especially without underline. They need to be numbered. "2. Headings and Footnotes" at the top of this paragraph is a main heading.

2.1 Subheadings

Subheadings should be as the above heading “2.1 Subheadings”. It should start at the left-hand margin on a separate line.

The top of this paragraph illustrates a sub-subheading.

**Title:** The title should be centered across the top of the first page and should have a distinctive font of 18 points Century. It should be in a bold, Times New Roman font style and in lower case with initial capitals.

**Authors’ Names and Addresses:** The authors’ names and addresses should be centered just below the title. These lines should be 9 points Times New Roman.

**Keywords:** 4 to 6 keywords should follow the abstract (as a subheading: *Key words*, of the Abstract).

**Illustrations or Images:** All halftone illustrations or images should be clear black and white prints. Try to provide the best quality illustrations or images possible.

2.1 Footnotes

Footnotes should be typed in singled-line spacing at the bottom of the page and column where it is cited. Footnotes should be rare.

3. Tables, Figures and Equations

3.1 Figures and Tables

### Positioning Figures and Tables: Place figures and tables at the top and bottom of columns. Avoid placing them in the middle of columns. Large figures and tables may span across both columns. Figure captions should be below the figures; table heads should appear above the tables. Insert figures and tables after they are cited in the text. Use the abbreviation “Fig. 1”, even at the beginning of a sentence.

1. Table Type Styles

| Table Head | Table Column Head | | |
| --- | --- | --- | --- |
| Table column subhead | Subhead | Subhead |
| Copy | More table copya |  |  |

a. Sample of a Table footnote. *(Table footnote)*

1. Example of a figure caption. *(figure caption)*

We recommend that use a text box to insert a graphic (which is ideally a 300 dpi TIFF or EPS file, with all fonts embedded) because, in an MSW document, this method is somewhat more stable than directly inserting a picture.

To have non-visible rules on your frame, use the MSWord “Format” pull-down menu, select Text Box > Colors and Lines to choose No Fill and No Line.

Figure Labels: Use 8 point Times New Roman for Figure labels. Use words instead of symbols or abbreviations when writing Figure axis labels to avoid confusing the reader. For example, write the quantity “Magnetization”, or “Magnetization, M”, not just “M”. If including units in the label, present them within parentheses. Do not label axes only with units. In the example, write “Magnetization (A/m)”

“Magnetization {A[m(1)]}”, not just “A/m”. Do not label axes with a ratio of quantities and units. As an example, write “Temperature (K)”, not “Temperature/K”.

4. Conclusions

 Conclusion can express the final word on the value of your analysis, research, or paper.

Appendix

Appendixes, if required, it should appear before the acknowledgment.

Acknowledgments

Add acknowledgment, if any. The preferred spelling of the word “acknowledgment” in American English is without an “e” after the “g.” Use the singular heading even if you have many acknowledgments. Avoid expressions such as “One of us (S.B.A.) would like to thank ... .” Instead, write “F. A. Author thanks ... .” Sponsor and financial support acknowledgments are also placed here.

References

[1] A. B. Name, and X. Y. Name, Book Title, Place: Press, Year.

[2] AB. Name, and BA. Name, "Journal Paper Title", Journal Name, Vol. X, No. X, Year, pp. xxx-xxx.

[3] AA. Name, "Dissertation Title", M.S.(or Ph.D.) thesis, Department, University, City, Country, Year.

[4] A. B. Name, "Conference Paper Title", in Conference Name, Year, Vol. x, pp. xxx-xxx.

**First Author** information should be limited to one paragraph consisting of the following: sequentially ordered list of degrees, including years achieved; sequentially ordered places of employ concluding with current employment; association with any official journals or conferences; major professional and/or academic achievements, i.e., best paper awards, research grants, etc.; any publication information (number of papers and titles of books published); current research interests; association with any professional associations. Do not specify email address here.

**Second Author** information appears here. Degrees achieved followed by current employment are listed, plus any major academic achievements. Do not specify email address here.