

Guidelines for Author

1. General Information: Article should be written in Business English (American or British usage is accepted). Use MS Word format 2007, in one style column with 2 cm margin at each side of A4 paper.

2. Title: The first letter of each word in title, should be typed capital. Please avoid using punctuation marks like (.), (""), (?), (!), etc. in title and don't underline words. *font: Times New Roman, Style: Bold, Size: 14.

3. Authors' Names: Authors name should be written immediately after the title. *font: Times New Roman, Style: Bold, Size: 11. Please indicate authors' postal addresses completely after their names. Country name, telephone number and email addresses of each author are necessary. *font: Times New Roman, Style: Italic, Size: 11.

4. Abstract: The abstract should state briefly the purpose of the research, the principle results and main conclusion (maximum 150 words). References should be avoided in abstract.

*font: Times New Roman, Style: Normal, Size: 12.

5. Keywords: Indicate keywords after abstract (5- 8 words). Please separate your keywords with (,).

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6. Note: The article should have following parts: Abstract, Keywords, Introduction, Research Methods, Results and Discussion, Conclusion, Acknowledgement and References (acknowledgement part is not necessary). *font: Times New Roman, Style: Bold, Size: 12.

7. Subdivisions: Divide your article into clearly defined and numbered sections. Subsections should be numbered 1, (then 1.1., 1.1.1., 1.1.2., 1.2., 1.2.1., 1.2.2.), 2, etc.

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8. Main Body:

Avoid using footnote in your paper. Please change footnote to Note 1, Note 2, etc. and explain the note after the text. Preferred word limit is 10,000 - 20,000. *font: Times New Roman, Style: Normal, Size: 12.

9. Tables: Present tables at the end of the article. Number tables in accordance with their appearance in the text. Place the caption of the table above table. Place explanatory matters below the table. Avoid vertical rules. *font: Times New Roman, Style: Normal, Size: 10 (both caption and data in table).

10. Figures: Present figures, at the end of the article. Number figures in accordance with their appearance in the text. Use excel format for diagrams. Place the caption of figures and diagrams below them. *font: Times New Roman, Style: Normal, Size: 10

11. References: Arrange references alphabetically at the end of the article. *font: Times New Roman, Style: Normal, Size: 12

• **Citation in Text:** Books and journal articles should be referred by the authors name and year of publication e.g. (Smith and Ward, 2000). For more than 2 authors, use following structure: (Smith et al., 2000). For more than 2 references, use following structure: (Smith et al., 2000; Ward, 2004; Jackson, 2008). A full reference list should be referred at the end of the article as following structure:

• **Journal:** Lee, S. A., Johnson, T.S., Ward, J. P. and Jackson, S. (2000) Comparative Study of 3 Management Methods. International Journal of Business Management, 36 (4), pp. 232- 245. * The name of the journal should be typed in italic style.

• **Book:** Bennet, A., Ward, R.A. and Lee, A.P. (2002). Applied Management Models, chapter (3), Vol.: 2, 2nd ed. London: Oxford University Press, pp.63-74. * The name of the book should be typed in italic style.