

REFERENCES/BIBLIOGRAPHY

Guidelines: *Based on American Psychological Association (APA) Style Manual:*

1. Manuscripts must be typed on one side of the page in 12-point font on A-4 size STR in double-space, with the margins of 1.5 inches on all sides to facilitate editing and styling. All text, including abstract, quotations, notes and references should be typed in double-space.
2. The page number must be on all pages of the STR, including the title page. Use Arabic numerals and position the page number one inch from the right hand edge of the STR, in the space between the top edge of the STR and the first line of text.
3. The title of the STR must be typed in upper and lower case letters, and is centered between the left and right margins and positioned in the upper half of the page. If the title is two or more lines in length, double-space between the lines.
4. The manuscript must include a reference list at the end, which list the articles, books, etc. cite in the STR. The reference list must be double-spaced, and in alphabetical order.
5. The manuscript should be sent along with a cover page containing article title, author's name, designation, official address, contact address, phones, fax numbers, and e-mail address. Details of the author's name and other information **should not** appear elsewhere in the manuscript.
6. The cover letter should indicate the title, the names, addresses, phone, fax numbers and e-mail addresses of two or three relevant reviewers for your STR. These may or may not be considered by the Editorial Advisory Board.
7. Articles should not ordinarily exceed 5000 words exclusive of charts, tables and other graphics. Present each figure and table on a separate sheet of STR, gathering them together at the end of the article. Use short and crisp titles and headings in tables and figures. Include a mention of each figure or table in the text itself in the margin where the figure or table should go.

8. Abstract (between 150-200 words) outlining the purpose, scope and conclusions of the STR. No abstracts are required for review essays or case studies.
9. Quotes should be cited accurately from the original source, should not be edited and should give the page numbers of the original publication.
10. Notes should be numbered serially and presented at the end of the article.
11. No stop after abbreviations (ISO, USA, BBS, MBA etc.) Use stop after initials (B.P. Singh).
12. Only those book reviews will be accepted that pertain to Business Management or allied disciplines. The book review must contain the title of the book, author's name, publisher's name, year of publication, price, ISBN etc. The review should not normally exceed 2000 words.

13. (A) Rules for citing the books on the reference list.

- a) Use the author's surname and initial(s) only. Do not use first names, degrees, and the like.
- b) Cite all authors listed for the book in the order they are listed.
- c) Follow the author's name with the year of publication. Year of publication will be in parentheses.
- d) The title of the book is next and it is italicized. Only the first word in the title or any proper name should be in upper case.
- e) The place of publication follows.
- f) The publisher of the book is listed last followed by a period (.).
- g) Space must be after periods that separate the parts of the citation and after the periods of the initials in personal names.
- h) Often, no single example from the manual will fit your citation exactly; in that case follow the closest example possible or combine appropriate elements from two examples.
- i) In edited books, pagination should be mentioned in parenthesis immediately after the title of the book.

References: Books (Citation)

Zeithaml, V.A., Parasuraman, A. & Berry, L.L. (1990). *Delivering Quality Service: Balancing Customer Perceptions and Expectations*: p.18. New York: The Free Press.

Edited Book

Harrington, D.M. (1990). The Ecology of Human Creativity: A psychological perspective. In Runco, M.A., & Albert, R.S., (Eds). *Theories of creativity* (pp. 143-169). Newbury Park, CA: Sage.

Book by a Corporate Author

Committee of Public Finance. (1979). *Public finance*. New York: Pitman.

13 (B) Rules for citing the periodical articles on the reference list.

The Reference section appears at the end of the STR and lists all the research materials, which have been used.

- a) Use the author's surname and initial(s) only. Do not use first names, degrees, and the like.
- b) Cite all authors in the Reference list in the order they are listed with the source.
- c) Following the author information, give the date of publication in parentheses.
- d) For weekly and daily periodical/magazines such as newsSTRs and popular magazines, cite the year, month and day.
For monthly article/magazine, cite the year and the month.
For the professional journals, cite only the year.
- e) The title of the article follows. Only the first letter of the first word of the title or subtitle or any proper name appearing in the title should be in upper case.
- f) The title of the journal (in italic) comes next, followed by the volume number, and if appropriate, the issue number.
If the journal uses continuous pagination, i.e., it runs page numbers throughout a year or volume; no reference to an issue number is needed. In that case, the title of the journal is italicized, as well as the volume number.
- g) If the journal is re-paged issue by issue, i.e., each issue has a page number 1, then the issue number must follow the volume number. The issue number is in parentheses but is not italicized.
- i) The next part of the citation is the pagination. The page designation p is **not** used except when citing news paper articles.

- j) If the journal is from an electronic database, retrieval information must be included which states the date of retrieval and the proper time of the database.
- k) For more than one publication in one year by the same author, use small lower case letter to distinguish them.

References: Articles (Citation)

Weekly Magazine/Article:

Singh, N. and Srinivasan T.N. (2005, May 21-27). Foreign Capital, Deficits and Growth. *Economic and Political Weekly*, XL, (21), 2196-2197.

Monthly Magazine/Article:

Gupta, K. (2005, May). Durables: On a Fast Track. *Pitch* 11(8), 42-50.

Professional Journal (continuous pagination)

Taylor, M.A. & Callahan, J.L. (2005). Bringing creativity into being: Underlying assumptions that influence methods of studying organizational creativity. *Advances in Developing Human Resources*, 7, 247-270.

(Re-paged issue)

Prasad, T. (2005). Mandi: A Field Sales Campaign for Teaching Personal Selling Skills through Experiential Approach. *IIMB Management Review Advances in Developing Human Resources*, 17(1), 87-94.

13 (C) Other References (Citation)

News paper article

Maira, A. (2005, February 25). Putting humanity into capitalism. *The Economic Times*. P.16.

Computer Software

Soldan, T.J. & Spain J.D. (1984). Population growth [Computer software]. City, state (2 letters): Conduit.

Electronic Database

U.S. Department of Labor (1991). What work requires of schools. Retrieved August 15, 24, from <http://wdr.doleta.gov/SCANS/whatwork/whatwork.pdf>

Paper Presentation

McCollum, E.E. & Callahan, L.L. (22, November). *The narrative assessment interview: The use of a psychoanalytic tool to evaluate a leadership development program*. STR presented at the American Evaluation Association Conference, Washington, DC.

Ph.D. Thesis

Antony, D. (2005) *"Human Resource Development Practices and their impact on Organizational Effectiveness (A Study of Selected Industrial Organizations)"*, Ph.D. Thesis, University of Delhi, Delhi.

Examples are given below:

1. India today, "The Melt down: End of good times", Oct 27, 2008.
2. James M, Kaplan; and et.al., "Managing it in a Down Turn: Beyond Cost Cutting", Indian Management, vol.47 issue 11, Nov 08.
3. "How to Save Your Job in Recession", Harward Business Review, September 08.
4. <http://www.ibm.com/in> (Date of visit with complete address)
5. <http://www.intel.com/india> (Date of visit with complete address)