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2. The page number must be on all pages of the paper, including the title page. Use Arabic numerals and position the page number one inch from the right hand edge of the paper, in the space between the top edge of the paper and the first line of text.
3. The title of the paper 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.
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7. Manuscripts should be in English language (British version) only. There should not be any grammatical and sentence composition errors. Articles should not ordinarily exceed 5000 words exclusive of charts, tables and other graphics. Present each figure and table on a separate sheet of paper, 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 paper. 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.
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- 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.

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.

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- 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.

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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)

Newspaper 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

McCullum, E.E. & Callahan, L.L. (22, November). The narrative assessment interview: The use of a psychoanalytic tool to evaluate a leadership development program. Paper 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.

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