



# GURUGRAM UNIVERSITY

(A State Govt. University Established Under Haryana Act 17 Of 2017)

## Manuscript Submission & Review Process

All papers submitted to GUBR will go through a double blind review process as per the standard procedures of well-known referred journals. Only those papers/articles/case studies, which are complete in all respects and are duly formatted, will be considered for publication. GUBR follows the APA style for citation and referencing. It is the author's responsibility to obtain permission of copyright issues wherever required. The editorial team has the right to modify or edit the work in order to match the standard and style requirement of the journal. The papers can be sent to: [editor.gubr@gmail.com](mailto:editor.gubr@gmail.com). *latest by May 15, 2024.*

## Guidelines for Authors

### AUTHOR GUIDELINES

#### A) Typescript Guidelines

- i. The original typescript should be submitted electronically in A4 size format, with a word count of 4000-6000 (including figures and tables).
- ii. Typescript should have double line spacing at the time of submission.
- iii. A final paper which would exceed 6000 words or occupy more than 15 pages of the Journal may be returned for abridgement.
- iv. The text of the paper should include title, abstract, keywords, text, references & notes, tables, figure captions, figures, but not the names of authors, their biographical notes or any acknowledgements. Author needs to submit a separate file containing the title of the paper, plus the names affiliation and complete addresses, e-mail and contact number of author(s), and an abstract, keywords, and any acknowledgements.
- v. Author(s) name(s) is/are not to be included in the document/file properties.
- vi. All papers must be written in English. If English is not your first language, please ask an English-speaking colleague/expert to proofread your paper.

#### B) Title, abstract, keywords, addresses, biographical notes

- i. Title: as short as possible.
- ii. Authors Affiliation Details and Address: Author Name and Position, department, name of institution, full postal address and email address for each author.
- iii. Abstract: approximately 150 maximum
- iv. Keywords: 5-7 words or phrases.
- v. Biographical notes: approximately 100 words per author, maximum 150.

## **C) References and Notes**

- i. GUBR uses the APA (name and date) short reference system for citations in the text with a detailed alphabetical list at the end of the paper. For example ‘Large (2010) suggests ...’ or ‘Liang and Zeger (1986) found that ...’
- ii. Footnotes, if any, should be short, succinct notes making a specific point, may be placed in number order following the alphabetical list of references.
- iii. References should be made only to works that are published, accepted for publication (not merely ‘submitted’), or available through libraries or institutions. Any other source should be qualified by a note regarding availability.
- iv. References should be mentioned only for those scholars whose name is mentioned in the paper.

## **D) Ethical Guidelines for Authors**

- i. Content: All authors must declare they have read and agreed to the content of the submitted manuscript.
- ii. Ethics: Manuscripts may be rejected by the editorial office if it is felt that the work was not carried out within an ethical framework.
- iii. Plagiarism: Plagiarism in any form constitutes a serious violation of the most basic principles of scholar writing and cannot be tolerated. Examples of plagiarism include:
  - a) Word-for-word copying of portions of another’s writing without enclosing the copied passage in quotation marks and acknowledging the source in the appropriate scholarly convention.
  - b) The use of a particularly unique term or concept that one has come across in reading without acknowledging the author or source.
  - c) The paraphrasing or abbreviated restatement of someone else’s ideas without acknowledging that another person’s text has been the basis for the paraphrasing.
  - d) False citation: material should not be attributed to a source from which it has not been obtained
  - e) False data: data that has been fabricated or altered in a laboratory or experiment; although not literally plagiarism, this is clearly a form of academic fraud.
  - f) Unacknowledged multiple submission of a paper for several purposes without prior approval from the parties involved.
  - g) Unacknowledged multiple authors or collaboration: the contributions of each author or collaborator should be made clear.
  - h) Self-plagiarism/double submission: the submission of the same or a very similar paper to two or more publications at the same time.

## **E) Manuscript Guidelines**

### **i) Fonts**

- Font Type: Times New Roman Font Size (Text): 12
- Font Size (Tables and Figures): 12

### **ii) Paragraph**

- Alignment: Left
- Outline Level: Body Text
- Indentation: Left: 0
- Right: 0
- Spacing: Before: 0 After: 0
- Line Spacing: Double

iii) Page Setup Margins:

- Top: 2.5 cm
- Bottom: 2.5 cm
- Left: 1.5 cm
- Right: 1.5 cm
- Gutter: 0

- Paper Size: Letter

iv) Structure of Paper

- Abstract with Key words
- Introduction
- Literature Review
- Research Method
- Analysis and Discussion
- Conclusion
- Limitations of the Study
- Scope for Further Research References

v) Word Count

- Article/ Research Paper/Case Study: 6000 words maximum

**F) Address for Correspondence:**

**The Editor-in-Chief  
Gurugram University Business Review  
Department of Management, Gurugram University,  
Sec-51, Gurugram**

**Email:** [editor.gubr@gmail.com](mailto:editor.gubr@gmail.com)

**Tel: 8802485693**