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/* ===== SAJM – GUIDELINES
TO AUTHORS (SCOPED CSS)
===== */
.sajm-guidelines {
font-family: Arial, Helvetica, sans-serif; margin: 20px; line-height: 1.7; color: #222; }
/* Neutralize theme interference */
.sajm-guidelines div { border: none !important;
box-shadow: none !important; background: transparent; }
/* Headings */
.sajm-guidelines
h1, .sajm-guidelines h2, .sajm-guidelines h3 { color: #003366; margin-top: 0; }
/*
Sections */
.sajm-guidelines .section { margin-bottom: 30px; }
/* Tables – compact, journal
style */
.sajm-guidelines table { width: 100%; border-collapse: collapse; margin-top:
10px; table-layout: auto; }
.sajm-guidelines th, .sajm-guidelines td { border: 1px solid
#cccccc; padding: 6px 8px; /* reduced padding */
vertical-align: top; text-align: left; }
/* Highlight box */
.sajm-guidelines .highlight { background-color: #f4f8fc !important;
padding: 15px; border-left: 4px solid #003366 !important; }
/* Notice box */
.sajm-guidelines .notice { background-color: #fff3cd !important; padding: 12px;
border-left: 4px solid #ffcc00 !important; }
/* HR cleanup */
.sajm-guidelines hr { border:
none; border-top: 1px solid #cccccc; margin: 30px 0; }
/* Reduce padding ONLY for the
two tables on Guidelines page */
.sajm-guidelines table th, .sajm-guidelines table td {
padding: 4px 6px !important; /* compact journal-style */ }
```

## Guidelines to

## Authors

The **South Asian Journal of Management (SAJM)** welcomes original scholarly articles on issues of current interest in management. The journal publishes the following categories of manuscripts:

- Empirical Research Papers
- Conceptual / Review Papers
- Research Notes
- Case Studies
- Book Reviews

## Submission of Manuscripts

Empirical Papers, Conceptual Papers, Research Notes, and Case Studies must be submitted **online in MS Word format** through the SAJM website:  
**[www.sajm-amdisa.org](http://www.sajm-amdisa.org)**

Book Reviews should be submitted by email to: **[ganesh.amdisa@gmail.com](mailto:ganesh.amdisa@gmail.com)**.

## Manuscript Formatting Requirements

Font	Times New Roman
Font Size	12-point
Line Spacing	1.5
Margins	1 inch on all sides
Paper Size	A4
Layout	Single column
Page Numbers	Bottom-centre of each page

## Length of Manuscripts

Type of Manuscript	Word Limit
Research Papers (Empirical or theoretical)	1,500 – 3,500 words
Case Studies / Research Notes	3,000 – 5,000 words
Book Reviews	1,200 – 1,500 words

## Authorship and Originality

Authors must certify that the manuscript is **original** and has not been submitted or published elsewhere. In the case of joint authorship, each author must individually confirm their contribution and the originality of the work.

SAJM follows a **strict anti-plagiarism policy**. Any change in authorship after initial submission must be supported by written communication to the Editor from both removed and added authors.

## Structure of the Manuscript

### Title Page

The title should be in **16-point Times New Roman**, bold, centred, and fully capitalized. The Title Page should include:

- Name(s) of author(s)
- Institutional affiliation(s)
- Postal address(es)
- Phone number(s)
- Email address(es)
- Acknowledgements (if any)

To facilitate anonymous review, author-related information must appear **only on the Title**

## Page

### Abstract

The Abstract should appear on a separate page following the Title Page, not exceeding **200 words**, and should be single-spaced. The main text of the manuscript should begin on a fresh page with the title repeated.

### Keywords

The Abstract must be followed by **five (5) keywords**, arranged alphabetically, separated by commas, and ending with a full stop.

### Headings, Tables, and Figures

- Main headings: 14-point Times New Roman, bold, capitalized
- Sub-headings: 12-point Times New Roman, bold, capitalized
- All headings should be left-aligned with a blank line before each

All tables and figures must be inserted within the text, numbered separately, and formatted according to **APA (6th Edition)** guidelines.

### Citations, References, and Notes

In-text citations should follow the author–year format, for example: *(Porter, 1980)* or *Hannan and Freeman (1977)*

References must be formatted according to **APA (6th Edition)** and listed alphabetically at the end of the manuscript under the heading

#### **REFERENCES**

Footnotes are not permitted. Endnotes should be minimized and, if unavoidable, listed under the heading **NOTES** immediately after the text.

## Review and Revision

All submissions undergo a **blind peer-review process**. Authors will be informed of acceptance or rejection upon completion of the review. Accepted manuscripts must be revised in line with reviewers' comments and resubmitted as a final soft copy.

## Policy Against Simultaneous Submission

Manuscripts submitted to SAJM must not be under consideration by any other journal or publisher. The review process typically takes **6–8 months**. Once accepted or published, the manuscript becomes the property of

**AMDISA**

## Publication Fee

For manuscripts submitted on or after **1 December 2024**:

- **Indian authors:** INR 5,000 + applicable taxes
- **Foreign authors:** USD 75

Articles will be scheduled for publication only after receipt of the publication fee. A proforma invoice will be issued upon acceptance.

## Ethical Guidelines for Research Involving Human Participants Ethics Statement

SAJM upholds the highest standards of research ethics and integrity. Studies involving human participants must comply with established ethical norms.

### Informed Consent

Authors must obtain voluntary, written informed consent from participants. For minors or vulnerable participants, consent must be obtained from legally authorized representatives.

### Confidentiality and Anonymity

Participant identities must be protected unless explicit written consent for disclosure has been obtained. Data should be anonymized to prevent direct or indirect identification.

### **Publication Ethics**

Use of participant photographs, quotations, or case descriptions requires documented consent. Fabrication or misrepresentation of consent constitutes a serious ethical breach.

### **Non-Compliance**

The journal reserves the right to reject or retract manuscripts that fail to meet ethical standards or compromise participant welfare.

### **Author Copies**

Authors will receive a **digital copy (PDF)** of their published article free of charge.