/* == 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
.

Book Reviews should be submitted by email to: **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 / Conceptual)	3,500 – 8,500 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
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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.

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