

AUTHOR GUIDELINES

- The manuscript must be written in English, and in MS Word format not exceeding Ten pages, and should follow the IJTC-IIARTC format.
- The covering letter should list the name, affiliation, e-mail addresses and telephone numbers of all authors with brief abstract and key words. The corresponding author should be indicated.

INSTRUCTIONS FOR PREPARATION OF MANUSCRIPTS

X. XXX¹, Y. YYY² and Z. ZZZ³

¹ Department, Affiliation, City, Country

² Department, Affiliation, City, Country

³ Department, Affiliation, City, Country

Received:

Accepted:

Abstract: Instructions for preparing manuscripts intended to guide the authors in preparing camera-ready hardcopy and electronic form of their manuscripts. Only manuscripts prepared according to these instructions will be published.

Keywords: aaa, bbbb, cccc

1. Introduction

Standard English or American spelling is used but consistency should be maintained within a paper. The use of common or standard abbreviations is encouraged. SI unit must be used throughout.

The authors must *strictly follow* the instructions for preparation of their manuscripts.

2. Materials and Methods

2.1 General Setting

Paper Size: Use 210 x 297mm (A4) paper.

Margins: At the top, bottom = 1 in. and on the left and on the right side = 0.8 in.

Page Layout: The column width is 3.25 in. The space between the two columns is 0.2 in.

Each column should be left and right justified.

Fonts: Use Times New Roman and single line spacing throughout the manuscript.

2.2 Manuscript

The manuscript must contain topic and style according to this template.

Title: The title should be brief, grammatically correct and no longer than two lines. Centre the title (14 point bold, capital letters), authors' names (12 point, regular), affiliations and addresses, and e-mail address of the corresponding author (9 point regular). Leave one blank line (12 point) after the title, the author names, and affiliations.

Abstract: Provide an abstract of the manuscript (9 point bold) approximate 300 words. The abstract should briefly state the problem or purpose of the research, indicate the theoretical or experimental plan used, summarise the principal findings, and point out major conclusions. The optimal length is one paragraph.

Style: Use separate sections for introduction, materials and methods, results and discussion, conclusions, acknowledgements (when appropriate), and references. Type the section headings in bold style without indentation and leave one blank line before and after each main heading. Sub-headings can be used as appropriate. Each section must be led by Arabic number in order to conveniently refer to in the text.

Body Text: Use Times New Roman typeface (10 point regular) throughout. Only if you want to emphasise special parts of the text use *Italics*. Start a new paragraph by indenting it from the left margin by 0.2in (and not by inserting a blank line).

Font sizes and styles to be used in the manuscript are summarised in Table 1 given on next page.

Equations: Number equations consecutively. Equation numbers, within parentheses, are to position flush right, as in (1), using a right tab stop. To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents. Italicize Roman symbols for quantities and variables, but not Greek symbols. Use a long dash rather than a hyphen for a minus sign. Punctuate equations with commas or periods when they are part of a sentence, as in

$$x + y = z.$$

..(1)

Note that the equation is centered using a center tab stop. Be sure that the symbols in your equation have been defined before or immediately following the equation. Use “(1)”, not “Eq. (1)” or “equation (1)”, except at the beginning of a sentence: “Equation (1) is . . .”

Tables and Figures: Paste tables and figures where needed (as close as possible to where they are mentioned in the text), if necessary spanning both columns. Number them consecutively using Arabic numbers (e.g. Table 1, Table 2, ..., Figure 1, Figure 2,...) and provide a caption for each table and figure. Place captions above the tables and beneath the figures. Leave one blank line before, and one after the captions. Do not indent or centre the captions. Please keep in mind the distinction between tables and figures: tables only contain alphanumerical characters and no graphical elements. *Do not use characters smaller than 8 points.*

Table 1: Font Sizes and Styles

Item	Font Size	Font Style
Title	14	Bold, Capitals
Authors' names	12	Regular
Affiliations, addresses, e-mail addresses	9	Regular
Abstract	9	Bold
Section Headings	10	Bold
Body Text	10	Regular
References	9	Regular

Either black and white or colour illustrations or graphics are acceptable. Photographs should be submitted and scan as high quality photos. Do not submit poor-quality photocopies. If you use half tone (gray-scale) illustrations please keep in mind that there will be some loss in quality due to reproduction.

Figure 1. Figure captions should be placed below the figure.

References: References should be cited in the text by square brackets: Times New Roman typeface (9 point regular); for example [1] or [1-3] or [1-3,5,7]. The list of references should be given in numerical order at the very end of your manuscripts under the heading 'References' as in the last part of this sample manuscript.

3. Results and Discussion

Only strictly relevant results should be presented Data must not be reproduced in more than one form, e.g., in both figures and tables, without good reason.

4. Conclusions

Conclusion should be short and constructive.

It is a condition of publication that all manuscripts must be written in clear and grammatical English and be submitted to **Dr. S. K. S. Yadav, 121/1A, Gali No.-2, Pragati Nagar, Meerut, Pin-250001, Mob. 09411023524, you may also e-mail your research paper and suggestions at ijtc.editor@rediffmail.com**

Acknowledgements

Acknowledgement must be made in this section as appropriate, such as to the research funding sources.

References

The list of all references should be alphabetically arranged. The author (s) should mention only the actually utilized references in the preparation of manuscript and they are supposed to Harvard Style of Referencing. The list of all references should be alphabetically arranged. The author (s) should mention only the actually utilized references in the preparation of manuscript and they are supposed to follow the references as per following:

All references must be placed at the end of the paper, following the endnotes. The list should state only those references, which are either cited in the text or the notes. More than one publication of the same author in the same year must be listed chronologically with the older item first. Use small (lower case) letters to denote them.

Example: Yadav (2005a), Yadav (2005b).

Other references should follow the following formats

Books:

[1] Yadav, S.K.S. (2008), Principles of Economic Development, Arvind Prakashan, Meerut, India.

Business Magazine:

[2] "Three Letter Acronyms That Mean Business", (April 2007) Benef of Business- IT Magazine, SFY Group Vol-1 Issue 4

News Paper:

[3] Times of India, New Delhi Edition, Column 3, Page-7, Date 08/07/08

Chapters in Edited Books:

[4] Gupta, S.K. (2008), 'Development of Financial Services'. In R. Prasad (Ed.) Framework of Financial Services (pp. 45-70). New York: Free press

Journals & Periodicals:

[5] Gupta, S. and Sharma, T.P. (2010), 'Stock Market and Indian Economy', International Journal of Trade & Commerce-IIARTC, Vol.1, No.1, pp.08-24.

Reports:

[6] National Stock Exchange (2010), Report of NSEI Committee on Delisting of Shares-Chakarvarty Committee.

Electronic/Internet Information

- WEBSITES: Pearson, R. (2010) Online Development study guide, <http://www.dev.ac.usa/schools/skills/refern.htm>, Date accessed 10/07/2010.
- CD ROMS: Lewis, D. (2009) A Guide to Financial Literature, CD-ROM, USA: Sunshine Publishers.
- Use (ed.) for one editor, and (ed.s) for multiple editors.
- When listing two or more works by one author, use XXXX (YYYY,YYYY), such as after Agarwal (1997, 2001) etc, in chronologically ascending order...
- Indicate (opening and closing) page numbers for articles in journals and for chapters in books.
- Note that italics are used only for titles of books and names of journals. Double quotation marks are used for titles of journal articles, book chapters, dissertations, reports, working papers, unpublished material, etc.

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