

## INSTRUCTIONS TO AUTHORS

### (General Instructions)

1. Papers must be in English.
2. PBR is a business journal covering all subject areas of relevance to business in Pakistan. Research in the areas of Finance, Human Resources, Management, Informatics, Marketing, Psychology, Economics and issues related to governance are especially encouraged.
3. Submission of a paper will be held to imply that it contains original unpublished work and is not being submitted for publication elsewhere. The editors do not accept responsibility for damages or loss of papers submitted
4. Manuscripts should be typewritten on one side of the page only, double spaced with wide margins. All pages should be numbered consecutively, titles and subtitles should be short. References, tables and legends for figures should be typed on separate pages. The legends and titles on tables and figures must be sufficiently descriptive such that they are understandable without reference to the text. The dimension of figure axis and the body of tables must be clearly labelled in English.
5. The first page of the manuscript should contain the following information; (i) the title; (ii) the name(s) and institutional affiliation(s); (iii) an abstract of not more than 250 words. A footnote on the same sheet should give the name and present address of the author to whom reprints will be sent.
6. Acknowledgements and information on grants received can be given before the references or in a first footnote, which should not be included in the consecutive numbering of footnotes.
7. Important formulae (displayed) should be numbered consecutively throughout the manuscript as (1), (2), etc., on the right hand side of the page where the derivation of formula has been abbreviated, it is of great help to referees if the full derivation can be presented on a separate sheet (not to be published).
8. Footnotes should be kept to a minimum and be numbered consecutively throughout the text with superscript arabic numerals.
9. The references should include only the most relevant papers. In the text, references to publications should appear as follows: "Khan (1978) reported that...." Or "This problem has been a subject in literature before [e.g., Khan (1978) p. 102]." The author should make sure that there is a strict "one-to-one correspondence" between the names (years) in the text and those on the list. At the end of the manuscript (after any appendices) the complete references should be listed as:

*for monographs and books.*

- a. Ahmad, Jaleel, 1978, Import substitution, trade and development, Amsterdam: North-Holland, *For contributions to collective works.*
- b. Newbery, Daved M.G., 1975., The use of rental contract in peasant agriculture, in: Reynods, ed., Agriculture in development theory, New Haven: Yale University Press p.3-40.

*For periodicals*

- c. Baumol, W.J., 1982, Applied fairness theory and rational policy, American Economic Review, 72(4): 639561.

- d. Note that journal titles should not be abbreviated.
10. Illustrations should be provided in triplicate (one original drawn in black ink on white paper and or with two photocopies). Care should be taken that lettering and symbols are of a comparable size. The drawings should not be inserted in the text and should be marked on the back with figure numbers, title of paper and name of author. All graphs and diagrams should be numbered consecutively in the text in Arabic numerals. Graph paper should be ruled in blue and any grid lines to be shown should be inked black. Illustrations of insufficient quality which have to be redrawn by the publisher will be charged to the author.
  11. All unessential tables should be eliminated from the manuscript. Tables should be numbered consecutively in the text in arabic numerals and typed on separate sheets. Any manuscript which does not conform to the instructions may be returned for necessary revision before publication.
  12. PBR will prefer 4500 words in a research paper.
  13. The paper should belong to core business subjects. Papers on sports, literature, fiction, biography, fashion, philosophy etc. fall outside the scope of the PBR.
  14. Papers and references should conform to the APA format.

#### **More than one paper submission policy in the PBR for external Authors**

1. Currently, PBR does not charge any fee for one submission in a year.
2. If authors are interested to submit more than one paper in the PBR, then Rs. 10,000/= will be charged per submission.
3. The cheque for the above amount may be sent to The Managing Editor, Institute of Business Management.
4. If the paper gets rejected during the review process, the remaining balance will be returned back to the author.
5. If paper gets accepted, the fee would be consumed in meeting the refereeing costs will therefore not be returned to the authors.

#### **INSTRUCTIONS RELEVANT TO JOURNAL MANAGEMENT SYSTEM**

PBR has adopted the Journal Management System which can be accessed by following the link: [journals.iobmresearch.com](http://journals.iobmresearch.com). Submissions, refereeing, contacts with authors, etc are now through the Journal Management System.

#### **Submission Preparation Checklist**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. Manuscripts should be submitted in Microsoft Word .DOCX format, double spaced with wide margins. All pages should be numbered consecutively, titles and subtitles should be short. References, tables and legends for figures should be typed on separate pages. The legends and titles on tables and figures must be sufficiently descriptive such that they are understandable without reference to the text. The dimension of figure axes and the body of tables must be clearly labeled

in English.

3. Title page and manuscript should be submitted separately.
4. Information contained in the Title page should be submitted in the Metadata section of the online submission process and must contain with completeness (i) article title; (ii) abstract of not more than 150 words (iii) keywords; (iv) name(s) and institutional affiliation(s) of author(s); (v) name and email address of corresponding author should clearly be mentioned; (vi) A footnote on the same sheet should give the name and present address of the author to whom reprints will be sent.
5. The first page of manuscript must contain (i) the title; (ii) abstract of not more than 150 words (iii) keywords.
6. The submission file containing the article must be clear of any information revealing the identity of the author(s).
7. Abstract should contain (i) Purpose (Problem Statement); (ii) Methodology/Design; (iii) Originality/Value; (iv) Findings; (v) Implications under separate headings.
8. Papers that violate the spirit of the guidelines (e.g., papers that are single-spaced, papers that use footnotes rather than conventional referencing formats, papers that greatly exceed 50 pages), or which do not clearly fit the mission of the journal will be immediately returned to authors without being reviewed.
9. Acknowledgements and information on grants received can be given before the references or in a first footnote, which should not be included in the consecutive numbering of footnotes.
10. Important formulae (displayed) should be numbered consecutively throughout the manuscript as (1), (2), etc., on the right hand side of the page where the derivation of formula has been abbreviated, it is of great help to referees if the full derivation can be presented on a separate sheet (not to be published).
11. Footnotes should be kept to a minimum and be numbered consecutively throughout the text with superscript Arabic numerals.
12. The references should include only the most relevant papers. In the text, references to publications should appear as follows: "Khan (1978) reported that...." Or "This problem has been a subject in literature before [e.g., Khan (1978) p. 102]." The author should make sure that there is a strict "one-to-one correspondence" between the names (years) in the text and those on the list. At the end of the manuscript (after any appendices) the complete references should be listed as: for monographs and books. Ahmad, Jaleel, 1978, Import substitution, trade and development, Amsterdam: North-Holland, For contributions to collective works Newbery, Daved M.G., 1975,. The use of rental contract in peasant agriculture, in: Reynolds, ed., Agriculture in development theory, New Haven: Yale University Press p. 3-40.
13. All unessential tables should be eliminated from the manuscript. Tables should be numbered consecutively in the text in Arabic numerals and typed on separate sheets. Any manuscript which does not conform to the instructions may be returned for necessary revision before publication.
14. The submitted abstract should not be more than 200 words in a paper abstract.
15. The submitted article file should not be more than 4500 words in a research paper including references and annexures.
16. Papers and references should conform to the APA format.
17. References should not exceed 2 A4 sized pages.
18. No single source of reference should exceed 5% of citation within the paper.

19. Plagiarism as measured by the Similarity Index of Turn it in is acceptable under 19%.
20. A single paper should not be submitted multiple times as a separate (unique) submission.

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