

BUSINESS STUDIES

Guidelines for Contributors

1. **Two copies** of the manuscript, neatly typed in **MS-Word** with **1.5 spacing**, using the **theme font type Times New Roman** and **font size 12** should be submitted to the Editor, Business Studies, journal of the Department of Commerce, University of Calcutta. The **title of the paper**, the **author's name**, **designation** and **institutional affiliation**, **acknowledgement** etc., should be indicated in a **separate cover page**. The title of the paper should also be mentioned in the **first page** of the manuscript.
 2. An **abstract** of the paper, not exceeding **100 words**, and the **key-words (maximum 5)**, should be submitted along with the **manuscript**.
 3. The **paper** should not usually exceed **5000 words**.
 4. A **duly signed self-declaration** that the **paper is original** and that it **has not been published/submitted for publication elsewhere** must be furnished along with the manuscript.
 5. All accompanying **tables, graphs and figures** must be **displayed** using either **MS-Excel** or **MS-Word** and should be included in the **hard copy** as well as the **soft copy** of the manuscript. **No handwritten/drawn/traced figures** will be accepted.
 6. For reference purposes, **footnotes should be avoided**. Any notes to the text should appear at the end of the paper, before the list of references, as **endnotes**.
 7. For **citation of relevant reference** in the body of the text, the author's surname and year of publication should be mentioned as: (Gray, 2003). Alternatively, the **relevant reference** may be cited as: Gray (2003) observes.....
 8. The **list of references** should be in **alphabetical order**, containing only the books and articles cited in the text and URLs visited. References should be styled as below.
- **Book**
Choi, F.D.S. and Mueller, G.C. (1984), *International Accounting*, Prentice Hall, New Jersey, 742-779.
- **Paper in Journal**
Spencer, M.H. (1963), Axiomatic Method and Accounting Science, *The Accounting Review*, 10 (3), May, 29-42.
- **URLs**
<http://www.caluniv.ac.in> (last accessed on....)

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