

BUSINESS STUDIES

Guidelines for Contributors/Authors in 'Business Studies' Journal

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, College Street Campus, 87/1, College Street, Kolkata-700073, West Bengal, India. The title of the paper, the name, designation and institutional affiliation of the author(s), 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. A soft-copy of the paper may also be sent to the Editor, Business Studies, Department of Commerce, University of Calcutta, Kolkata-700073 over email id: **bseditorcommerce@gmail.com**
3. An abstract of the paper, not exceeding 100 words, and the key-words (maximum 5), should be submitted along with the manuscript.
4. The paper should not usually exceed 5000 words.
5. A duly signed self-declaration that the paper is original and that it has not been published/ submitted for publication elsewhere, must be furnished in prescribed format along with the manuscript.
6. 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.
7. 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.
8. 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.....
9. 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). *InternationalAccounting*, 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**
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However, references (books and paper in journals) should be compiled at a single place in alphabetical order without categorisation as mentioned above.

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